

		any Name>>
		<u>by business case</u>
1.	Redundancy notice	Rationale
	Introduction	Provide a brief introduction to the company and the rationale for the proposed redundancies:
	a) A brief description of the company's activities	
	b) The current business environment	
	c) The reasons for the proposed redundancies	
	d) Whether the proposed redundancies are necessary for the company's survival	
	e) Providing information on the company's financial situation	
	f) Whether any previous redundancies have taken place recently.	
2.	Reasons for redundancy	Justification
	Explain reasons for the proposed redundancies, e.g. financial difficulties, changes in market conditions, etc.	
3.	The redundancy proposal	Details
	Explain exactly what the redundancy proposal is, including:	
	a) Number of employees to be made redundant, including job titles	
	b) Any other details that may arise from the proposed redundancies.	
	Explain how the proposed redundancy proposal will achieve the company's objectives.	
4.	Supporting evidence	Redundancy proposal
	Provide supporting evidence of the need to make redundancies, e.g. financial accounts; job descriptions for new and existing roles; any other relevant information.	
5.	Measures to be taken	Measures to be taken
	Give details of the measures to be taken or taken by the company:	
	a) Freezing recruitment	
	b) Reducing staff levels (e.g. by natural attrition)	
	c) Detailing the measures to be taken	
	d) Increasing staff levels (e.g. by recruitment)	

- e) Cease employment of temporary staff

6. Timeline and process

Give details of how the redundancy process will be managed, along with the proposed timeline.

NOTE: There is no minimum consultation period, but the minimum period should be as long as is reasonable in the circumstances. The minimum period is:

- a) 20 to 99 employees: Consultation must start at least 30 days before the first dismissal.
- b) 100 or more employees: Consultation must start at least 45 days before the first dismissal.

If there are 1 or fewer employees, or if the redundancy is not planned, there is no minimum consultation period.

7. Selection process

If no selection process is used, explain why this is the case. If only one role is at risk of redundancy, explain why this role is the one to be redundant.

If a redundancy selection process will be used, give details of the proposed criteria which will be used to select employees for redundancy.

- a) Length of service
- b) Attendance
- c) Disciplinary record
- d) Skills
- e) Work performance

<<Insert date>>