

How to run an effective HR review panel

Example redundancy committee agenda

List of those attending and their role

1. Welcome and Introductions.
2. Approval of agenda and checking of documents to be presented.
3. The headteacher explains the redundancy proposals and selection outcomes.
4. The member of staff and/or their trade union representative may ask questions of the headteacher.
5. Members of the redundancy committee may ask questions of the headteacher.
6. The member of staff and/or their trade union representative make representations against the proposed dismissal.
7. The headteacher may ask questions of the member of staff and their trade union representative.
8. Members of the redundancy committee may ask questions of the member of staff and their trade union representative.
9. The headteacher may make a final statement and sum up.
10. The member of staff and/or their trade union representative may make a final statement and sum up.
11. The chair of the redundancy committee explains to both parties how they will be informed of the decision.
12. The parties withdraw to allow the redundancy committee to discuss the findings and come to a decision. The HR Advisor, if in attendance, will remain, as will the clerk. The parties may be asked to remain for a short period in case the redundancy committee needs to clarify any points

Taken from a local authority policy