Redundancy Meeting Discussion Script

**Prior to first meeting:**

A few days prior to the meeting with [Employee] you will have advised [Employee] that there have been some developments within [Company] and that these will affect their role. At this point you would **strongly recommend** that [Employee] brings a support person to the meeting scheduled for [Date]. If [Employee] needs more time to organise for a support person then the first meeting may need to be postponed.

**First meeting:**

**Open meeting by thanking person for attending and state the meeting purpose:**

Thank you for meeting with us today.

*[Note: At this point either acknowledge and welcome the support person attending or state that you note that person has chosen not to bring a support person along and confirm they are ok with that decision. Reinforce the position of the support person. The support person will not mediate or intervene.]*

The purpose of this meeting is to share with you developments regarding [Company] operations and therefore some structural changes that will occur as a result.

[Name], Employee Expert from Employee Matters is present as an independent party to support the process.

**Go through business case and affect on their role:**

*We have undertaken a workforce review, which has led us to consider some organisational changes in order to grow the business.*

OR

*As you know, the situation with [Company] has been problematic for some time and as a result, we have been reviewing our structure to meet our financial and operational requirements.*

*With this is mind, we believe that we need to make the role of [Position] redundant.*

*OR*

*What this means is that your role is at risk of redundancy.*

*OR*

*(New Role Created - not suitable)*

*We believe the current structure including the role of [Position] is no longer required based on current and projected needs for the business, and propose creating a new position to achieve this. This new position, [Position], would require a greater/lesser level of accountability, knowledge, skills and qualifications than your current position and we do not believe this new role matches your skills profile.*

*[Note: Have the new position description available to show as you explain the changes]*

**Go through options:**

*We are still thinking through whether there may be an opportunity to use your skills elsewhere in the company at this time. We would also like* ***you*** *to think this through to see whether there may be other suitable roles for you.*

*OR*

*We have thought through whether there may be an opportunity to use your skills elsewhere in the company however we do not think this is possible at this time. If you have any other options that you believe we can consider within the business we are happy to discuss those.*

This decision is in no way a reflection on you or your performance within the business but rather it is driven from a need for us to ensure that the company is suitably structured for the future.

I understand that this may be a challenging time for you and we are doing our best to think through all of the alternatives.

**Provide Statement of Entitlements:**

In the meantime we have the indicative Redundancy Benefit Statement for you to ensure that you are fully informed about the package which would be payable to you on retrenchment.

Based on your length of service, your notice period is [Number of weeks] weeks. You will be paid out this notice period plus the entitlements of as set out below in accordance with your length of service.

You will also be paid your accrued annual leave entitlements and any outstanding pay, including superannuation, up to and including your last day of employment, less applicable taxation payments.

Assuming your redundancy proceeds this will be paid to you no later than [Date].

|  |  |
| --- | --- |
| Redundancy Payment | $ |
| Notice Period | $ |
| Annual Leave accrued | $ |
| Long Service Leave | $ |
| 1 weeks’ notice (45yrs) | $ |
| **Total** | **$** |

I understand that this may be disappointing for you. Do you have any questions at this point?

**Outline next steps:**

What I would like to do is for you to go home now and have a think about what we’ve discussed today. Let's meet back here at [TIme] [Date] (allow enough time as is necessary, generally no sooner than the following day) to discuss next steps.

Would [Time] tomorrow suit you? This will be to discuss any additional feedback and suggestions you have or to finalise the redundancy of your role. If you have any questions in the interim, please give me a call anytime.

Are you ok to get home? Do you have any more questions? Thank you for your time today.

**The following is to be used in exceptional circumstances and after further advice is sought:**

**If the employee elects no to have a second meeting**

**In the event that the employee confirms that they see no other alternative roles, you might be able to finalise the redundancy discussion in the one meeting - make note that this was at the employee’s request.**

Confirm that the employee has chosen not to meet again as offered to them.

Confirm the items that the employee will need to return before their final pay can be processed.

Are you ok to get home? Do you have any more questions?

I recognise that this may be a difficult time for you and I am committed to providing you with support and assisting you in any way that I can. The below link may be of assistance:

<https://www.beyondblue.org.au/get-support/resource> Company EAP

Thank you for your time today.