

## Advance notification of redundancies

Trade Union and Labour Relations (Consolidation) Act 1992, Part IV, Chapter II

### Note for employer

There is a statutory requirement for the Government to assist employees facing redundancy. In order to do this, advance notification of potential redundancies is required from you. Failure to comply with the statutory notification requirements below without good cause may result in prosecution and a fine, on summary conviction, of up to £5000, for the company and/or officer of the company.

The Redundancy Payments Service (RPS), acting on behalf of the Secretary of State for Business, Innovation and Skills, collects the information and distributes it to the appropriate Government Departments and Agencies who offer job brokering services and/or training services so that they can discharge their obligation to your employees. The information about your company is commercially confidential and may be used only for the purpose of assisting those facing redundancy. The other Government Departments and Agencies are bound by the same confidentiality terms as the RPS. You will be contacted directly by your local JobcentrePlus and other service providers in your local area with offers of assistance during this notification/consultation period.

**Data Protection Act 1998** We will store the information you give us in a computer system, which will help us deal with it more efficiently. We may use the information for statistical purposes.

How to complete this form	Your legal obligations
<p>1) Use a separate form for each establishment where 20 or more redundancies may occur within a 90-day period.</p> <p>2) Use <b>black ink</b> and write your answers in CAPITALS, as this will make it easier for us to read.</p> <p>3) Where tick boxes appear, please tick those that apply.</p> <p>4) If there is not enough space for your answers, please use a separate sheet of paper and attach it to this form.</p> <p>5) If the circumstances outlined in this form change, please notify us immediately.</p> <p>6) Please return the completed form, by post to:  <b>The Insolvency Service, Redundancy Payments Service,            PO Box 15425, BIRMINGHAM, B16 6HP</b>            or by fax on <b>0121 455 0531</b>            or by Email: <b>HR1@insolvency.gsi.gov.uk</b> Please attach a read receipt to your e-mail if you require an acknowledgement.</p> <p><b>NB.</b> If you fax or email the form to us there is no need for you to send the original form by post.  <b>Tel: 0121 456 4411</b> for assistance on completing the form.</p>	<p>1) You are required by law to notify the RPS of a proposal to dismiss 20 or more employees as redundant at one establishment within a period of 90 days or less.</p> <p>2) If you operate from more than one site, each one is treated separately for notification and consultation purposes. An <b>establishment</b> is the site where an employee is assigned to work. You must complete a form for each site where 20 or more redundancies are proposed.</p> <p>3) Your <b>Minimum period</b> for notification and consultation for:</p> <ul style="list-style-type: none"> <li>• between <b>20 to 99</b> redundancies at one of your establishments, is <b>at least 30 days before</b> the first dismissal.</li> <li>• <b>100 or more</b> redundancies at one of your establishments, is <b>at least 90 days before</b> the first dismissal.</li> </ul> <p>4) You must notify us <b>at least 30/90 days before the first dismissal and before you issue any individual notices of dismissal.</b></p> <p>5) You must <b>send a copy of this notification to the representatives</b> of the employees being consulted.</p> <p>6) If you have already notified us about one group of redundancies and you need to make further redundancies you should treat them as separate events. You do not need to add the numbers in the two groups together to calculate the minimum period for either group.</p> <p>7) The <b>notification date</b> is the date on which we <b>receive your completed form.</b></p> <p>8) If it is not reasonably practicable for you to comply with the minimum notification periods you must make every effort do so as far as you are able. <b>You must give reasons why you could not provide the information on time.</b></p>
<p><b>Further Information on assistance for employers</b></p> <p>For more copies of the form you can download one from our website on <a href="http://www.insolvency.gov.uk/forms/forms.htm">http://www.insolvency.gov.uk/forms/forms.htm</a></p> <p>Guidance on redundancy handling and assistance for employers can be found on the following websites:</p> <ul style="list-style-type: none"> <li>• Business Link <a href="http://www.businesslink.gov.uk">http://www.businesslink.gov.uk</a></li> <li>• BIS <a href="http://www.bis.gov.uk/whatwedo/employment/employment-legislation/ice/index.html">http://www.bis.gov.uk/whatwedo/employment/employment-legislation/ice/index.html</a></li> <li>• Local Development Agency <a href="http://www.englishrdas.com">http://www.englishrdas.com</a></li> <li>• Local Skills Agency <a href="http://inourhands.lsc.gov.uk">http://inourhands.lsc.gov.uk</a></li> <li>• Wales <a href="http://wales.gov.uk/topics/businessandconomy/?lang=en">http://wales.gov.uk/topics/businessandconomy/?lang=en</a></li> <li>• Scotland <a href="http://www.scottish-enterprise.com/grow-your-business">http://www.scottish-enterprise.com/grow-your-business</a></li> </ul>	

**1. Employer's details**Name:  
Address:Postcode:  
Tel:  
Email:**2. Employer's Contact details (MUST be completed)**Name:  
Address (if different to 1):Postcode:  
Tel:  
Email:**3. Establishment where redundancies are proposed**  
(Please tick relevant boxes)a) Address at 1; b) Address at 2; c) Different to 1 or 2  
  

Please write different address here:

Postcode:  
Tel:  
Email:**4. Timing of redundancies**a) Date of first proposed dismissal   
b) Date of last proposed dismissal 

c) If you have given less than the required 30/90 day notification period please give reason for late notification.

**5. Method of Selection for redundancy****6. Staff numbers/redundancies at this establishment**

Occupational group	Total Number of employees	Number of possible redundancies
Manual		
Clerical		
Professional		
Managerial		
Technical		
Apprentices/trainees		
Under 18		
Other		
<b>Totals</b>		

**7. Nature of main Business****8. Closure of business**

Do you propose to close this establishment?

Yes  No **9. Reason for redundancies**

Please tick one or more boxes to show the main reason(s) for the proposed redundancies.

A	Lower demand for products or services	
B	Completion of all or part of contract	
C	Transfer of work to another site or employer	
D	Introduction of new technology/plant/machinery	
E	Changes in work methods or organisation	
F	Other (please give brief details below)	
G	Insolvency	

**10. Consultation**

a) Please provide the name(s) of

Recognised trade union	Name of Representative	Description of employee they represent

b) If you do not recognise trade unions for any groups of employees please give the name(s) of their elected representative below.

Name of elected Representative	Description of employee they represent

c) Have you given a copy of this form to all the appropriate representatives?

Yes  No 

d) Have you started the consultation process with the appropriate representatives?

Yes  No 

e) If yes, please give the date consultation started.

f) Have you given individual notices of dismissal to the employees?

Yes  No **11. Declaration**

I certify that the information given on this form is, so far as I know, correct and complete.

Signature:

Date:

Position: