

# *Redundancy Support: A Guide for ULRs*



How to run a redundancy support  
session in your workplace



# What is redundancy?



**Redundancy is most commonly where someone is dismissed from their job because the organisation requires fewer employees to carry out work of a particular kind.**

**UNISON Representatives will be working closely with members affected by redundancy in your workplace, to ensure they are treated fairly in the process.**

# *Redundancy support sessions*

**The role of the ULR in supporting people facing redundancy is written in law.**

**The UNISON Cymru Wales learning team is here to support you.**

**You're an important part of the branch team in supporting members in a redundancy situation**



## Sessions can include:

- A talk from Working Wales on how to access the ReAct+ retraining scheme, Personal Learning Account funding and their careers advice services
- Advice from UNISON on your redundancy rights and how to get the support of your local branch reps
- Information from your employer HR department on the process your going through
- Information on member benefits, our welfare services, UNISON There For You Charity and Unemployed membership
- Taster sessions of CV writing, interview skills and job searching courses from local providers and your Union Learning Rep
- Help from local services such as Citizens Advice



UNISON College can provide sessions to members on:

- Your Skills, Your Future,
- Power to be You
- CV Writing
- Coping with Change

Members can access financial advice through Quilter.

Plus we can utilise UNISON College funds to deliver employability skills to members in your workplace.

There are also lots of useful resources for ULR's such as the Moving On toolkit.



## Finding a new job

Share  
f x e  
Print / Translate  
p t



There are all sorts of reasons for looking for a new job. your choice, or it might be something that circumstance forced you to do.

# Redundancy event process

## ● WHO, WHEN & WHERE?

- Think about the staff affected...
- Where are they based?
- How many are affected/will attend?
- When do they work - are they shift workers?
- When would be the best time to run a session?
- Where do they work?
- Do you need to book a room/venue?
- Should there be an option to join by video call?
- Is there a cost involved - who will cover those costs? Is the venue suitable?

## ● WHO DO I INVITE/WHO SHOULD ATTEND?

- Human Resources
- UNISON Representatives
- Careers Wales
- Mental Health support
- Education support (UNISON learning, local education providers etc)

## ● ADVERTISE THE EVENT

- Liaise with Branch to ensure staff are allowed time off to attend in advance
- Use a template poster, or design one yourself
- Include, the date, times, venue, who will be there on the day, contact details
- Utilise email, employer intranet, social media

# Unemployed UNISON membership

Members dismissed, made redundant, having accepted a compromise agreement or having resigned as an alternative to dismissal from employment, can apply for unemployed membership of UNISON within six months of their loss of employment, for two years from the date of dismissal, redundancy, agreement or resignation.

**£4**      **PER YEAR**  
**(MAX 2 YRS)**

Email: [w.membership@unison.co.uk](mailto:w.membership@unison.co.uk)





# Employability Skills

Employability skills, or transferable skills, are the core skills and traits required to succeed in any job.

They are the soft skills that make you desirable to an organisation regardless of your previous training or professional experience.

- 1 COMMUNICATION SKILLS**
- 2 CV WRITING, INTERVIEW SKILLS**
- 3 PRESENTATION SKILLS**
- 4 LEADERSHIP SKILLS**
- 5 TIME MANAGEMENT SKILLS**

Members facing redundancy may need specific employability skills support for the days ahead.

# *Time off for training*

**Employees that have been made redundant must be allowed a reasonable amount of time off during their notice period to look for another job or to do training.**

**This applies if the employee has worked for 2 full years or more (including the notice period).**

**Time off can be taken at any time during normal working hours. Your employer can't ask staff to rearrange their work hours to make up the time off.**

**Someone facing redundancy is entitled to a certain amount of paid time off during their notice period to look for work.**

**This will be paid at the normal hourly wage. The amount of paid time you can take off is equal to 40% of one week's pay.**

**For example, if you work 5 days a week, your employer has to pay you for 2 days of time off during your notice period.**

**Your employer doesn't have to pay you for any extra time off you take, although you could ask them to.**

# useful WEBSITES



## **UNISON Cymru/Wales Learning**

[cymru-wales.unison.org.uk/learning/redundancy-employability/](http://cymru-wales.unison.org.uk/learning/redundancy-employability/)

## **UNISON Save our Services Campaign**

[www.unison.org.uk/our-campaigns/save-our-local-services/](http://www.unison.org.uk/our-campaigns/save-our-local-services/)

## **UNISON Redundancy Support**

[www.unison.org.uk/get-help/knowledge/terminating-suspending-job/redundancy/](http://www.unison.org.uk/get-help/knowledge/terminating-suspending-job/redundancy/)

## **UNISON There for You**

<https://www.unison.org.uk/get-help/services-support/there-for-you/>



# *useful* **WEBSITES**



**Careers Wales - Redundancy Support & ReAct+**  
[www.workingwales.gov.wales/how-we-can-help/redundancy-support](http://www.workingwales.gov.wales/how-we-can-help/redundancy-support)

## **Citizens Advice**

[www.citizensadvice.org.uk/work/redundancy/check-your-rights-if-youre-made-redundant/](http://www.citizensadvice.org.uk/work/redundancy/check-your-rights-if-youre-made-redundant/)

## **Health & Wellbeing**

**C.A.L.L. Helpline:** [www.callhelpline.org.uk/](http://www.callhelpline.org.uk/)

**Mind:** [www.mind.org.uk/](http://www.mind.org.uk/)



# Save our Services

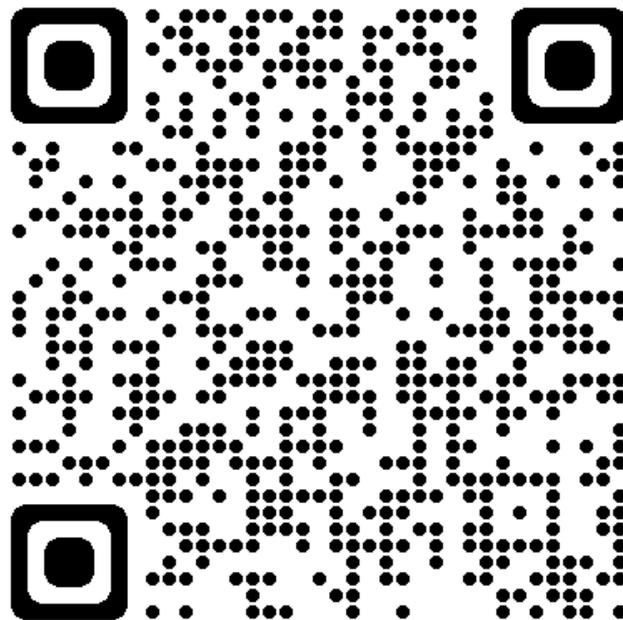
UNISON is acutely aware that some members are facing redundancy due to the cuts to local authority and other public service budgets across the UK.

As we campaign together to Save Our Services we are also able to support you and your colleagues to get the information, advice and guidance you need in this most uncertain and stressful of times.



# UNISON Cymru Wales

## Learning team



## OUR CONTACT



[www.cymru-wales.unison.org.uk/learning/](http://www.cymru-wales.unison.org.uk/learning/)



029 20729414



[cymruwaleswulf@unison.co.uk](mailto:cymruwaleswulf@unison.co.uk)