THE HFACTOR

Redundancy & Restructure Checklist

A practical checklist for employers planning organisational change where roles may be reduced, removed or materially redesigned.

Business Case

- [ ] Document the genuine business reason for the proposed change.
- [ ] Define the proposed structure and the roles affected.
- [ ] Consider alternatives to redundancy before decisions are made.
- [ ] Check whether collective consultation thresholds may be triggered.

Pools & Selection

- [ ] Define fair and reasonable selection pools.
- [ ] Use objective, evidence-based selection criteria.
- [ ] Moderate scores and record the evidence supporting them.
- [ ] Check scoring for discrimination or inconsistency.

Consultation

- [ ] Consult while proposals remain capable of change.
- [ ] Explain the business case, process, pool and selection method.
- [ ] Give employees meaningful opportunities to challenge information and suggest alternatives.
- [ ] Keep written records of meetings and responses.

Alternatives & Outcomes

- [ ] Search for suitable alternative employment.
- [ ] Consider trial periods where applicable.
- [ ] Confirm notice, redundancy pay, holiday and other termination payments.
- [ ] Provide appeal arrangements and appropriate aftercare.

Need support? The HFactor provides practical HR consultancy support for UK employers, including employee relations, TUPE, restructures, redundancy and ongoing HR advisory support.

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This checklist is a general guide and is not a substitute for advice on the facts of a particular case.