



The Insolvency Service

Restricted Commercial

HR1: Advance Notification of Redundancies

Trade Union and Labour Relations (Consolidation) Act 1992, Part IV, Chapter II

There is a statutory requirement for the government to assist employees facing redundancy. In order to do this, advance notification of potential redundancies is required from you.

Failure to comply with the statutory notification requirements below without good cause may result in prosecution and a fine, on summary conviction, for the company and/or officer of the company.

The Redundancy Payments Service (RPS), acting on behalf of the Secretary of State for Business, Energy & Industrial Strategy, collects the information and distributes it to the appropriate government departments and agencies who offer job brokering services and/or training services so that they can discharge their obligation to your employees.

The information about your company is commercially confidential and may be used only for the purpose of assisting those facing redundancy. The other government departments and agencies are bound by the same confidentiality terms as the RPS.

You will be contacted directly by your local Jobcentre Plus and other service providers in your local area with offers of assistance during this notification/consultation period.

Details of how the Insolvency Service treats personal information may be found at <http://www.gov.uk/insolvency-service/personal-information-charter>.

Further [copies of this form](#) can be downloaded from GOV.UK

We have further guidance on [redundancy handling and assistance for employers](#) online.

Your legal obligations

You are required by law to notify the RPS of a proposal to dismiss 20 or more employees as redundant at one establishment within a period of 90 days or less.

If you operate from more than one site, each one is treated separately for notification and consultation purposes. An establishment is the site where an employee is assigned to work. You must complete a form for each site where 20 or more redundancies are proposed.

Where employers are furloughing their staff and they are not contemplating dismissing 20 or more staff in a single establishment there is no requirement to carry out a formal consultation and notify the Secretary of State.

Your minimum period for notification and consultation for:

- between 20 to 99 redundancies at one of your establishments, is at least 30 days before the first dismissal
- 100 or more redundancies at one of your establishments, is at least 45 days before the first dismissal

You must notify us at least 30/45 days before the first dismissal and before you issue any individual notices of dismissal.

You must send a copy of this notification to the representatives of the employees being consulted.

If you have already notified us about one group of redundancies and you need to make further redundancies you should treat them as separate events. You do not need to add the numbers in the two groups together to calculate the minimum period for either group.

The notification date is the date on which we receive your completed form.

If it is not reasonably practicable for you to comply with the minimum notification periods you must make every effort do so as far as you are able. You must give reasons why you could not provide the information on time.

How to complete this form

- Use a separate form for each establishment where 20 or more redundancies may occur within a 90-day period.
- Where tick boxes appear, please tick those that apply.
- If the circumstances outlined in this form change, please notify us immediately.
- Please return the completed form to HR1@insolvency.gov.uk

Please be aware sections marked with an asterisk must be completed, if the information for these sections is missing the form will not be accepted.

1. Employer's details *

Name: Oak Tree Loch Lomond Limited

Address: Balmaha, Glasgow, Scotland, G63 0JQ

Postcode: G63 0JQ

Company or Charity Registration Number (if applicable): SC367249

Telephone: 01360 870 357

Email: Sandy@theoaktreeinn.co.uk

2. Employer's contact details *

Name Alexander McNiven Fraser

Address (if different to 1): Moniack, Balmaha, Glasgow, Scotland

Postcode: G63 0JQ

Tel: 07788 923400

Email: Sandy@theoaktreeinn.co.uk

3. Establishment where redundancies are proposed *

Address at box 1 **Yes**

Address at box 2 **No**

Other Address (please write address below)

Postcode: N/A

Tel:

Email:

4. Timing of redundancies *

a) Date of first proposed dismissal 1st July 2020

b) Date of last proposed dismissal 31st July 2020

c) If you have given less than the required 30/45 day notification period please give reason for late notification N/A

5. Method of selection for redundancy

ACAS Guidelines regarding redundancies of 20 or greater

6. Staff numbers/redundancies at this establishment *

Occupational group	Total number of employees	Number of possible redundancies
Manual	3	0
Clerical	3	2
Professional	3	1
Managerial	6	1
Technical	1	0
Apprentices/trainees	6	2
Under 18	6	6
Other	61 (total 89)	50 (potentially total 62)

Totals		
7. Nature of main business (SIC code)		
55100 Hotels and similar accommodation		
8. Closure of the business		
Do you propose to close this establishment? No but it could be mothballed until Spring 2021		
9. Reasons for redundancies *		
Please tick one or more boxes to show the main reason(s) for the proposed redundancies		
A	Lower demand for products or services	Yes
B	Completion of all or part of contract	No
C	Transfer of work to another site or employer	No
D	Introduction of new	No
E	Changes in work methods or organisation	No
F	Other (please give brief details below)	No
G	Insolvency	No
Details: Scottish Government lockdown and policy surrounding B & B / Food and Drink		
10. Consultation		
a) Please provide the name(s) of		
Recognised trade union	Name of representative	Description of employee they represent
N/A		
b) If you do not recognise trade unions for any groups of employees please give the name(s) of their elected representatives below:		
Name of elected representative	Description of employee they represent	
c) Have you given a copy of this form to all the appropriate representatives? Yes		
d) Have you started the consultation process with the appropriate representative? Yes		
e) If yes, please give the date consultation started: 22 nd May 2020		
f) Have you given individual notices of dismissal to the employees? No		
11. Declaration*		
I certify that the information given on this form is, so far as I know, correct and complete.		
Name: Alexander McNiven Fraser		
Role: Director		
Date: 29 th May 2020		