

## **[TEMPLATE SCRIPT FOR FIRST CONSULTATION MEETING - UNIQUE ROLE]**

Thank you for attending this meeting today.

### **[INTRODUCE THOSE IN THE ROOM]**

**[IF EMPLOYEE HAS CHOSEN NOT TO BRING A WORK COLLEAGUE CAN STATE]** I note you have chosen not to bring a representative with you today, are you still happy to continue without a representative?]

### **BACKGROUND**

As you are aware from [[the company's announcement] [our meeting] on **[DATE]**] **[SET OUT THE BACKGROUND LEADING TO THE REDUNDANCY SITUATION]**.

This meeting is our first consultation meeting so that we can discuss how our proposals may impact your employment.

As we set out in our letter to you dated **[DATE]** we have reviewed the duties and responsibilities which form your role and, having compared this across [the rest of our business] **OR** [particular division, department], we consider that you occupy a unique role (i.e. there are no other employees who undertake the same or sufficiently similar role in terms of duties, responsibilities, skills and status). Unfortunately, the Company has found that it no longer needs an employee dedicated to the role that you currently undertake. The reason for this is **[SET OUT REASONS]**. The Company is therefore proposing to remove your role from the organisation's structure and as a result of that proposal you are at risk of being dismissed by reason of redundancy.

**[OUTLINE ANY STEPS TAKEN ALREADY TO TRY TO AVOID GETTING TO THIS STAGE AND IF OPTIONS HAVE BEEN CONSIDERED BUT WERE NOT VIABLE THESE (AND THE REASONS THEY WERE NOT VIABLE) CAN BE EXPLAINED]**

### **THIS CONSULTATION**

We have not made any decision as to whether or not your employment will terminate by reason of redundancy at this stage. A thorough consultation process will be undertaken with you before any such decision is made. This is the first meeting as part of that consultation process.

The consultation process will continue for a reasonable time to allow you to comment upon and raise queries in relation to the redundancy proposal and its impact on your employment. At this stage, we envisage that the redundancy consultation will end on [date]. However, please note that if, during the course of this consultation, we consider that further time is needed to continue to explore alternatives to redundancy, we may extend the consultation period in relation to you. We will also consider any request for early release, for example where alternative employment has been secured subject to business needs.

We want to avoid your dismissal by reason of redundancy if at all possible and therefore the purpose of this consultation process will be to hear your views on the redundancy situation and on any ways of avoiding this.

[We sent you a list of vacancies within the company previously and we would like to discuss with you during this consultation whether there are any that you think you may be interested in] **OR** [As we stated in our letter to you we have no vacancies at the

present time, however, we would still like your views on whether you believe there are any alternative positions you could undertake].

### **IF YOU ARE DISMISSED FOR REDUNDANCY**

I want to briefly talk about what would happen if you were dismissed for redundancy so that you are aware but we can discuss this in more detail later in the process if this is applicable.

If you are ultimately dismissed by reason of redundancy, your dismissal would be effective from [DATE] [and you would be paid in lieu of notice]. **[IF WORKING NOTICE AND HAVE TWO YEARS SERVICE BY TERMINATION DATE THEY HAVE RIGHT TO REASONABLE PAID TIME OFF TO SEEK EMPLOYMENT/ARRANGE TRAINING FOR FUTURE EMPLOYMENT AND YOU COULD HIGHLIGHT THIS HERE:** Please note that, if you are given notice of dismissal by reason of redundancy you will have the right to a reasonable amount of time off (paid) to seek employment or arrange training for future employment.

You would be entitled to a statutory redundancy payment of £x. [In addition, the Company will make an ex gratia payment of £[y], subject to certain conditions [including the signing of a settlement agreement].]

Again, I would like to stress that no decision has been made on whether or not we will need to dismiss you by reason of redundancy and this consultation process is to find a way of retaining you with us.

### **DISCUSSION WITH EMPLOYEE**

Now that I have explained the process and reasons for the redundancy situation, I would like to open this discussion up to hear your thoughts on this.

Let's start with the redundancy situation and whether you have any suggestions on ways to avoid a redundancy for your role.

### **[GIVE EMPLOYEE TIME TO SET OUT THEIR THOUGHTS AND COMMENT ON THESE WHERE APPROPRIATE]**

As I mentioned, [I also want to understand your views on alternative roles – have you seen any that you may be interested in?] [we do not consider we have any suitable vacancies at the moment for you but I would like to hear your thoughts on this].

### **[GIVE EMPLOYEE TIME TO SET OUT THEIR THOUGHTS AND COMMENT ON THESE WHERE APPROPRIATE]**

I do not have anything further that I wanted to put to you but is there anything else you would like to discuss in relation to this situation?

### **[GIVE EMPLOYEE TIME TO SET OUT THEIR THOUGHTS AND COMMENT ON THESE WHERE APPROPRIATE]**

Thank you very much for your time today. We will be in contact shortly to arrange a follow up consultation meeting **[IF YOU HAVE AGREED TO TAKE ANY STEPS OR LOOK INTO ANYTHING IN THE INTERIM SUMMARISE THESE ACTIONS POINTS SO ALL PARTIES ARE CLEAR].**

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