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**ST MARY’S RC PRIMARY SCHOOL**

**CHANGE MANAGEMENT POLICY & PROCEDURE**

**FOR ALL SCHOOLS BASED STAFF IN LOCALLY MANAGED SCHOOLS & ACADEMIES**

**SEPTEMBER 2019**

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# 1. INTRODUCTION

This Policy & Procedure is written specifically for community and controlled schools, but may be adopted for use by Voluntary Aided, Foundation Schools and Academies.

Governing Boards of all schools should have a procedure on this issue. This procedure has been written with the specific aim of assisting Headteachers and Governing Boards of community and controlled schools with delegated budgets, in dealing with the staffing implications of a review. Within this document reference to Headteachers also means Head of School or Principal. Reference to school could also mean Academy.

Following this procedure will enable Headteachers to fulfil their responsibilities in relation to consultation, treat all employees fairly and consistently in relation to reorganisation, redeployment and/or redundancy within the spirit and requirements of the Council’s and the school’s equal opportunities policies.

This procedure also complies with good practice guidance notes and Codes of Practice issued by ACAS, as well as employment law requirements, including regulations dealing specifically with school matters and redundancy legislation.

This Procedure covers: the planning and approvals required; the consultation and communication process; the job categorisation and selection process; the methods and processes to keep the number of redundancies to a minimum; and the procedure to be followed in the event of a redundancy situation.

All staff and representatives of recognised trade unions must be consulted during the review. Headteachers are under a duty to advise and assist the relevant board in conducting the review.

During the staffing review there is a requirement to undertake appropriate and meaningful consultation with the Teachers’ Association/Trade Unions, as early as possible where staff reduction measures are being considered. The purpose of the consultation is to provide an opportunity for all concerned to share the issues, explore options and possible ways of avoiding redundancy. Where the review proposes that employees may suffer a detriment, meetings with and/or sharing the business case paperwork with Teachers’ Association/Trade Unions in advance of formal consultation would be advisable.

This policy has been through a consultation process between the Local Authority, the recognised Teacher Associations and the recognised unions for support staff.

# 2. EQUALITY

The Schools HR Service aims to regularly review all the policies and procedures we operate to ensure there are no negative equality impacts. Consultation with our customers is an important part of how we achieve this. If you feel, on reading this policy, that there may be a negative equality impact within your school, please tell us about this. Please also let us know if you need to access this policy in a different format.

The Schools HR Service will regularly review this procedure’s impact on any equality and diversity issues, and will identify any inequalities by monitoring and will take appropriate action where necessary.

**3. PRINCIPALS**

The principal aim of the Change Management Policy and Procedure is to provide an effective and fair way of dealing with the staffing implications of financial constraints, organisational improvements and changing curriculum requirements. The Procedure recognises the need to reorganise, rationalise and, where necessary, reduce staff numbers.

As part of the Procedure, consultation must begin with staff, trade unions and professional associations at the earliest possible opportunity of organisational change, to ensure compliance with relevant employment legislation requirements.

It is important to allow sufficient time for change management procedures and to work within statutory timescales for consultation in cases where a redundancy may occur. It is also essential to take into account the notice period to which an employee is entitled in accordance with their contract of employment and statutory provisions i.e. Burgundy Book. Given these constraints the suggested timetables should be as follows:

|  |  |
| --- | --- |
|  **CONSULTATION PROCESS STARTS** |  **REDUNDANCY/CHANGE EFFECTIVE FROM** |
| January April October | 31 August31 December30 April |

This is particularly important if teaching redundancies are involved as they must be given notice by 31st October for their contract to end on 31 December, by 28th February for their contract to end on 30 April and by 31st May for their contract to end by 31st August. An example timeline for a 31st August termination date can be found at appendix A.

For the purpose of this Procedure, a review of the staffing structure will be defined as a review, even if it does not result in a redundancy.

A redundancy situation as defined in section 139 of the Employment Rights Act (ERA) 1996, means that a dismissal must be attributable wholly or mainly to the fact that:

\* the employer has ceased, or intends to cease, to carry on the business at all, or in the place where the employee was employed; or

\* the requirements of the business for employees to carry out work of a particular kind generally, or in the place where the employee was employed, have ceased or diminished, or are expected to cease or diminish.

Redundancy is one of the potentially fair reasons for dismissal and an employee must have two years continuous service with the same employer in order to qualify for a redundancy payment. All reckonable local government service must be counted.

In employment law redundancy has two different connotations, one to establish entitlement to redundancy payment and one for the right to be consulted. For the purposes of the right to be consulted, if a school proposes to dismiss as redundant 20 or more employees at one establishment over a period of 90 days or less, then they have a statutory duty to consult representatives of any recognised independent trade union, or if no trade union is recognised, other elected representatives of the affected employees. Within this document we will outline the timescales required for each type of review of the structure.

Where the Headteacher/Governing Board proposes to reduce the number of staff employed to work at the school it will be committed to keeping the Director of Children’s Services, and, where appropriate, the Salford/Manchester Diocesan Schools Commission, and the Teachers’ Associations/Trade Unions and the staff concerned fully informed of the staffing requirements and the need for any reductions.

The Director of Children’s Services, and, where appropriate, the Salford/Manchester Diocese, and the Teachers’ Associations/Trade Unions will be invited to attend relevant meetings between the Governing Board/relevant committee and/or the Headteacher and the staff to discuss such staffing reductions and should be sent copies of all the paperwork associated with the consultation. Invitations should be made by the Headteacher.

When the Headteacher has identified that there is a need for staff reductions, it is important that all steps are taken to avoid compulsory redundancy and Headteachers should be considering at an early stage whether vacant posts should be filled where these could be held for someone who may be in a redundancy situation at a later date, or to make required savings.

# 4. IDENTIFYING THE NEED

Reorganisations within a school may be identified for the following reasons:

* Changing requirements (e.g. falling numbers on roll, curriculum requirements)
* Predicted budget deficit
* New legislation
* Organisational improvements
* Other substantial reasons not listed above

[NB: the above list is not exhaustive]

It is ultimately the Governing Board’s responsibility (or through their scheme of delegation to the relevant committee) to agree the number and grade of staff within the school structure. However, it will be the Headteacher of the school who will make the proposals for the most appropriate staffing structure based on their professional judgement.

Staff reductions should, in the first instance, be achieved by:-

* + freeze on external recruitment;
	+ natural wastage;
	+ restrictions on recruitment;
		- termination of the employment of fixed term/temporary contracts or termination of personal service contracts (if applicable);
	+ consideration of requests for flexible working;

(NB: prior to commencing the review)

* + consideration of requests for flexible working;
	+ internal redeployment, with retraining where applicable within resources;
	+ external redeployment, with retraining where applicable within resources;
	+ voluntary redundancy (where applicable); and
	+ (NB: as part of the review/following the review)

The above should always be considered prior to, and during, the change management process as a method of avoiding compulsory redundancies and there may be a requirement to provide evidence to demonstrate actions previously taken.

**5. CONSULTATION AND DISCLOSURE OF INFORMATION**

Every review of the staffing structure will require the provision of a business case; this will need to be provided to affected employees and circulated, by the Headteacher, to the relevant trade union/professional association representatives and diocesan representatives (as appropriate). The business case has to be completed when a review is being proposed, with both outlines provided at appendices C & E in the manager’s handbook. Where there are newly created roles or revisions to duties and responsibilities, job descriptions should be provided as part of the consultation process.

Where it is proposed that any employee(s) may be dismissed as redundant, consultation will commence with the recognised trade unions at the earliest opportunity. Consultation must be undertaken *“with a view to reaching agreement with trade union representatives”* and must include ways of:

* + - avoiding dismissals,
		- reducing the numbers to be dismissed,
		- mitigating the consequences of the dismissals.
		- ~~Agreeing criteria for selection for redundancy~~

This applies whether or not the potentially redundant employees are union members.

As part of the consultation process meetings should be held with affected employees at the earliest opportunity. Following this and throughout the remainder of the process employees will have the right to representation from their trade union/professional association representatives. [NB: where the proposal results in more than 20 redundancies at the same time, the employees have the right to be accompanied from the commencement of the process].

There is no statutory fixed period of consultation required where you are making fewer than 20 employees redundant. There is also no statutory requirement for you to consult with any trade union. However, good practice is that consultation with employees and their representatives take place in the spirit of harmonious employee relations. You must follow collective consultation requirements if you propose to make 20 or more employees redundant within any 90 day period at a single establishment.

Timelines for consultation periods are as follows (also detailed within flow charts at appendices B and D):

* + - No detrimental impact on employees – 7 calendar days
		- Detrimental impact on employees– 30 calendar days
		- Combination of the above – 30 calendar days

If any revisions to the proposals are made, there should be a further period of consultation for 5 calendar days.

Throughout the consultation period opportunities for individual and/or collective consultation should be provided. The purpose of consultation meetings with staff affected is to discuss concerns (including personal concerns), to discuss options and to verify their personal and contractual information for the latter stages of the process. It is advisable to have an outline for meetings and keep a full record of the discussion, an outline for this meeting can be found at appendix G).

Employees have the right to be represented or accompanied at formal meetings by a trade union/professional association representative or a work colleague, and should be so advised. Securing a representative or work colleague and informing them of the time and place of the meeting remains the responsibility of the employee concerned. If employee’s representative is not available to attend, on a specific date, then an alternative date will be considered within 5 working days of the first. However this should not impact on the timeline contained within the business case as agreed by the Governing Board. Trade Union representatives will be provided with a copy of the business case and will therefore be aware of the timelines within the process. Trade Union representatives are able to attend the governors’ decision meeting in order to make representations on behalf of their members and therefore this meeting date and time should be detailed clearly within the timeline.

Consultation must be meaningful, providing an opportunity for all concerned to share the problems and explore the options as early as practical. Trade Unions and individual employees may be able to suggest acceptable alternative ways of tackling a problem or ways to minimise hardship where redundancies are inevitable. The range of information that must be disclosed in writing to the trade union to meet statutory requirements will be dependent upon the proposal. Further details can be found at appendices C & E as part of the business case document. Failure to consult in accordance with the timescales outlined in the document may lead to challenge and could lead to union disputes.

At the conclusion of the review and at the point that decisions are being reached, trade union representatives/professional associations’ representatives should be provided with the opportunity to attend decision meetings in order to make representations on behalf of their members. The relevant committee of the Governing Board is required to give serious consideration to any suggestions presented by employees and/or the Teachers’ Associations/Trade Unions, and respond in writing to any points raised.

Throughout the review, and on occasions of potential redundancy, continuing dialogue with individual staff is essential. Special arrangements should be made for the consultation with staff who are on maternity leave or absent on long-term sickness etc. to ensure that they are not disadvantaged by their absence. This is the responsibility of the Headteacher. There is a requirement to consult even if employees to be made redundant are not entitled to a redundancy payment, e.g. have less than 2 years continuous employment.

Dismissal notices should not be issued nor should the appointment process into a new structure start until the consultation has been completed.

The Headteacher will advise staff of the opportunity for them to consider submitting any voluntary requests e.g. voluntary reduced working hours, as a way to mitigate against the need for compulsory redundancy. Volunteers should be sought to express an interest in the areas of work to be reduced. Expressions of interest will not be binding on either party. Care must be taken not to raise expectations where not all requests can be agreed. Requests may not be authorised if reduction is facilitated through other means e.g. resignation.

**6. JOB EVALUATION**

All posts within schools relating to schools support staff have been evaluated as part of a Pay and Grading Review. Implementation within schools came into effect from April 2015.

It should be noted that VA, Foundation Schools and Academies are employers in their own right; however a number of schools did agree to apply the Pay and Grading Review using the Councils procedure and using the National Joint Council NJC Job Evaluation Scheme as the mechanism to assess the relative value of jobs.

Schools HR Service recognises that roles within schools do not remain static, and may change in relation to the range, complexity and level of duties and responsibilities. Such changes may require a further evaluation of the post.

Further to the Pay and Grading Review in 2015 the Schools HR Service have developed a ‘library’ of model job descriptions and person specifications available on the Schools Intranet or in hard copy for Headteachers and School Managers to be able to identify the previously agreed evaluated posts and assess if there is a suitable match for posts they are proposing to establish as part of a review/restructure. The use of this library will ensure the process of job evaluation is consistent across the schools within the Borough.

**7. STATUTORY NOTIFICATION TO THE SECRETARY OF STATE**

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 the employer. Failure to comply with the statutory notification requirements, without good cause, may result in prosecution and a fine, on summary conviction, for the organisation and/or officer of the company. There is only a requirement to provide the notification where there is a proposal to dismiss 20 or more employees as redundant at one establishment within a period of 90 days or less. Completion of form HR1, attached at appendix F, should be undertaken by the Headteacher as part of the consultation process.

**8. GOVERNORS DECISION FOLLOWING CONSULTATION**

Following consultation, Governors should meet to consider the proposals, submissions received and to receive verbal presentations from Professional Associations/Trade Union Representatives. As a result of considering any submissions (verbal or written), Governors are able reach their decision from the following options:

* Decline the proposal
* Make variations to the proposal with a further period of consultation
* Agree the proposal

It is recommended that a committee of governors meets to consider the outcomes under consultation in accordance with the schools scheme of delegation.

**9. SELECTION FOR REDUNDANCY**

**Redundancy Selection Criteria**

The criteria contained within this policy and procedure complies with legislation requirements and are objective, fair and reasonable. They are set out at Appendix P.

The selection criteria should be applied when:

1. there is a redundancy situation, i.e. there is a ‘reduction in work of a particular kind’ with a specific working group, and
2. where the numbers of the posts have to be reduced from ‘x’ to ‘y’ (where ‘y’ is the smaller number and where voluntary measures cannot achieve the required reduction.
3. They do not need to be applied when:
	1. only one employee is in the group (self-identified)
	2. where a current organisation structure is replaced by a new organisation structure containing different jobs to those that are currently in existence (as all employees will be at risk of redundancy).

A failure to apply the redundancy selection criteria in a situation where it is appropriate to do so could render the dismissal of the employees concerned as unfair. Advice should be sought from the Schools HR Service.

Selection for redundancy could be through individual assessment or an interview process.

**Selection for redundancy - for Individual Assessment Process**

Individual assessment will be applied in instances in which a selection process is clearly required. Selection for redundancy will be undertaken by means of an individual assessment of the employees concerned in relation to three factors.

The factors to be assessed, together with the means of individual assessment, are detailed in Appendix P.

The individual assessment will be undertaken by a committee consisting members of the relevant committee and the Headteacher. There may be an officer from the Schools HR Service in attendance whose role will only to be to advise on the process. The employee does not attend the individual assessment panel.

The individual assessment will be undertaken by the committee in relation to the factors outlined within the appendix to this procedure. The assessment will determine the points rating of each employee concerned in relation to each of the three factors. The points rating for each factor and total assessment will be recorded on a standard assessment document. A guidance document and pro-forma for the application of the assessment are appended to this procedure at Appendix P.

The outcome of the assessment will be confirmed in writing with a copy of the employee’s individual assessment. In addition, a meeting will be arranged to discuss the outcome with the employee, unless there are exceptional circumstances as to why this may not be possible.

It will be the case that, where selection is required, the employee(s) with the lowest score will be selected for redundancy.

In Community and Controlled schools the Director of Children’s Services has a statutory right to send a representative to attend committee meetings where decisions relating to redundancy are being considered.

**10. INTERVIEW**

Where a post/posts in the existing staffing structure has/have either been deleted or amalgamated, then all existing post holders will need to be interviewed for the post/posts and the best match to the job description selected. The process for interview is by the school’s usual processes for staff appointments. Staff should be considered for posts at their current level of responsibility to avoid loss of status and the need for salary protection. However, if there are insufficient posts at that level, following the due interview processes, those individuals without post will be slotted into or ringfenced tothe tier of vacant posts closest to their previous salary (where applicable and reasonable).

As interviews can be subjective, this method of selection may be accompanied by a wider selection process to evaluate employees’ skills and suitability for the remaining roles. The selection process may also include attendance/absence, performance, skills experience & qualifications.

 A review of qualifications will take place and will form the first part of the process for support staff

Displaced staff who do not secure a post in the new structure will be selected for redundancy.

**Redundancy selection appeals**

Employees affected by the redundancy decisions must be notified of their right of appeal against a redundancy decision. The purpose of these processes is to allow the individual or their trade union representative the opportunity to challenge the appropriateness and fairness of the decision including whether the redundancy criteria have been applied correctly.

The employee should submit their appeal within 7 calendar days of receipt of the redundancy selection being formally confirmed. The appeal must be in writing and must fully and clearly set out the grounds of appeal as only these points will be considered in the appeal hearing.

At an appeal hearing the response will normally be presented by the person responsible for deciding on the outcome, which is the subject of appeal (NB: person responsible would be the Chair of the Relevant Committee).

The Appeals Committee of the governing board will meet promptly, ideally within 28 days of receipt of the employee’ letter advising appeal, being received.

The Appeal will be conducted in accordance with the provisions set out in Appendix Q.

**Redundancy and maternity/adoption/parental leave**

Absences related to pregnancy or maternity/adoption/parental leave should never negatively affect an employee's selection criteria score. Similarly, it is automatically unfair to select an employee for redundancy because they are pregnant or on maternity/adoption/parental leave.

The provisions within this policy are subject to the rights of employees on maternity/paternity leave and their right to have priority over “suitable alternative employment” in limited circumstances in accordance with Regulation 10 of the Maternity and Parental Rights Regulations 1999. They have a statutory entitlement to be given priority above any other employee (even where others are more qualified or experienced) to be offered any suitable alternative vacancies.

**11. REDUNDANCY ENTITLEMENTS**

All employees with at least two years' continuous employment get a statutory redundancy pay entitlement of:

* 0.5 weeks’ pay for each full year of service while they were under 22
* 1 weeks’ pay for each full year of service while they were 22 or older, but under 41
* 1.5 weeks’ pay for each full year of service while they were 41 or older
* Employees can only count a maximum of 20 years' service

Payments for voluntary redundancy and compulsory redundancy are the same. Payments are based on the employees actual weekly rate of pay and are based on the statutory redundancy payments table (a copy is available at appendix M).

**12. PENSION ENTITLEMENTS**

Any employee made redundant (voluntary or compulsory) over the age of 55 would be entitled for their pension to be released. Consideration of the situations will take into account the wider business implications relating to cost and this will form the basis of any final determinations.

**13. CONSIDERATION OF VOLUNTARY REQUESTS**

All voluntary requests should be considered prior to making any compulsory redundancy decisions. Consideration of the applications will take into account the wider business implications relating to cost and this will form the final determination of which employees will be offered early retirement/voluntary redundancy.

**14. CONSIDERATION OF SUITABLE ALTERNATIVE WORK (REDEPLOYMENT)**

Employees are eligible to be considered for redeployment and consideration of suitable alternative work in circumstances where they might otherwise be subject to compulsory redundancy or for other reasons e.g. cessation of temporary/fixed term contracts, including those having at least two years continuous local government service.

Casual workers would not be covered by these arrangements. Employees on temporary or fixed term contracts would not be covered by these arrangements unless there is a redundancy and through service qualification they have acquired the statutory right to redundancy pay and unfair dismissal rights.

Responsibility for redeployment lies initially with the employee’s existing school and effort must be made to find suitable alternative employment within the school wherever possible. However, if it is not possible to redeploy within the employee’s own school, Schools HR Service will work closely with other schools within the Borough to attempt to find suitable alternative work.

Following identification of potential redundancy(ies), the person or persons concerned will meet with their line manager/Headteacher. The purpose of the discussion will be:

(a) to ascertain their future employment wishes,

(b) to explain the arrangements in respect of redeployment (where applicable),

(c) to support the employee in completing a Redeployment Application Form, (Teachers Appendix N, Support staff Appendix O) (where applicable),

Following the meeting, the completed Redeployment Application Form must be forwarded to Schools HR Service in order that support can be provided.

**Voluntary redeployment code [Inclusion to be determined by Governing Board]**

Vacancies and new posts within schools should not be advertised internally or externally until employees at risk of redundancy (with the relevant service requirements) have been considered. Therefore, schools should notify Schools HR Service about all job opportunities before any arrangements are made to advertise positions. Regular flyers will also be circulated to update schools about current redeployees seeking positions.

Where the Schools HR Service identifies that there are one or more potentially suitable redeployees, the school will be required to consider this person or persons ahead of other recruitment activity commencing. If the school determines that the redeployee(s) meet the essential criteria for the job and are shortlisted, they should be interviewed in advance of advertising the post.  This policy is subject to the rights of employees on maternity/paternity leave and their right to have priority over “suitable alternative employment” in limited circumstances in accordance with Regulation 10 of the Maternity and Parental Rights Regulations 1999.

If redeployees are interviewed but are unsuccessful, they will be entitled to a debriefing in order to provide constructive feedback.

Employees identified as eligible for redeployment will be allowed to visit, during school hours and having given reasonable notice to their Headteacher, any school in the Local Authority at which a potentially suitable vacancy exists. Headteachers would also be advised to consider reasonable requests from employees who are seeking alternative work outside of the Borough in accordance with the discretionary leave procedure.  All employees offered “suitable alternative employment” have a statutory right to a 4 week trial in order to determine suitability and do not forfeit their redundancy payment during the trial period.

If an employee is made an offer of suitable alternative employment during the course of the redundancy process, including and up to the expiry of any notice of termination, that employee will be entitled to a 4 week trial period to determine the suitability of the alternative employment.  However, if the offer is unreasonably rejected, including at the end of the trial period, then the employee will lose their right to a redundancy payment.  Relevant factors as to whether an offer of alternative employment is suitable or not and whether any refusal to accept was reasonable or not will include the following: location, pay, grading.  This list is not exhaustive.

If an employee unreasonably refuses an offer of suitable alternative employment or alternatively does not engage in the redeployment process then they will be dismissed on the date upon which the redundancy would otherwise have occurred and will lose their right to redundancy pay.

**Trial period**

Employees who are under notice of compulsory redundancy and are successful in obtaining alternative work are entitled to a statutory trial period within the new post to ensure that the post is a suitable alternative. This entitlement will be stated within their appointment letter and will commence from the first day of the contract for a four week period. During the third week of this trial period, a meeting needs to take place between the Headteacher and the employee to review the trial period. Normally, meetings will be routine in nature, however, if concerns are to be raised, a member of staff will have the right to be accompanied by a trade union representative or work colleague. Support may be obtained from Schools HR if required. There are three possible outcomes to this meeting:

1. Both parties are happy with how the trial has been going and therefore the new appointment will be confirmed.
2. One or both of the parties is unhappy with how the trial is going and wish to end the trial period.
3. There is a wish for the trial period to be extended for a specified period.

You may wish to discuss your options with the Schools HR Service prior to the meeting should the outcome of the meeting potentially be either 2 or 3 above. Confirmation of the outcome will then be sent to the employee. If the trial period is not successful, the employee may be entitled to receive their redundancy payment, this will depend on the individual circumstances of the case.

Any school wishing to withdraw from the voluntary redeployment code, following the original decision to be included, may do so by resolution of the Governing Board and giving the Local Authority six months’ notice of its intention of doing so.

The purpose of the redeployment process is to avoid redundancy and as such, it is not possible to be redeployed to a post of a higher grade. For such posts, applications must be made in line with normal recruitment practice.

**Salary protection Support Staff**

The provision of salary protection will be in accordance with the salary protection policy for school based staff.

**Salary safeguarding Teaching Staff**

The provision of salary safeguarding will be in accordance with the current School Teachers Pay and Conditions Document.

**15. CESSATION OF TEMPORARY/FIXED TERM CONTRACTS**

Schools must always consult with the employee before making arrangements to terminate their fixed term/temporary contract. Where it is proposed to terminate a fixed term/temporary contract, whatever the reason, the individual must be given the opportunity for a meeting to make representations, and to appeal against the decision. The school should follow the end of temporary/fixed term contracts guidance document in this regard.



**management HANDBOOK**

**APPENDIX A**

**TIMELINE – NO DETRIMENTAL IMPACT**

If the proposal will have a positive impact with no detrimental effect whatsoever, then the consultation period is 7 calendar days. School union representative to be consulted, or in the case of no school representative then local representatives will be consulted.

Relevant Committee consider the consultation, outcomes and approval

7 calendar days’ consultation

Headteacher to send to Relevant Committee for approval for consultation to go ahead

Headteacher considers the needs of the school and drafts proposals

If not approved – there is a further 7 calendar days to consult on the amendments

Relevant Committee/Governing Board

Consideration and approval

Implementation date

**APPENDIX B**

**BUSINESS CASE NO DETRIMENTAL IMPACT**

**REASON FOR THE PROPOSAL**

## Outline of information to be provided:

Should be linked to:

* Changing requirements (e.g. falling numbers on roll, curriculum requirements)
* Predicted budget deficit
* New legislation
* Organisational improvements
* Other substantial reasons not listed above

This section should explain the schools specific information on the reasons and justification for the change/s.

**CURRENT STAFFING STRUCTURE**

## Outline of information to be provided:

This should be the current published staffing structure for the school as a hierarchy and be included as an appendix to this document.

**PROPOSED STAFFING STRUCTURE**

## Outline of information to be provided:

This should be the proposed staffing structure for the school as a hierarchy and be included as an appendix to this document.

This section should explain the proposals being made, clearly highlighting:

* new posts
* deleted posts (making clear the number of deletions of Teaching and Support staff)
* amended posts (making clear the amendments to Teaching and Support staff)
* reporting lines
* grades for posts

Individual staff names should not be provided.

The following table may assist in providing the information required:

|  |  |  |
| --- | --- | --- |
| **Current** | **Proposed** | **Impact** |
| e.g Teaching Assistant Level 1x 3 | Teaching Assistant Level x 4 | Increase in Teaching Assistant Level 1 posts |
|  |  |  |

## JOB DESCRIPTIONS

## Outline of information to be provided:

Where any changes have been made to job titles, duties, responsibilities or reporting lines, amended job descriptions should also be included.

**PROVISION OF FINANCIAL INFORMATION**

## Outline of information to be provided:

This section should include financial information linked to the restructure i.e. implications on the school budget, costings for the new structure. If the change relates to a curriculum need there is only a requirement to provide financial information if the review is proposing redundancies. In all proposals the school should provide the school budget plan and budget summary (anonymise personal details).

Where redundancies are proposed, additional information including the budget summary could be requested.

**HOW CHANGES TO THE STRUCTURE WILL BE ACHIEVED**

## Outline of information to be provided:

This section should explain the impact of the proposed changes on employees e.g. regrade and re-designation of postholder’s, recruitment and selection procedures.

**APPENDIX C**

# Timeline – no detrimental impact

This timeline to be used to outline the timescales involved at each stage of the procedure including the proposed timescales over which any redundancy dismissals are to take effect.

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **ACTIVITY** | **NOTES** | **RESPONSIBLE****PARTY** |
|  | Relevant committee to consider the business case submitted by the Headteacher. The decision made by the relevant committee should be clearly recorded in the minutes of the meeting. The purpose of this meeting is to approve to consult on proposed changes to the staffing structure |  | Governors & Headteacher  |
|  | Collective staff consultation meeting to notify affected employees of the proposals |  | Headteacher |
|  | Provision of the business case to be provided to affected members of staff Provision of the business case to be made available to all staff not directly affected  | Include job descriptions (where appropriate) to affected staff | Headteacher |
|  | Provision of the business case to trade union/professional association representatives |  | Headteacher |
|  | Provision of the business case to Schools HR Service/Diocesan representative (if applicable) |  | Headteacher |
|  | Commencement of formal consultation  | (7 calendar days) | Headteacher |
| Highlight any school closure periods during the consultation period where appropriateThere is a school closure from \*\*\* to \*\*\* |
|  | Collective/individual consultation meetings  |  | Headteacher |
|  | Request of Clerk to Governors/Committee Clerk to call relevant committee/Governing Board meeting (at least 7 days prior to the meeting) | Appendix H | Chair/ Headteacher to notify Clerk to Governors/ Committee Clerk |
|  | Closure of formal consultation  | (NB: also provide a time) | Headteacher |
|  | Relevant committee/Governing Board to consider the outcome of consultation (NB: also provide a time) | Appendix I | Governors |
|  | Collective consultation meeting with employees to notify them of Governors decision on the outcome of the review |  | Headteacher |
|  | Formal written outcomes provided in relation to any submissions received All submissions should be responded to by the Chair of the relevant committee/Governing Board) | (within 7 days of the meeting) | Chair of Governors/ Committee Chair |

**Additional consultation period (if required)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Start of additional consultation period  | (7 calendar days) | Headteacher |
|  | Closure of additional consultation period (NB: also provide a time) | (7 calendar days) | Headteacher |
|  | Relevant committee/Governing Board to consider the outcome of consultation | Appendix I | Governors |
|  | Collective consultation meeting with employees to notify them of Governors decision on the outcome of the review |  | Headteacher |
|  | Formal written outcomes provided in relation to any submissions received (within 7 days of the meeting) All submissions should be responded to by the Chair of the relevant committee/Governing Board) |  | Governors |

**APPENDIX D**

**TIMELINE – DETRIMENTAL IMPACT AND WHERE THERE IS A**

**MIXTURE OF NO DETRIMENT AND DETRIMENTAL IMPACT OR DETREMENTAL IMPACT**

If the proposal will have a negative impact on the staff within your school then the consultation period will take place over 30 calendar days, and union representatives will be consulted. If the proposal will have a negative impact on 20 or more staff then the consultation period will be 90 days

Headteacher considers the needs of the school and drafts proposals

**APPENDIX E**

Appeal Committee

Expressions of Interest for Voluntary Redundancy – 5 calendar days. Head of Personnel and Pay Committee to consider requests. Selection via Personnel and Pay Committee – criteria.

Consideration and approval

If not approved – there is a further 7 calendar days to consult on the amendments

Relevant Committee consider the consultation, outcomes and approval

30 calendar days’ consultation - Trade Unions to be notified, HR Service to be notified,

Community/Controlled schools – Notify Director of Children’s Services, via Schools HR Service

VA/Foundation/Academies – recommend notifying HR Provider/Diocesan Representative

Potential impact

* Self-identifiable
* Group ‘at risk
* Safeguarding of salaries
* changes to roles (Regrade/ Re-designation)

Headteacher to send to the Relevant Committee for approval for consultation to go ahead

**BUSINESS CASE – mixture of no detriment and detrimental impact or detrimental impact**

**REASON FOR THE PROPOSAL**

## Outline of information to be provided:

Should be linked to:

* Changing requirements (e.g. falling numbers on roll, curriculum requirements)
* Budgetary deficit (financial reasons)
* New legislation
* Organisational improvements (organisational/technical reasons)
* Other substantial reasons not listed above

This section should explain the schools specific information on the reasons and justification for the change/s.

**CURRENT STAFFING STRUCTURE**

## Outline of information to be provided:

This should be the current published staffing structure for the school as a hierarchy and be included as an appendix to this document.

**PROPOSED STAFFING STRUCTURE**

## Outline of information to be provided:

This should be the proposed staffing structure for the school as a hierarchy and be included as an appendix to this document.

This section should explain the proposals being made, clearly highlighting (using a RAG rating Red: deleted posts, Amber: changed posts, Green: created posts):

* new posts
* deleted posts (making clear the number of deletions of Teaching and Support staff)
* amended posts (making clear the amendments to Teaching and Support staff)
* reporting lines
* grades for posts

Individual staff names should not be provided.

This section should also provide the numbers and categories of employees involved.

The following table may assist in providing the information required:

|  |  |  |
| --- | --- | --- |
| **Current** | **Proposed** | **Impact** |
| e.g. Teaching Assistant Level 4 x 2 | Teaching Assistant Level 4 x 1 | Post holders at risk of redundancy. 1 member of staff to be selected for redundancy |

# JOB DESCRIPTIONS

## Outline of information to be provided:

Where any changes have been made to job titles, duties, responsibilities or reporting lines, amended job descriptions should also be included.

**PROVISION OF FINANCIAL INFORMATION**

## Outline of information to be provided:

This section should include financial information linked to the restructure i.e. implications on the school budget, costings for the new structure. If the change relates to a curriculum need there is only a requirement to provide financial information if the review is proposing redundancies. In all proposals the school should provide the school budget plan and budget summary (anonymise personal details).

Where redundancies are proposed, additional information including the budget summary could be requested.

**HOW CHANGES TO THE STRUCTURE WILL BE ACHIEVED**

## Outline of information to be provided:

In addition to consulting on the proposed changes to the staffing structure, this process is consulting on the method of achieving the changes to the structure/managing how the proposals will be implemented e.g.:

* Regrade and re-designation of post
* Where a near match exists between an existing post and one within the new structure (defined as where a post has over 50% of its original responsibilities contained within the new post) then the individual will be slotted into that post **or ringfenced against a post (if reasonable)**
* Staff being self-identifiable for redundancy
* or
* Selection for redundancy via interview
* or
* Selection for redundancy via selection criteria
* or
* Selection for redundancy via interview and selection criteria

What changes will be made including the proposed timescale over which the dismissals are to take effect, at what point in time. This section should also outline where there will be ring fenced positions and to which employee/group of employees and the reason for this.

This section should also outline the proposed method of calculating the amount of any redundancy payments to be made (where applicable).

Implementation date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix F**

# Timeline – mixture of detrimental and no detrimental impact or detrimental impact

## Outline of information to be provided:

This timeline to be used to outline the timescales involved at each stage of the procedure including the proposed timescales over which any redundancy dismissals are to take effect.

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **ACTIVITY** | **NOTES** | **RESPONSIBLE****PARTY** |
|  | Relevant committee/Governing Board to consider the business case submitted by the Headteacher. The decision made by the relevant committee should be clearly recorded in the minutes of the meeting. The purpose of this meeting is to approve to consult on proposed changes to the staffing structure | Recommendation that this should be the relevant committee | Governors & Headteacher |
|  | Collective staff consultation meeting to notify affected employees of the proposals |  | Headteacher |
|  | Provision of the business case to be provided to affected members of staff Provision of the business case to be made available to all staff not directly affected  | Include job descriptions where appropriate) to affected staff | Headteacher |
|  | Provision of the business case to trade union/professional association representatives |  | Headteacher |
|  | Provision of the business case to Schools HR Service/Diocesan Representatives (if applicable) |  | Headteacher |
|  | Commencement of formal consultation  | (30 calendar days or 90 days if over 20 staff) | Headteacher |
|  | Collective/individual consultation meetings – affected staff – available throughout the consultation period (if request made) |  | Headteacher |
| Highlight any school closure periods during the consultation period where appropriateThere is a school closure from \*\*\* to \*\*\* |
|  | Collective consultation meeting trade union/professional association (if request made) |  | Headteacher |
|  | Throughout process – request for redundancy/pension figures |  | Headteacher request of Schools HR |
|  | Request of Clerk to Governors/Committee Clerk to call Relevant committee/Governing Board meeting  | At least 7 days prior to the meetingAppendix H | Chair/ Headteacher to notify Clerk to Governors/ Committee Clerk |
|  | Closure of formal consultation  | (NB: also provide a time) | Headteacher |
|  | Relevant committee to consider the outcome of consultation  | Appendix I(NB: also provide a time) | Governors |
|  | Collective consultation meeting with employees to notify them of Governors decision on the outcome of the review and to commence the voluntary request period  | 5 calendar days | Headteacher |
|  | At risk letters issued | Appendices J & K | Headteacher |
|  | Formal written outcomes provided in relation to any submissions received  | Within 7 days of the meeting). All submissions should be responded to by the Chair of the relevant committee | Chair of Governors/ Committee Chair |
|  | Closure of voluntary request period (NB: also provide a time) |  | Headteacher |
|  | Support for staff at risk of redundancy including interview techniques |  | Headteacher |
|  | Meeting of Personnel & Pay Implementation committee to consider voluntary requests and to select for redundancy if the redundancy selection criteria is to be used  |  | Governors |
|  | Interviews for redundancy selection to take place (if selection via interview or a mixture of selection via criteria/interview) |  | Governors / Headteacher |
|  | Notice of redundancy letters issued | Appendix L | Headteacher |
|  | Appeal date deadline | 7 calendar days from notice of redundancy received | Governors |
|  | Meeting of Personnel Appeals Committee to consider any appeals submitted | Appendix R | Governors |

**2nd consultation period (If required)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Start of additional consultation period  | 7 calendar days | Headteacher |
|  | Closure of additional consultation period  | (NB: also provide a time) | Headteacher |
|  | Relevant committee/Governing Board to consider the outcome of consultation |  | Governors |
|  | Collective consultation meeting with employees to notify them of Governors decision on the outcome of the review and to commence the voluntary request period  | 5 days voluntary request period |  |
|  | At risk letters issued  | Appendices J & K | Headteacher |
|  | Formal written outcomes provided in relation to any submissions received  | Within 7 days of the meeting. All submissions should be responded to by the chair of the relevant committee | Chair of Governors/ Committee Chair |
|  | Closure of voluntary request period  | (NB: also provide a time) | Headteacher |
|  | Support for staff at risk of redundancy including interview techniques |  | Headteacher |
|  | Meeting of Personnel & Pay Implementation committee to consider voluntary requests and to select for redundancy if the redundancy selection criteria is to be used  |  | Governors |
|  | Interviews for redundancy selection to take place (if selection via interview or a mixture of selection via criteria/interview) |  | Governors / Headteacher |
|  | Notice of redundancy letters issued | Appendix L | Headteacher |
|  | Appeal date deadline | 7 calendar days from notice of redundancy received | Governors |
|  | Meeting of Personnel Appeals Committee to consider any appeals submitted | Appendix R | Governors |

**APPENDIX G**

****

**HR1**

**Restricted Commercial**

**Advance notification of redundancies**

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

# Note for employer

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, Innovation and Skills, 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.

|  |  |
| --- | --- |
| **How to complete this form** | **Your legal obligations** |
| 1. Use a separate form for each establishment where 20 or more redundancies may occur within a 90-day period.Type, or use **black ink** and write your answers in CAPITALS, as this will make it easier for us to read.
2. Where tick boxes appear, please tick those that apply.
3. If there is not enough space for your answers, please use a separate sheet of paper and attach it to this form.
4. If the circumstances outlined in this form change, please notify us immediately.
5. Please return the completed form, by post to:

**The Insolvency Service, Redundancy Payments Service, PO Box 16685, BIRMINGHAM, B4 6FD or by email to** **HR1@insolvency.gsi.gov.uk**If you email the form to us there is no need for you to send the original form by post**.****Tel: 0121 380 3415** for assistance on completing the form. **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. 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.
2. 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.
3. 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.1. You must **send a copy of this notification to the representatives** of the employees being consulted.
2. 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.
3. The **notification date** is the date on which we

**receive your completed form**.1. 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**.
 |
| **Further Information on assistance for employers** |
| For more copies of the form you can down load one from our website on; <http://www.bis.gov.uk/assets/insolvency/docs/forms/redu>ndancy-payments/hr1pdfGuidance on redundancy handling and assistance for employers can be found on the following websites:* GOV.UK - https://[www.gov.uk](http://www.gov.uk/)
* Insolvency Service - <http://www.bis.gov.uk/insolvency>
* Wales - <http://wales.gov.uk/topics/businessandeconomy/?lang=e> n
* Scotland - <http://www.scottish-enterprise.com/grow-> your-business
 |

|  |  |
| --- | --- |
| **1. Employer’s details \*** | **7. Nature of main business (SIC code)** |
| Name: Address:Postcode:Company or Charity Registration Number (if applicable):Telephone: Email: |  |
| **8. Closure of the business** |
| Do you propose to close this establishment? **Yes / No** |
| **9. Reasons for redundancies \*** |
| Please tick one or more boxes to show the main reason(s) for the proposed redundancies |
| **2. Employer’s contact details \*** | A | Lower demand for products or services |  |
| NameAddress (if different to 1)Postcode: Tel: Email: | B | Completion of all or part of contract |  |
| C | Transfer of work to another site or employer |  |
| D | Introduction of new technology/plant/machinery |  |
| E | Changes in work methods or organisation |  |
| F | Other (please give brief details below) |  |
| G | Insolvency |  |
| Details: |
| **3. Establishment where redundancies are proposed \*** | **10. Consultation** |
| Address at box 1 **Yes / No**Address at box 2 **Yes / No****Other Address (please write address below)**Postcode: Tel: Email: | a) Please provide the name(s) of |
| **Recognised trade union** | **Name of representative** | **Description of employee they represent** |
|  |  |  |
|  |  |  |
|  |  |  |
| **4. Timing of redundancies \*** | b) If you do not recognise trade unions for any groups of employees please give the name(s) of their elected representatives below: |
| a) Date of first proposed dismissal |  |
| b) Date of last proposed dismissal |  | **Name of elected representative** | **Description of employee they represent** |
| **c) If you have given less than the required 30 / 45 day notification period please give reason for late notification** |
|  |  |
|  |  |
|  |  |
| c) Have you given a copy of this form to all the appropriate representatives? **Yes / No** |
| **5. Method of selection for redundancy** |
|  | d) Have you started the consultation process with the appropriate representative? **Yes / No** |
| e) If yes, please give the date consultation started: |
| **6. Staff numbers/redundancies at this establishment \*** |
| **Occupational group** | **Total number of employees** | **Number of possible****redundancies** |
| f) Have you given individual notices of dismissal to the employees? **Yes / No** |
| Manual |  |  |
| Clerical |  |  |
| Professional |  |  | **11. Declaration\*** |
| Managerial |  |  | **I certify that the information given on this form is, so far as I know, correct and complete.**Signature:Position: Date: |
| Technical |  |  |
| Apprentices/trainees |  |  |
| Under 18 |  |  |
| Other |  |  |
| **Totals** |  |  |

 **APPENDIX H**

**Consultation Meeting outline (this can be used during consultation and as part of the ‘at risk’ process)**

|  |  |
| --- | --- |
| **Date** |  |
| **In attendance** |  | HeadteacherHR Representative EmployeeTrade Union Representative |
| **Meeting to discuss** | 1:1 meeting  |
| **Employee job title** |  |
| **Hours worked**  |  |
| **Continuous Service**  |  |
| **Other positions held** |  |
| **Term time only** □ **All year round** □ **Permanent** □ **Temporary □ End date** \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Qualifications** |  |
| **Suggested items for consideration** | Data verification, impact of review, redundancy entitlements, redeployment entitlements, employee/union questions |
| **NOTES**  |

 **APPENDIX I**

**REQUEST FOR COMMITTEE MEETING/CLERK**

|  |  |
| --- | --- |
| **School:** |  |
| **Committee meeting title:** |  |
| **Date:** |  |
| **Time:** |  |
| **Meeting location:** |  |
| **Request for:** | Option 1 | Clerk only |  |
| Option 2 | Agenda send & Clerk |  |
| Option 3 | Administration, agenda send & Clerk |  |
| Option 4 | Other please complete specific instructions below |  |
| **Please provide name of Clerk where this is known, or has already been agreed OR your preferred Clerk** |  |
| **Agenda items for inclusion (NB: Only with options 2/3/4):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda item** | **Agenda item** | **Reason for inclusion** | **Document/s included?** |
| **1.** | Apologies |  |  |
| **2.** | Declaration of interest |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |

 |
| **Do you want Governor Support to send out the agenda and papers for this meeting to relevant Governors in the committee?** |  |
| **Specific instructions:** |  |
| **Requested by:**  |  |
| Please note: charges will be in accordance with the current SLA/Academy brochure |
| **Office use – save in the agenda file upon completion** |
| Clerk notified and attendance confirmed |  | Governor meetings database updated |  |
| Spreadsheet updated |  | Save in agenda File |  |

**APPENDIX J**

**END OF CONSULTATION MEETING**

**BRIEFING NOTE FOR RELEVANT COMMITTEE/GOVERNING BOARD**

Employees of the school should declare any relevant interests and withdraw from the meeting, as appropriate.

**Process followed**

Outline the process following from initial meeting with Governors to date e.g.

* Full staff meeting to commence consultation
* Details of any individual staff meetings, 1:1’s, Trade Union meetings, collective consultation meetings
* Provide a summary of the areas discussed in consultation meetings

**Trade Union presentations**

Where Unions are in attendance, allow them the opportunity at this point to make any representations on behalf of their members.

NB: Representatives would leave once they have made their representations.

**Written feedback/summary/outcome of consultation**

Outline to Governors any feedback received from staff/Trade Unions on the proposed staffing structure, Governors should be provided with copies of all submissions received

Respond to the comments submitted with your view on the comments adding whether you disagree with this for the following reasons \*\*\* and suggest that this remains or agree with this and suggest this is amended to \*\*\*

**Governors’ decision**

Governors are able to:

* Decline the proposal
* Make variations to the proposal with a further period of consultation
* Agree the proposal

**Training/support for staff at risk**

Outline the support available for staff i.e. interview techniques

**APPENDIX K**

**At risk letter**

**For Voluntary Aided, Foundation and Academy schools only**

**For Community and Controlled Schools these will provided by Schools HR Service on behalf of the employer**

**Private & Confidential**

Dear

**AT RISK OF REDUNDANCY**

I am writing to you regarding the proposed changes to the School’s staffing structure and the relevant committee / Governing Board meeting held at [ ] on [ ]. The changes to the staffing structure have implications for your [ ] post because, as a consequence, the current staffing structure will be reduced and your post will be deleted from the establishment of this school.

**Formal consultation with the recognised Teacher Association Representatives/Trade Unions has now concluded but I can assure you that the Authority and School will continue its efforts to reduce the workforce either by the redeployment of staff or by voluntary measures.**

You will have the opportunity to be considered for jobs, which would constitute a reasonable offer of suitable alternative employment. You should be aware however, that if it were not possible to provide suitable alternative employment within the timescales available, the Authority/School will have no option other than to consider compulsory redundancy.

**I do appreciate the immense distress and anxiety which this may cause, but I would remind you that support is available. Please contact [ ], [ ], on (01706) 92[ ] for further details.**

Further information concerning your position will be given to you, as it is available. In the meantime should you wish to discuss this letter, or any other matter concerning your position, please contact [ ] on direct line (01706) 92 [ ].

Yours sincerely

Chair of Governors

**APPENDIX L**

**At risk letter invite to 1.1 meeting**

**For Voluntary Aided, Foundation and Academy schools only**

**For Community and Controlled Schools these will provided by Schools HR Service on behalf of the employer**

**PRIVATE & CONFIDENTIAL**

Dear [ ]

**AT RISK OF REDUNDANCY**

I refer to the letter you received from the school/Schools HR Service dated [ ], informing you that you are in an at risk situation and the possibility of redundancy. I would now like to arrange a meeting to discuss its contents and the next stage of the procedures and to answer any questions that you may have.

The meeting is planned for [ ] at [ ] and will be held at the school. [ ], from Schools HR will attend this meeting (optional).

You will have the opportunity to be considered for jobs that would constitute a reasonable offer of suitable alternative employment. You will receive a proforma prior to the meeting for you to complete in relation to this. You should be aware, however, that if it is not possible to provide suitable alternative employment within the timescales available, the Authority/School will have no option than to consider compulsory redundancy.

I do appreciate the immense distress and anxiety that this may cause, but I would remind you that support services are available to you and you should contact [ ] (01706 92[ ]) or [ ] (01706 92[ ]) at Schools HR for further details.

The purpose for this meeting is to discuss your current situation and the outcome of this meeting may result in the need to issue notice of compulsory redundancy, which would result in the termination of your employment.

I would remind you that you are entitled, if you wish to be accompanied by a work colleague or your Teacher Association/Trade Union representative.

Yours sincerely

Chair of Governors/Chair of Relevant Committee

**APPENDIX M**

**Notice of redundancy letter**

**For Voluntary Aided, Foundation and Academy schools only**

**For Community and Controlled Schools these will provided by Schools HR Service on behalf of the employer**

**PRIVATE & CONFIDENTIAL**

Dear [ ]

**NOTICE OF REDUNDANCY**

Further to discussions and my letter dated [ ] and [ ] in which I informed you that you were at risk of redundancy, I regret to confirm that your contract of employment will terminate on the grounds of redundancy on [ ].

The School/Authority very much regrets having to create redundancies but it has been impossible to avoid this situation.

I can confirm that efforts to identify suitable alternative employment within the Authority will continue until the expiry of your notice period. I hope that during your period of notice you may be able to find alternative employment.

Details of your redundancy entitlement will be calculated and forwarded to you in the next few days

Or

Your redundancy payment is calculated on the following basis \*\*\*\*\*\*\*\* this is an estimate only and will be subject to recalculation \*\*\*

You have the right of appeal against this decision to the Appeals Committee of the Governing Board. Should you choose to exercise this right of appeal, you should notify, in writing, the Clerk to Governors, Schools HR Service, Floor 4, Number One Riverside, Smith Street, Rochdale OL16 1XU within 7 calendar days of receipt of this letter. If you are to be represented at the Appeal, the name and address of your representative should be given in your letter.

**You should be aware that in accordance with the redundancy payment (Local Government) Modification Order, a redundancy payment is generally excluded, if before the end of your current contract with [ ] you have received an offer of employment with this Authority, or, any other associate employer to start immediately, or within 4 weeks of the end of the previous employment.**

If you receive an offer of work prior to the [ ] or if you require any further information please contact [ ], [ ] on (01706) 92[ ] for support and assistance.

Please could you sign and return the second copy of this letter to confirm that you have received it and understand its content.

Yours sincerely

Chair of Governors/Chair of Relevant Committee

**APPENDIX N**

**Statutory Redundancy Pay Table**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Age** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** |
| **17** | 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| **18** | 1 | 1½ | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| **19** | 1 | 1½ | 2 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| **20** | 1 | 1½ | 2 | 2½ | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| **21** | 1 | 1½ | 2 | 2½ | 3 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| **22** | 1 | 1½ | 2 | 2½ | 3 | 3½ | - | - | - | - | - | - | - | - | - | - | - | - | - |
| **23** | 1½ | 2 | 2½ | 3 | 3½ | 4 | 4½ | - | - | - | - | - | - | - | - | - | - | - | - |
| **24** | 2 | 2½ | 3 | 3½ | 4 | 4½ | 5 | 5½ | - | - | - | - | - | - | - | - | - | - | - |
| **25** | 2 | 3 | 3½ | 4 | 4½ | 5 | 5½ | 6 | 6½ | - | - | - | - | - | - | - | - | - | - |
| **26** | 2 | 3 | 4 | 4½ | 5 | 5½ | 6 | 6½ | 7 | 7½ | - | - | - | - | - | - | - | - | - |
| **27** | 2 | 3 | 4 | 5 | 5½ | 6 | 6½ | 7 | 7½ | 8 | 8½ | - | - | - | - | - | - | - | - |
| **28** | 2 | 3 | 4 | 5 | 6 | 6½ | 7 | 7½ | 8 | 8½ | 9 | 9½ | - | - | - | - | - | - | - |
| **29** | 2 | 3 | 4 | 5 | 6 | 7 | 7½ | 8 | 8½ | 9 | 9½ | 10 | 10½ | - | - | - | - | - | - |
| **30** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 8½ | 9 | 9½ | 10 | 10½ | 11 | 11½ | - | - | - | - | - |
| **31** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 9½ | 10 | 10½ | 11 | 11½ | 12 | 12½ | - | - | - | - |
| **32** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 10½ | 11 | 11½ | 12 | 12½ | 13 | 13½ | - | - | - |
| **33** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 11½ | 12 | 12½ | 13 | 13½ | 14 | 14½ | - | - |
| **34** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 12½ | 13 | 13½ | 14 | 14½ | 15 | 15½ | - |
| **35** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 13½ | 14 | 14½ | 15 | 15½ | 16 | 16½ |
| **36** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 14½ | 15 | 15½ | 16 | 16½ | 17 |
| **37** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 15½ | 16 | 16½ | 17 | 17½ |
| **38** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 16½ | 17 | 17½ | 18 |
| **39** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 17½ | 18 | 18½ |
| **40** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 18½ | 19 |
| **41** | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 19½ |
| **42** | 2½ | 3½ | 4½ | 5½ | 6½ | 7½ | 8½ | 9½ | 10½ | 11½ | 12½ | 13½ | 14½ | 15½ | 16½ | 17½ | 18½ | 19½ | 20½ |
| **43** | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| **44** | 3 | 4½ | 5½ | 6½ | 7½ | 8½ | 9½ | 10½ | 11½ | 12½ | 13½ | 14½ | 15½ | 16½ | 17½ | 18½ | 19½ | 20½ | 21½ |
| **45** | 3 | 4½ | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| **46** | 3 | 4½ | 6 | 7½ | 8½ | 9½ | 10½ | 11½ | 12½ | 13½ | 14½ | 15½ | 16½ | 17½ | 18½ | 19½ | 20½ | 21½ | 22½ |
| **47** | 3 | 4½ | 6 | 7½ | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| **48** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 11½ | 12½ | 13½ | 14½ | 15½ | 16½ | 17½ | 18½ | 19½ | 20½ | 21½ | 22½ | 23½ |
| **49** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| **50** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 12 | 13½ | 14½ | 15½ | 16½ | 17½ | 18½ | 19½ | 20½ | 21½ | 22½ | 23½ | 24½ |
| **51** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 12 | 13½ | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| **52** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 12 | 13½ | 15 | 16½ | 17½ | 18½ | 19½ | 20½ | 21½ | 22½ | 23½ | 24½ | 25½ |
| **53** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 12 | 13½ | 15 | 16½ | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| **54** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 12 | 13½ | 15 | 16½ | 18 | 19½ | 20½ | 21½ | 22½ | 23½ | 24½ | 25½ | 26½ |
| **55** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 12 | 13½ | 15 | 16½ | 18 | 19½ | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| **56** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 12 | 13½ | 15 | 16½ | 18 | 19½ | 21 | 22½ | 23½ | 24½ | 25½ | 26½ | 27½ |
| **57** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 12 | 13½ | 15 | 16½ | 18 | 19½ | 21 | 22½ | 24 | 25 | 26 | 27 | 28 |
| **58** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 12 | 13½ | 15 | 16½ | 18 | 19½ | 21 | 22½ | 24 | 25½ | 26½ | 27½ | 28½ |
| **59** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 12 | 13½ | 15 | 16½ | 18 | 19½ | 21 | 22½ | 24 | 25½ | 27 | 28 | 29 |
| **60** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 12 | 13½ | 15 | 16½ | 18 | 19½ | 21 | 22½ | 24 | 25½ | 27 | 28½ | 29½ |
| **61+** | 3 | 4½ | 6 | 7½ | 9 | 10½ | 12 | 13½ | 15 | 16½ | 18 | 19½ | 21 | 22½ | 24 | 25½ | 27 | 28½ | 30 |

**APPENDIX O**

**REDEPLOYMENT FORM - TEACHING STAFF**

|  |
| --- |
| This form is designed to assist the process of making alternative offers of employment to staff whose present posts may cease.  |
| **Name:** | **Telephone:**Home: |  | Work: |
| **Email:** |
| **Home Address:** |
| 1. **Current Post**
 |
|  **Job Title** |
|  **School**  |
|  **Full/part time (hours per week)** |
|  **Date appointed to school** |
|  **Salary point** |
|  **Allowances** (specify level and type of allowance and whether temporary or permanent). |
| 1. | 2. | 3. |
| **Summary of Current Post Responsibilities:** |
|  |  |  |  |  |
| **Key Stage Co-ordinator** | Yes | No |  | If Yes - Please specify Key Stage: |
|  |  |  |  |
|  |  |  |  |  |
| **Curriculum Co-ordinator** | Yes | No |  | Curriculum Area/s: |
|  |  |  |  |
|  |  |  |  |  |
| **Year Leader** | Yes | No |  | If Yes please specify year: |
|  |  |  |  |
|  |  |  |  |  |
| **Please briefly outline your key tasks and responsibilities** |
| **2. Summary of Previous Experience (most recent post first)**  |
| **Job Title and employer** | **Full/Part Time** | **Start** | **Finish** | **Key tasks and responsibilities** | **Pupil Age Range** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3. Other Relevant Work/ Voluntary Experience**

|  |
| --- |
|  |
| **4. Professional Qualifications** |
| **Qualification** | **Subject** | **Classification/****Grade** | **Where Studied** | **Date awarded** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **5. Other Relevant Courses, Training and Professional Development (during the last 5 years)** |
|  |
| **Year** | **Details** | **Course Duration** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |
| **6. Age Groups for which you have been trained.** |
|  |

|  |
| --- |
| **7. Age Groups you have taught noting those you most prefer.** |
|  |

|  |
| --- |
| **8. Subjects/Curriculum Areas for which you have been specifically trained.** |
|  |

|  |
| --- |
| **9. Subjects/Curriculum Areas you have noting those you most prefer.** |
|  |
| **10. Subjects/Curriculum Areas you have not taught but would like to teach and would be willing to undertake training/professional development.** |
|  |

|  |
| --- |
| **11. Please demonstrate how your skills, knowledge and experience meet the essential criteria for the job. Please refer to the relevant person specification (if applicable).**  |
|  |

|  |
| --- |
| **12. Other Relevant Information** |
| **Please include which work locations you would consider working:** ***(Tick as many as applicable)***MiddletonHeywoodRochdaleMilnrow/NewheyLittleborough**Please indicate whether you would be willing to consider temporary/fixed term opportunities:*****(Please tick)***YesNo**Would you consider a role with more hours (if currently part time)/less hours (if** **currently full time)?*****(Please tick)***YesNo |
| **13. THIS SECTION IS ONLY FOR COMPLETION BY APPLICANTS FOR POSTS IN CHURCH VOLUNTARY AIDED SCHOOLS IN ROCHDALE** |
| As a teacher in a Church of England/Roman Catholic School you are required to have regard to the Christian Character of the School in its Foundation and also formally to undertake not to do anything in any way contrary to the interests of the Foundation.The Governing Boards of Voluntary Aided Schools will be seeking to appoint staff who are personally committed to supporting and developing the Christian ethos of these schools. Accordingly you are invited to provide a clerical reference to support your application, from for example, your local parish priest or minister of religion. |
| Name of Clerical Referee: |
| Designation: |
| Address: |
| Telephone: |
| Email: |
| Please provide any information in the box below that you consider appropriate to indicate your particular suitability for a post in a voluntary aided school.**Applicants for posts in Church Schools** |
|  |

|  |
| --- |
| **17. All applicants please sign completed form in box provided below.*****I confirm that I wish to be considered for redeployment and am aware that the details on this form will be shared with recruiting schools. I am aware that a reference may be sought from my current line manager to support the selection process.***  |
| **Signature:** | **Date:** |

|  |
| --- |
| Please return the completed form to the Headteacher |

**APPENDIX P**

**REDEPLOYMENT FORM - SUPPORT STAFF**

|  |
| --- |
| This form is designed to assist the process of making alternative offers of employment to staff whose present posts may cease.  |
| **First Name:** | **Last Name:** | **Title:** |
| **Telephone:**Home: | Work: |
| **Email:** |
| **Home Address:** |
| **1.Current Post** |
|  **Job Title** |
|  **School**  |
|  **Full/part time (hours per week)** |
|  **Date appointed to school** |
|  **Grade of post** |
|  **Allowances** (specify level and type of allowance and whether temporary or permanent). |
| **Summary of Current Post Responsibilities:** |
| **Please briefly outline your key tasks and responsibilities** |
| **2. Summary of Previous Experience (most recent post first)**  |
| **Job Title** | **Full/Part Time** | **Start** | **Finish** | **Role/Key tasks and responsibilities** | **Pupil Age Range** |
|  |  |  |  |  |  |
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**3. Other Relevant Work/ Voluntary Experience:**

|  |
| --- |
|  |
| **4. Professional Qualifications:** |
| **Qualification** | **Subject** | **Classification/****Grade** | **Where Studied** | **Date awarded** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

|  |
| --- |
| **5. Other Relevant Courses, Training and Professional Development (during the last 5 years)** |
| **Qualification** | **Subject** | **Classification/ Grade** | **Where Studied** | **Date awarded** |
|  |  |  |  |  |
|  |  |  |  |  |
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| --- |
| **6. Please indicate which year groups you have worked with in the past:** |
|  |

|  |
| --- |
| **7. Please indicate which year group/s you most prefer to work with:** |
|  |

|  |
| --- |
| **8. Please indicate any areas where you consider you will need further training/professional development, If possible please indicate specific training identified:** |
|  |

|  |
| --- |
| **9. Please demonstrate how your skills, knowledge and experience meet the essential criteria for the job.** |
|  |

|  |
| --- |
| **10. Other Relevant Information.**  |
| **Please include which work locations you would consider working:** ***(Tick as many as applicable)***MiddletonHeywoodRochdaleMilnrow/NewheyLittleborough**Please indicate whether you would be willing to consider temporary/fixed term opportunities:*****(Please tick)***YesNo**Would you consider a role with more hours (if currently part time)/less hours (if** **currently full time)?*****(Please tick)***YesNo |

|  |
| --- |
| **11. All applicants please sign completed form in box provided below.*****I confirm that I wish to be considered for redeployment and am aware that the details on this form will be shared with recruiting schools. I am aware that a reference may be sought from my current line manager to support the selection process.*** |
| **Signature:** | **Date:** |

|  |
| --- |
| **Please return the completed form to the Headteacher:** |

**APPENDIX Q**

**REDUNDANCY SELECTION CRITERIA**

**INDIVIDUAL ASSESSMENT**

|  |
| --- |
| **Introduction** |
| The criteria for selection for redundancy needs to be objective, fair and reasonable. The schools approved process is based upon individual assessment.  |
| The assessment process will be applied to determine selection in areas where the number of employees is to be reduced.  |
| The assessment form and methodology must be considered and prepared for discussion during the consultation period with the group of employees affected.  |
| **Factors to be assessed** |
| Individual assessment will be applied in instances in which a selection process is clearly required. Selection for redundancy will be undertaken by means of an individual assessment of the employees concerned in relation to three factors. |
| The factors to be assessed, together with the means of individual assessment, are detailed in Appendix A. |
| **Assessment Panel** |
| The individual assessment will be undertaken by a panel consisting of the Headteacher and the relevant committee of the Governing Board. There may be an officer from the HR Service in attendance whose role will only be to advise on the process. Therefore, accountability for the decision(s) taken will ultimately rest with the Headteacher and the relevant committee of Governors.  |
| **Assessment Process** |
| Prior to the assessment taking place the Headteacher must ensure that the information required to be able to complete the assessment is accurate and up to date.  |
| The individual assessment will be undertaken by the Committee in relation to the factors outlined within the standard assessment document (attached as Appendix \*\*\*). The assessment will determine the points rating of each employee concerned in relation to each of the 3 factors. The points rating for each factor and total assessment score will be recorded on the standard assessment document along with comments of justification for the allocated score.  |
| The factual information used to assess Factors 1 and 3 should, wherever possible, be verified with the employee prior to the assessment taking place. |
| In terms of Factor 2, it is recommended that the Committee consider the Job Description and Person Specification for the post and identify the key elements which are necessary to retain the skills, knowledge and experience required. These elements must be itemised on the standard assessment document, allocated a part of the total score (these scores may be weighted in light of priority) and scored accordingly. Comments must be made to justify the scores allocated. In exceptional circumstances and where this can be justified the Committee have discretion to consider other information beyond the Person Specification and Job Description. As per 2.2 above this must be made clear to employees during the consultation process.  |
| **Outcome of Individual Assessment** |
| The outcome of the assessment will be confirmed in writing with a copy of the employee’s individual assessment.  |
| In addition, whenever possible a meeting will be arranged to discuss the outcome with the employee. |
| It will be the case that, where selection is required, the employee(s) with the lowest score will be selected for redundancy subject to appeal. |
| Advice should be sought from the School’s HR Service in terms of feeding back to the employee. |
| **Employee Appeals** |
| If an employee believes that specific aspects of the selection criteria have been unfairly applied he/ she will have the right to appeal against the assessment. The appeal must be submitted in writing no later than 7 calendar days from the date of the written confirmation of selection for redundancy and must state the reasons why the selection criteria have been unfairly applied. See Guidance document as Appendix \*\*\* |
| The Appeals Panel will consist of the members of the Appeals Committee of the Governing Board. |
| In cases where the appeal relates to a potential factual error/factual clarification relating to Factors 1 and 3 of the individual assessment and where it has not been possible to verify this information prior to the assessment taking place, employees are able to submit an appeal following the outcome of the assessment process. For example, length of local government service is incorrect.  |
| In such cases as 7.3 above, the Committee will use discretion to resolve the appeal without the need for referral to an appeals Committee. |
| The outcome of the appeal may or may not have an effect upon the overall outcome of the total individual assessment scores. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Factor** | **Means of Assessment** | **Factor Weighting** | **Points Rating** |
| 1. Length of total verifiable local government service | Employee Personnel and Superannuation records | 20% of total assessment | 1 point for each completed year of continuous service at the date of the Panel assessment, up to a maximum of 20 points  |
| 2. Skills / Abilities / Knowledge | Assessment by Panel based upon performance recognising the transferable skills from present work areas.  | 50% of total assessment | Maximum of 50 points to be allocated by the Selection Panel to elements within the Person Specification and Job Description (including qualification requirements if appropriate) |
| 3. Sickness Absence/ Conduct / Capability | Employee Personnel records, including absence records, live warnings on disciplinary record, live formal action on capability records  | 30% of total assessment | Assessment for sickness absence/ conduct / capability to be considered out of a maximum of 30 points.**Employees with no attendance / conduct / capability issues to be awarded full 30 points**Selection Panel to consider the above in the following order:-1. Sickness Absence
2. Conduct
3. Capability

Sickness Absence First Stage Sickness Absence Interview – deduct 10 pointsSecond Stage or Higher Sickness Absence Interview – deduct 20 pointsAll of the above excluding absence relating to disability as defined by the Equality Act 2010.Conduct – deductions to be made for any live disciplinary warnings:Formal first written warning – 10 pointsFormal final written warning – 20 pointsCapability – deductions to be made for any live formal action under the School’s Capability Procedure (Teachers) Unsatisfactory Work Procedure (Support Staff):10 points removed for first formal meeting and 20 points for second formal meeting. |

**SELECTION FOR REDUNDANCY – STANDARD ASSESSMENT FORM**

**EMPLOYEE NAME: DATE OF ASSESSMENT:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FACTOR** | **COMMENTS / EVIDENCE** | **MAXIMUM POINTS**  | **POINTS AWARDED** | **\*VERIFIED WITH EMPLOYEE** |
| 1. \*Length of total verifiable local government service |  | 20 |  |  |
| 1. Skills / Abilities / Knowledge required in the post detailed in the Person Specification and/or Job Description Key elements from PS or JD must be itemised here and allocated a max score, e.g.

*- 1 years’ experience of working with children aged 4-14* *(Max score 1 point)**- Ability to develop & adapt activities to meet individual needs of children (Max score 5 points)* |  | 50 |  | N/A |
| 1. \*Sickness Absence / Conduct / Capability

(Refer to Appendix A in Guidance Document for application of this factor) |  | Total 30 points |  |
| Sickness Absence  |  |
| Conduct  |  |
| Capability  |  |
| TOTAL |  |
| **TOTAL POINTS** |  | **MAX 100** |  |  |

\* Wherever possible information to be verified with employee prior to the assessment taking place.

**PANEL MEMBERS: (Please sign and print)**

CHAIR:

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEMBER 2:

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEMBER 3:

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX R**

**Appeal hearing against the decision of the relevant committee/governing board**

1. The Appeals Committee will not normally consist of less than 3 members of the school’s Governing Board (excluding any members of staff of the school). Where this is not reasonably practicable, the Appeals Committee may consist of two members (excluding members of staff of the school) who have not been part of the previous decision making process.

2. The employee must put their appeal (along with all documentary evidence in relation to the appeal) in writing and must fully and clearly set out the grounds of appeal as only these points will be considered in the appeal hearing.

3. The employee will be given a minimum of 14 calendar days’ advanced notice of the hearing; informed, by the clerk to the Appeals Committee of Governors, in writing, of the purpose of the hearing, The employee will also be supplied with copies of any documents to which Chair of the relevant committee intended to refer to and any witnesses to be called. The employee should be advised of the right to be accompanied at the hearing by a Trade Union representative or an official employed by a Trade Union or a work colleague of his/her choice, if he/she wishes, but by no-one else or they can submit their views in writing. A Trade Union representative who is not an employed official must have been certified by their Union as being competent to accompany a worker.

4. Not less than 7 calendar days in advance of the hearing the employee (or his/her representative) shall send to the Clerk of the Appeals Committee the names of any witnesses that he/she intends to call.

5. Not less than 7 calendar days in advance of the hearing the Chair of the relevant committee shall send to the Clerk of the Appeals Committee the names of any witnesses that he/she intends to call.

6. The Director of Children’s Service (or his/her representative) shall be invited to attend the appeal hearing where dismissal (for the purposes of redundancy) is an option, to offer advice. The Appeals Committee must consider any advice given before reaching a decision.

7. Appeals Procedure to be followed:

 (i) Employee (or his/her representative) to put his/her case based on the grounds of appeal submitted.

(ii) Employee to call any witnesses.

(iii) The Chair of the selection panel to ask questions of the employee and witnesses.

(iv) The Appeals Committee to ask questions of the employee and witnesses.

(v) Employee’s witnesses to withdraw from proceedings, if applicable.

vi) The Chair of the selection panel to put his/her case on behalf of the Relevant Committee in response to the grounds of appeal provided.

(vii) The Chair of the selection panel to call witnesses.

(viii) Employee (or his/her representative) to ask questions of the Chair of the selection panel and witnesses.

(viiii) The Appeal Committee to ask questions of the Chair of the selection panel and witnesses.

(x) The Chair of the selection panel witnesses to withdraw from proceedings, if applicable.

(xi) Employee (or his/her representative) to summarise their case.

(xii) The Chair of the selection panel to summarise their case.

(xi) All parties to withdraw whilst Appeals Committee deliberates.

8. The Chair of the Appeals Committee may adjourn the proceedings at any stage if this appears necessary or desirable. If adjourned for the purpose of enabling further information to be obtained, he/she will specify the nature of that information. Any adjournment will normally be for a stated period.

9. Following the summing up, both parties, together with their representatives will withdraw. If it is necessary to recall one of the parties for further information before a decision is taken, both parties shall be recalled. If the Director of Children’s Service (or his/her representative) attends the relevant Committee as an Adviser, he/she shall remain during the Appeal Committee’s deliberations.

10. On completion of the Appeals Committee’s deliberations, the Chair will normally announce the decision. The Appeals Committee may uphold or disallow, or partially uphold the appeal. He/she will also give an explanation for that action and any recommendations as a result of the decision.

11. The decision of the Appeals Committee of the Governing Board will be confirmed to all parties in writing. No further right of appeal will be available to the employee under this procedure.

12. The Appeals Committee will advise the Local Authority of the appeal hearing outcome and any appropriate action to be undertaken.

**APPENDIX S**

**For Voluntary Aided, Foundation and Academy schools only**

**For Community and Controlled Schools these will provided by Schools HR Service on behalf of the employer**

**PRIVATE & CONFIDENTIAL**

**Dear**

**REDUNDANCY APPEAL HEARING**

I am writing to inform you that an appeal hearing against the decision by the Relevant Committee of the Governing Board at the redundancy selection meeting held on ..................................... has now been arranged. The Appeal Hearing will take place on ............................................. at ...................... at the school.

Please find the enclosed documents submitted by the Relevant Committee of the Governing Board. Please be aware that the appeal will be a review of the decision made by the Relevant Committee, based on the grounds of appeal you have submitted.

Possible outcomes of the Appeal Hearing maybe that:

The appeal is allowed/disallowed or partially allowed.

The decision of the Appeal Committee is final.

You are entitled to be accompanied by a Trade Union representative, or an official employed by a Trade Union (where certified) or a work colleague but no one else or you can submit your views in writing.

Please find enclosed the relevant committee’s bundle of evidence. Additional copies of the documentation have been attached in order that you may pass them to your representative if you so wish.

Please sign the enclosed duplicate copy of this letter, stating whether or not you intend to attend in person, to be represented by someone else, or to submit your views in writing.

Yours sincerely

Clerk to Appeals Committee of the Governing Board

**NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHOOL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge receipt of an exact copy of this letter. My intentions are as follows:-

1. I do/do not wish to attend the appeal hearing to be held on [date]

2. I do/do not wish to send a trade union representative or official employed by a trade union or work colleague to attend the hearing in my place.

3. I will/will not submit my views in writing for the Headteacher or the relevant committee’s consideration

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPENDIX T**

**Appeal Hearing Outcome**

**For Voluntary Aided, Foundation and Academy schools only**

**For Community and Controlled Schools these will provided by Schools HR Service on behalf of the employer**

**PRIVATE & CONFIDENTIAL**

Dear

**REDUNDANCY APPEAL HEARING OUTCOME**

Further to the Redundancy Appeal Hearing that you attended on [ ] accompanied by [ ] I am writing to confirm the decision made by the Committee.

The panel has concluded following consideration of all the information presented that your appeal has been allowed/partially allowed/disallowed.

This decision is based on the following statement from the Appeals Committee:

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This decision is final.

Yours sincerely

Clerk to the Governors

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