

Step 3 Tell employees

Redundancy only applies to those with the [legal status of employee](#).

Someone is not likely to be an employee if they're:

- an agency worker
- a casual worker
- on a zero-hours contract

As soon as possible, you should 'inform' (tell) your employees that you're considering making redundancies.

You should hold a meeting with all employees affected, not just those at risk of redundancy, where you explain:

- the risk of redundancy and the reason why it may be necessary
- how many redundancies you're considering
- what happens next, including how everyone will be consulted

You should encourage employees to ask questions. The meeting can be held online if people are working remotely.

For employees who are at risk of redundancy, you should also confirm in writing:

- that they're at risk of redundancy
- whether they have other options, such as voluntary redundancy or redeployment
- the outline of your consultation plans

You should continue to keep employees informed throughout the redundancy process.

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