



## Info Sheet Redundancy

When an organisation is planning to make any number of employees redundant it is always advisable to proceed with careful consideration. Doing it properly will ensure two outcomes - (1) that the risks of legal claims are minimised and (2) that the ongoing viability of the business, with the employees who remain, is maximised.

The key success driver is to use a structured approach with all the proper procedures and documentation in place before embarking on the task.

### How **HR Advantage** can help...

HR Advantage can provide guidance and consulting services on all or any phase of a redundancy process. We also act with a positive view on the situation at all times, i.e. seeing it as an opportunity for improved organisational performance.

### Features

- Phase 1: We create a strategy for the whole redundancy programme to meet your organisational objectives.
- Phase 2: We establish a plan of action to achieve the strategy - identifying all costs and benefits, major potential implications and thorough resolution procedures.
- Phase 3: We prepare everything before pre-announcement day. This takes into consideration the impact of internal and external communications on employees and customers, involves contingency planning, training, briefing for key managers, a post stabilisation plan, coordination and control of execution. A Communications Pack is also provided containing all the key documentation required, complete with timetable of activities.
- Phase 4: On announcement day, we provide all the support needed to get the key messages across to the right people including; dealing with the media, immediate stabilisation of emotions, business continuity, statutory notification and employee support/documentation.
- Phase 5: We consult and negotiate with all affected individuals, representatives and trade unions (where applicable).
- Phase 6: Finally, we manage the agreed plan to completion, setting in place any outplacement and TUPE support needed.

### Benefits

- Can be a completely outsourced activity sparing you from the potential emotional consequences.
- Our solution allows you to continue concentrating on your business with a minimum of disruption.
- Robust procedures greatly reduce the opportunity for industrial action.
- Our delivery neutralises bad feeling or anger towards the organisation and therefore reduces the potential for "incidents".
- Remaining staff receive a secure and positive message.
- Negative PR or trade union attention is avoided.

For further information on this topic or any of our other services please contact us by telephone on **+44 (0) 1494 451681** or via email at [contact@hradvantage.co.uk](mailto:contact@hradvantage.co.uk)