

## REDUNDANCY PROPOSAL

		No of redundancies	What is included	Hours of advice	Cost (plus VAT)
Individual consultation only	1	1-3	The most cost effective way for you to get the templates and advice is to sign up to our HR Express Service as redundancies of this scale are included in that package. Prices start at $\pounds 1200 + VAT$ . In addition to the redundancy support you would also get an annual HR support service to help with any ongoing employment issues.		£1,200 (Platinum service)
	2	4-10 11-19	<ul> <li>Telephone discussion and Advice on restructuring</li> <li>Guidance note on redundancies with timetable</li> <li>Up to 2 hours of corporate or insolvency/debt restructuring advice (additional hours are additionally chargeable)</li> <li>Templates and review of letters for consultation procedure: <ul> <li>At risk meeting agenda and follow up at risk letter</li> <li>Selection criteria sheet</li> <li>Invitation for volunteers</li> <li>Invite to consultation meeting and consultation meeting agenda</li> <li>Offer of alternative employment</li> <li>Invite to second consultation meeting</li> <li>Letter confirming not selected for redundancy</li> </ul> </li> <li>Calculation of Statutory Redundancy Pay for each employee in selection pool</li> </ul>	8-12	4-10 £2,000 11-19 £2,000 - £3,750
Individual and collection consultation required	3	20-50 51-99	<ul> <li>All the above plus:</li> <li>Templates for appointment of employee representatives         <ul> <li>Inviting nominations with nomination forms</li> <li>Notice of ballot and ballot forms</li> <li>Notice of election result</li> <li>Letter to employee reps on their role</li> </ul> </li> <li>HR1 form</li> <li>Collective consultation procedure         <ul> <li>3 Collective consultation meeting agendas</li> </ul> </li> </ul>	20-35	IRO £7,500 - £10,000 £10,000+
	4	99+	All the above	40	£15,000+

## **Additional Services**

- Settlement agreement template £700 plus VAT
- Advice on appeals, meeting scripts/crib notes £250 plus VAT per hour
- We can conduct or arrange the consultation meetings (all staff or individually) on your behalf including notes - £750 - £1000 plus VAT /day (plus travel expenses if cannot be done remotely)
- Consultation with trade unions Price on request
- Advice from Corporate or Insolvency expert on corporate restructure or administration, insolvency – in addition to the packages above or where entirely separate advice is required advice from our leading lawyers at a reduced rate of £250 plus VAT / hour.

## Litigation

Litigation is not covered by the above services but we are so confident in our services that we will handle any litigation arising from a process in which you followed our advice at a rate of fees reduced by 15%.