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Redundancy and Restructuring Checklist for Businesses

This checklist outlines key steps and legal considerations for UK employers when planning redundancies and organisational restructuring. It is designed to help ensure compliance, fairness, and strategic clarity.

- Assess the business rationale for redundancy or restructuring.
- Identify roles at risk and explore alternatives to redundancy.
- Review employment contracts and collective agreements.
- Determine if individual or collective consultation is required.
- Prepare clear and accurate redundancy documentation.
- Apply fair and objective selection criteria.
- Avoid discrimination and ensure equality compliance.
- Conduct meaningful consultation with affected employees.
- Consider suitable alternative employment within the organisation.
- Calculate redundancy payments and notice entitlements.
- Communicate decisions clearly and sensitively.
- Handle appeals and grievances appropriately.
- Ensure compliance with TUPE if applicable.
- Document all steps and decisions for audit and legal purposes.
- Seek legal advice before implementing changes

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