



The Redundancy Process – Collective Consultation 90 day process

Stages

Decide numbers

NWLL decide that X number of jobs may go from organisation

Staff warned

Staff warned that they are at risk of potential redundancy
letter 24-11-06, Potential Redundancies FAQ, Ann 24-11-06

Representatives Elected

Staff representatives elected
staff reps letter

Start of collective consultation

Start of collective consultation over potential redundancies

Pools identified

Pool(s) identified within organisation

Voluntary redundancy requests invited

Affected staff invited to request voluntary redundancy
voluntary redundancy letter

Selection criteria decided

Selection criteria decided (where selection is necessary within a pool) and selection matrices written
selection matrix recreation assistant

Staff in selection pool scored

Each person in the selection pool is scored according to the "selection criteria matrix". This is done for all the pools identified in the "pools identified" stage

Individual advised of score

Each person scored has opportunity to see completed matrix and challenge score
challenge form

Challenge stage completed

Challenges either upheld or declined and individual advised

Job Allocation

Individuals advised that post will be remaining the same or suitable alternative positions offered

Individual told if selected for redundancy

Individual told that they have been selected for redundancy

Individual given notice (start of notice period)

Given notice (start of notice period). Individual either works notice period or NWLL pays in lieu of notice

Appeals process begins

Staff who wish to appeal write stating grounds for appeal within 5 working days of notice being issued

Appeals process concludes

Appeals responded to within 5 working days of receipt, hearing arranged and decision made

End of statutory / contractual notice period

End of statutory notice period