

SUTTON CE (VC) PRIMARY SCHOOL



Handling Redundancy Policy and Procedure

Version 2017v1

Approved by staff

June 2017

Approved by Governors

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To be reviewed annually

1.1 Policy and Procedure on Handling Redundancy

1. In the event that it is necessary to make a reduction in staff, the Governing Body, having consulted with the personnel adviser appointed by the Governing Body, will inform all the staff concerned and the trade unions involved of the following:
 - (a) the reasons for the redundancy.
 - (b) the number and descriptions of the employees to be dismissed as redundant.
 - (c) the total number of employees of any such description employed at the school.
 - (d) the proposed method of selecting the employees to be dismissed.
 - (e) the proposed method of carrying out the dismissals, including the period over which the dismissals are to take effect.
 - (f) the method of calculating any compensation to be paid to redundant employees
 - (g) the number of agency workers working temporarily for and under the supervision and direction of the school.
 - (h) the parts of the school in which the agency workers are working and the type of work they are carrying out.
2. The selection criteria which will appear in 1(d) above and on which the staff and trade union(s) will be consulted will be determined by the Headteacher in consultation with the Chair of Governors.
3. The Governing Body will consult the trade unions recognised by the Governing Body with a view to reaching agreement, and will consult with the employees affected by the proposals whether or not they are in a recognised Trade Union. The Governing Body will consider any representations made to it and reply to them. If there is a rejection of any representations, the reasons will be given in writing.
4. Within the context of the needs of the school, the Governing Body will make every effort to avoid compulsory redundancy by achieving reductions through:
 - natural turnover and staff resignations.
 - deletion of appropriate vacancies.
 - voluntary redeployment of staff into other suitable posts within the school.
 - voluntary transfer to part time working, reduced hours or job sharing arrangements.
 - voluntary redundancy.
 - review of genuine fixed term contracts and use of agency workers.

5. Any employee who seeks information on the benefits available as a result of volunteering to be selected for redundancy will be entitled to do so without prejudice to his/her position.
6. The Governing Body will decide if any requests for volunteering to be selected for redundancy can be accepted. If a request is accepted, an offer will be made to the employee identifying the level of compensation that will be paid if the employee is dismissed as redundant.

The offer will be in writing and include:

- (a) the amount of any redundancy payment under the Employment Rights Act 1996.
 - (b) the amount of any premature retirement compensation in accordance with the school's policy.
 - (c) the date on which the redundancy would be effective.
 - (d) advice on accrued pension benefits, if appropriate.
 - (e) advice that the employee should consult his/her trade union.
7. If the necessary reduction is not achieved by the above means then the Headteacher will, following the consultative process, where s/he has the delegated power of dismissal, delegate a senior manager to meet individually with staff identified as at risk in the category of staff to be reduced to confirm or clarify any selection information ("skills audit") provided by the member of staff. Individuals will be given due notice of the meeting in writing and may be accompanied by a trade union representative or workplace colleague. *(Where the dismissal decision is to be taken by the Staff Dismissal Committee rather than the Headteacher, the Headteacher may carry out this part of the process instead of delegating the responsibility to a senior manager.)*
 8. In order to assist all parties involved in dealing with a compulsory redundancy it will normally be the practice to identify a timetable of dates, a reasonable period in advance, for the meetings referred to in 7 above and the dismissal meeting in front of the Head teacher or Staff Dismissal Committee.
 9. Following the meeting(s) outlined in 7 (above) the senior manager will make the selection on the basis of all the information available and in accordance with the selection criteria. The employee(s) selected will be informed in writing that the senior manager will recommend to the Head teacher (with power to dismiss delegated by the Governing Body) that the employee(s) be dismissed on grounds of redundancy. The employee(s), who will be given at least 10 working days' notice of the meeting, will have the right of an individual hearing at which s/he may be present and be accompanied by a trade union representative or workplace colleague.
 10. Following the hearing to consider the senior manager's recommendation to dismiss the individual(s) on the grounds of redundancy outlined in 9 (above), the Head teacher will inform the employee(s) of his/her decision(s). If the decision is to dismiss, then the Head teacher will ensure that any employee to be dismissed is given written notice of dismissal (by the LA in the case of a community school) which will include advice that the employee has the right of appeal against the decision. The employee(s) will be given at least 10 working days' notice of the date for any appeal hearing and, if submitting an

appeal, the employee(s) must do so in writing by the date specified by the Head teacher. The period allowed by the Head teacher for the employee to decide whether or not to enter any appeal will not be less than 5 working days.

11. The Appeals Panel will consist of at least 3 governors or, where the decision to dismiss has been taken by the Staff Dismissal Committee, at least the same number of governors who made the decision to dismiss and who have played no part in the selection of the employee(s) for dismissal on the grounds of redundancy.
12. If the Appeal Panel decides to uphold the appeal against dismissal the notice of dismissal will be withdrawn and confirmed in writing.
13. The policy will be reviewed annually by members of the Finance and Personnel Committee.