

Template “at risk” letter  
(Optional requirement)

Date

Dear

**Re: (Team / Service) - Consultation on Potential Redundancy**

Further to the meeting with (name) on (date), I write to confirm the current situation relating to your post as (title).

**GIVE REASON FOR REDUNDANCY SITUATION**

You were provided with a copy of the consultation paper outlining the proposals.

This letter is confirmation that a formal period of consultation has begun and this will continue until at least the xxxxxxxxxx. We also have a duty to consult with representatives of the 3 unions recognised by Warwickshire County Council so representatives of UNISON, UNITE and GMB have already been notified.

I regret this places you in the position of being at risk of potential redundancy in relation to your employment with Warwickshire County Council.

All employees who are declared at risk of potential redundancy have access to the County Council's redeployment process. However every effort will be made to accommodate staff into the new staffing structure wherever possible.

You have been provided with a copy of the Organisational Change Redeployment frequently asked questions along with the Redeployee Details form to complete and return to the Redeployment Advisor via email [recruitment@warwickshire.gov.uk](mailto:recruitment@warwickshire.gov.uk). On receipt of your form you will be contacted by the Redeployment Advisor to discuss your completed form. You can view and apply for vacancies at Warwickshire County Council by visiting [www.wmjobs.co.uk](http://www.wmjobs.co.uk). As a redeployee you have the opportunity to view and apply for vacancies at the same time as internal and external applicants, however, you are given priority over other applications. You are eligible to apply as a redeployee for positions that are one pay grade higher, lower or the same as your current position and during the shortlisting and selection process your ability to meet the criteria will be assessed

You are expected to actively seek suitable alternative employment and I need to inform you that should you be offered a suitable alternative opportunity which you unreasonably refuse, you may lose your right to redundancy pay.

We also discussed the package of support for employees at risk of redundancy and you were provided with a leaflet detailing the range of activities available which includes face to face sessions to develop your skills and knowledge such as CV writing and interview skills which is provided through the Learning and Development Team.

If following the consultation period it is clear that your redundancy cannot be avoided and it has not been possible to secure suitable alternative employment, your

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employment will be terminated on the grounds of redundancy and you will receive one weeks notice for every completed year of continuous service with Warwickshire

County Council, up to a maximum of twelve weeks. Therefore you are contractually entitled to (number) weeks' notice; your contractual notice has been based on a continuous service date with Warwickshire County Council of (date). You were advised that should we get to a position where your notice is issued, it is anticipated that your employment could be terminated on the grounds of redundancy on (date).

Notice of redundancy is normally issued in the form of a letter, however, you do have the right to request a meeting to consider the matter, at which you have the right to be represented by a union official or colleague.

If your employment is terminated on the grounds of redundancy, you may be entitled to receive a redundancy payment in accordance with the scheme agreed by the County Council. In addition, if you are 55 years or older, are currently contributing to the Local Government Pension Scheme (LGPS) and have two or more years qualifying service credited to your LGPS record you will, in accordance with LGPS Regulations, receive immediate access to your pension benefits. A pension estimate is enclosed.

An estimate of the redundancy payment which you may be entitled to can be provided by your HR Advisor or

Your redundancy payment is estimated at £XX and is based on the following:

Your continuous local government service date of (date)

Your age at (date) being (age)

Your current salary of £XX

Your redundancy payment will not be paid until 4 weeks after your last day of employment and your entitlement to a redundancy payment would be lost if within this time, suitable alternative employment is taken, or offered and unreasonably refused, with the County Council or other public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

Finally, I appreciate that you are in a period of uncertainty, but please be assured that the County Council's policy is to, as far as possible, avoid redundancies and we will support you as much as possible.

I would also like to remind you that the Council's Employee Assistance Programme, including access to counselling, is available to you, and can be contacted by telephoning 0800 174319.

Please contact me should you have any queries regarding the process to be followed, or, wish to raise any concerns regarding the proposed process.

Yours sincerely

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Manager

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