APPENDIX 22H – EMPLOYERS’ HANDBOOK

**Employment Rights (Northern Ireland) Order 1996 (amended 8 October 2006)**

**Advance Notification of Redundancies (HR1 Form)**

**What you are required to do**

As an employer, you are required by law from 8th October 2006 to notify of a proposal to make **20 or more** employees redundant

1. before giving notice to terminate an employee’s contract of employment in respect of any of these dismissals and
2. within a 90 day period as follows;

* If 20 to 99 redundancies may occur at one establishment, you must notify us at least 30 days before the first dismissal**.**
* If 100 or more redundancies may occur at one establishment, you must notify us at least 90 days before the first dismissal**.**

We will treat the date on which we receive your completed form as the date of notification**.**

**How to complete this form**

* Please type or write your answers in CAPITAL letters and tick boxes where appropriate.
* If there is not enough space for your answers, please use a separate sheet of paper and attach it to this form.
* You must send a copy of this notification to the representatives of the employees being consulted.
* If the circumstances outlined in this form change, please notify us immediately.

**1. Employer’s details**

Name ………………………………..………………………….. Tel no …………………......…..….

Address ………………………………………………………….. Fax no……………………………

……………………………………………………………………………………………………..…….

…………………………………………………..……………. Postcode ……………….……………

Total Workforce of the organisation in Northern Ireland.

**2. Employer’s contact**

Name ………………………..…….. Tel no (if different from that given at 1) ………………………….

Address (if different from that given at 1)

……………………………………………….........................................…………………………………..

…………………………………………………………………………..…………………………………….

Postcode……………………………………E-Mail Address……………….. ……………….……………

**3. Site(s) Where Redundancies Proposed** \*Delete as appropriate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 3 (A)** | |  | | |
| Postal Address Of Site(s) | Postcode | Current Workforce | Proposed Redundancies | Closure Of Site |
| 1. |  |  |  | Yes/No\* |
| 2. |  |  |  | Yes/No\* |
| 3. |  |  |  | Yes/No\* |
| 4. |  |  |  | Yes/No\* |
|  | **TOTALS** |  |  |  |

**4. Reasons for redundancies**

Reduced demand for products or services Changes in work methods or organisation

Transfer of work to another establishment New plant, equipment or new technology

* If other reason(s) please give details.

…………………………………………………………………………………………………………….

**5. Timing of redundancies**

Date of first proposed redundancy Date of last proposed redundancy

**6. Consultation**

Are any of the groups of employees who may be made redundant represented by a recognised trade union?

**Yes No**

List trade unions below

……………………………………………………………………………………………………………….

……………………………………………………………………………………………………………….

**Yes No Start date**

Have you consulted any of the trade unions above?

Have you consulted elected representatives of the employees?

**Declaration**

I certify that the information given on this form is, to the best of my knowledge, correct and complete.

Name/Signature……………………………………………………. Date……………………………….

Position …………………..............................……………………………………………………………

Please return completed form to

Redundancy Statistics Section,

Economic & Labour Market Statistics Branch, NISRA (DFP),

Room 115, Netherleigh, Massey Avenue, Belfast BT4 2JP.

***E-mail*** [redundancies@dfpni.gov.uk](mailto:redundancies@dfpni.gov.uk) ***Tel*** *028 90529412,* ***Fax*** *028 90529459*

Economic & Labour Market Statistics Branch website address is [*http://www.statistics.detini.gov.uk/*](http://www.statistics.detini.gov.uk/)

*Department for Employment and Leaning (DEL) website address is* [*http://delni.gov.uk/er*](http://delni.gov.uk/er)

Acting on behalf of DEL for the collection and dissemination of redundancy information.