**Meeting agenda: Individual consultation**

*This resource was created in partnership with* [*Lynn Burman*](https://www.linkedin.com/in/lynn-burman-47156018b/?utm_source=Breathe%20HR%20redundancy%20toolkit&utm_medium=referral&utm_campaign=Breathe%20redundancy%20content)*, Commercial Director at* [*Clover HR*](https://www.breathehr.com/en-gb/partners/hr-consultancy-directory/clover-hr?utm_source=redundancy-toolkit&utm_medium=referral&utm_campaign=redundancy)*: an expert HR consultancy and trusted Breathe Partner. It’s intended as a general guide only. For the latest legal advice on redundancies, check out the full explainer from* [*Acas*](https://www.acas.org.uk/redundancy)*. And if you’re considering a redundancy – or need HR advice of any kind – it’s always best to speak to an employment law specialist. You can* [*get in touch with Clover HR here*](https://www.cloverhr.co.uk/contact/?utm_source=Breathe%20HR%20redundancy%20toolkit&utm_medium=referral&utm_campaign=Breathe%20redundancy%20content) *or find additional support through our* [*Partner Directory*](https://www.breathehr.com/en-gb/partners/hr-consultancy-directory?utm_source=redundancy-toolkit&utm_medium=referral&utm_campaign=redundancy)*.*

All potential redundancies are subject to individual consultation, regardless of the number being considered. This should involve a face-to-face meeting with the affected employee, discussing the reasons for the decision and giving them a meaningful opportunity to discuss their scores and make suggestions.

This agenda offers a guide for how to structure this discussion, across three main areas:

1. Recap the redundancy process to date
2. Discuss the candidate’s scores
3. Explain next steps and the employee’s rights

**1. Recap the redundancy process to date**

*First, go over information discussed in previous meetings and letters:*

* Explain the purpose of this meeting, run through the agenda and ask the employee for any initial questions.
* Reiterate why the company is considering redundancies and why the employee’s team has been designated ‘at risk’.
* Remind the employee what voluntary redundancy options are available, if any.
* Recap what alternative options have been considered and if any of these measures have been taken on board.
* Confirm timelines for the remainder of the process and recap what decisions have been made to date.

**2. Discuss the candidate’s scores**

*Then, show the candidate the scores they received and explain the feedback provided:*

* Discuss the criteria used to score employees and explain the reasons they were chosen. Recap any decisions made during collective consultation, if relevant.
* Take the employee through the scores they were assigned and explain why.
* Invite the employee to comment or critique the decisions taken. Take their comments on board in good faith.
* If necessary, repeat the scoring process after the meeting, taking the employee’s comments into account.

**3. Explain employee rights and next steps**

*Round the discussion off by talking the candidate through the rest of the process and what they can expect from here:*

* Explain what support options are available for staff who are made redundant.
* Remind the employee of their right to take time off to look for alternative work and to appeal the final decision when it’s made.
* Explore, if appropriate, any alternative employment options that might be available elsewhere in the company, and whether these are an appropriate fit for the employee’s skills.
* Discuss the company redundancy policies and what package would be available to the employee if they are selected for redundancy.

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