

's188' – NOTIFICATION OF REDUNDANCY LETTER TEMPLATE

To: *Insert Union Branch Secretary details*

Dear

NOTIFICATION OF POTENTIAL REDUNDANCIES

In accordance with s188 of the Trade Union & Labour Relations (Consolidation) Act 1992, I am writing to consult on potential redundancies, which it is envisaged may arise in the _____ team / service of the -
_____ Group.

The background to this proposal is

_____ (e.g. As a result of funding reductions in the 2013-14 budget, it is not possible for the Group to continue to carry out all the functions it did in previous years. After considerable consideration of the priorities of the service, we have decided on a number of ways of reducing costs so that we can continue to focus on our main responsibilities while ensuring that we can set a balanced budget. Along with a number of other cost-cutting actions, it has been decided to end the work of the _____ team.)

This will mean that up to X posts will be made redundant, as follows: _____
(indicate total number of each post eg 1 Team Leader out of a total of 3 Team Leaders)

There are currently X staff employed in the _____ service. It is anticipated that the reductions will be secured within the period (*insert dates*). *The selection process and criteria that is proposed is as follows:_____*

There are currently X agency workers working in the service undertaking (e.g type of work or roles carrying out).

You will be aware that from 6 April 2013, any fixed term contract that has reached the specified end date of the contract is excluded from the collective redundancy consultation obligations, and there is therefore no requirement for a Section 188 letter in relation to the post(s) of X. However, due to a local agreement to do a Section 188 letter for all redundancies, we have included this/these posts.

The County Council's redeployment procedure will be made available to all members of staff affected. *However, if we have been unable to find alternative employment by (*insert date*), staff will receive contractual notice of the termination of their contracts.*

Any employee whose employment is terminated on the grounds of redundancy will receive a compensation payment in accordance with the scheme published by the County Council. In addition, if an employee is aged 55 or older, is currently contributing to the Local Government Pension Scheme (LGPS) and has two or more years qualifying service credited to their LGPS record they will, in accordance with the Local Government Pension Scheme Regulations, receive immediate access to pension benefits.

I hope we are able to work together to find ways of mitigating the circumstances for the members of staff concerned and your support and involvement in helping managing this difficult process is greatly appreciated. Please do not hesitate to contact me if you require any further information or clarification.

I should be grateful if you would please let me have any representations you wish to make on these proposals, in terms of reducing the redundancies or mitigating the consequences by no later than (insert date). Alternatively, if you would like to meet to discuss the above, please let me know within the next few days, so that we can set up a meeting at the earliest opportunity.

Yours sincerely

Head of Service