

TEMPLATE – Redundancy Timetable – Selection from Group

This timetable should be prepared and amended prior to starting a redundancy procedure following consideration of your organisation's own policies and procedures and during the procedure depending on what is raised during the process. See also [Redundancy Overview and Process \[2.1 RED FS\]](#), [Redundancy Process Example – Selection from Group \[7.4 RED EX\]](#) and [Checklist - Redundancy Process – Selection from Group \[7 RED CL\]](#).

DATE	EVENT	CONTENT/ACTIONS
[Date]	Group Announcement Meeting (Meeting 1)	<ul style="list-style-type: none"> Explain the proposals. Provide copies of Business Case (if appropriate). Explain what actions undertaken to date to avoid or minimise redundancies. Request suggestions/comments re proposals and ways to avoid redundancies. Explain the proposed pool for selection and invite comments/suggestions. Explain the proposed objective selection criteria and invite comments/suggestions. Provide draft proposed Selection Criteria document. Explain voluntary redundancy application process (if appropriate). Explain next steps and proposed consultation timetable. Explain right to paid time off to seek alternative employment or obtain training for future employment. [Any other relevant matters such as notification of alternative vacancies]. Take detailed meeting notes.
[Date]	Letter	If voluntary redundancy is an option, send Applications for Voluntary Redundancy [4 RED LTR] .
[Date]	Letter	Send Redundancy warning and invite to consultation – Selection from Group [7.6 RED LTR] .
[Date]	[Deadline to apply for vacancies.]	[If there are any vacancies specify deadline for applications]
[Date]	[Interview for vacancies]	[If there are any vacancies specify interview dates]
[Date]	1st Formal Consultation Meeting – Group Meeting (Meeting 2)	<ul style="list-style-type: none"> Update on proposals. Update on actions taken or considered to avoid or minimise redundancies. Feedback on employee suggestions and comments, including on pool for selection and selection criteria. [Any other relevant matters such as updates on alternative vacancies]. Take detailed meeting notes.

[Date]	Letter	Finalise selection criteria document and send with Confirmation of Redundancy Selection Criteria [7.7 RED LTR]
[Date]	Application of Selection Criteria to Pool	Complete selection exercise and determine which employees are to be provisionally selected for redundancy.
[Date]	Letter	Send Invitation to Individual Consultation Meeting – Provisional Selection [7.8 RED LTR]
[Date]	Second Individual Meeting (Meeting 3)	<ul style="list-style-type: none"> • Update on proposals. • Update on actions taken or considered to avoid or minimise redundancies. • Explain decision regarding selection pool and selection criteria and provide feedback on any comments or suggestions. • Explain score against objective selection criteria. • Invite comments regarding the score.
[Date]	Letter	Send Invitation to Final Consultation Meeting – Selection from Group [7.9 RED LTR] .
[Date]	Final Formal Consultation Meeting – Individual 1-2-1 Meeting (Meeting 4)	<ul style="list-style-type: none"> • Update on final decision on proposals and actions to avoid or minimise redundancies. • Give final feedback on pool for selection and selection criteria scoring. • Explain why unable to provide alternative employment. • Confirm redundancy dismissal. • Explain redundancy payments and notice requirements. • Remind of right to paid time off during notice period to seek alternative employment or obtain training for future employment, if relevant. • Take detailed meeting notes.
[Date]	Letter	Send Dismissal letter – Selection from Group [7.10 RED LTR] .
[Date]	[Appeal Meeting]	[Applicable if employee appeals against dismissal]

This document was prepared by the Employment Law team of WorkNest. It is intended only as a general document and as a guide in relation to its subject matter and has not been bespoke drafted for you or the specific circumstances in which you are looking to use it. It is not to be regarded as a substitute for consultation with one of your advisers, since every case will ultimately turn on its own particular facts and circumstances. We will always ask you what you want to achieve and can advise on best practice or more commercial options. If you do not consult with us, do not follow our advice, or decide to take a commercial option, there is a risk that your insurance position will be affected (if cover has been taken) and we will not be liable in any way. If in any doubt as to how to use this document or for legal advice please contact your advisers on their usual number.