

Dear

Re: Proposed Redundancies at

I am writing to you in my capacity as a representative of UNISON.

UNISON has become aware that you may be considering a round of redundancies which may affect our members. As you would be aware, an employer is under an obligation to consult collectively with a trade union where the employer is proposing to make 20 or more employees redundant within a 90 day period.

We would urge you to commence consultation with us as soon as possible on the proposed redundancies. As you would also be aware, the statutory regime which mandates collective consultation on redundancies provides that an employer is obligated to consult with a recognised union for a minimum period. In circumstances where 20 to 99 employees are to be made redundant, the consultation period must last for a minimum of 30 days and in circumstances where an employer is proposing 100 or more redundancies, the consultation must last for a minimum of 90 days.

The consultation, which we have to engage in, must include ways of:

- a. avoiding the dismissals,
- b. reducing the number of employees to be dismissed,
- c. mitigating the consequences of the dismissals.

The consultation must be engaged in with a view to reaching agreement with us. Full, open and meaningful consultation should take place between us at the earliest opportunity and at every stage of the process. We view this as an opportunity to improve and amend the decision making process and resulting outcomes through a process of genuine two way communication within a realistic expectation of change. In situations where you do not take into account the views of your own workforce in amending and changing your proposals in redundancy situations, we would expect a published and reasoned response in maintaining your position. In addition to the topics identified above, we are particularly interested in establishing whether the consequences of the proposed redundancies have been evaluated in connection with the effect they will have on our local economy.

In addition to your obligations to consult, you are also obliged by the statutory regime to provide us with certain minimum information for the purposes of the consultation including:

- a. the reasons for the proposals;
- b. the numbers and descriptions of employees whom it is proposed to dismiss as redundant;
- c. the total number of employees of any such description employed by the employer as the establishment in question;
- d. the proposed method of selecting the employees who may be dismissed;
- e. the proposed method of carrying out the dismissals, with due regard to any agreed procedure, including the period over which the dismissals are to take effect; and
- f. the proposed method of calculating the amount of any redundancy payments to be made to employees who may be dismissed.

This information must be given to appropriate representatives as soon as possible.

A failure to consult and provide information to a relevant union can lead to penalties being imposed by an employment tribunal. UNISON takes the obligation to consult very seriously and we will take steps to enforce our rights if necessary.

I look forward to hearing from you soon.

Yours faithfully