



Dame Alice Owen's School
The Dame Alice Owen Foundation - 1613

REDUNDANCY POLICY

Agreed by the Governing Body Personnel & Remuneration Committee
To be reviewed
(*reviewed every 2 years*)

May 2020
Summer 2022

To be monitored by the School Business Manager and Headteacher

Changes since last review: New HfL Policy (2019)

1. Introduction

The School may periodically have to consider changes in its staffing complement, which may arise for a variety of reasons.

Where a restructure involves minor changes within the flexibility of the contract this can be dealt with informally with consultation being limited to those affected.

The School will always try to avoid the need for compulsory redundancies but sometimes these may be necessary. The pattern or volume of our business or methods of working may change and requirements for employees may reduce or significantly change

This document sets out the School's policy when redundancy is necessary to ensure it:

- communicates clearly with all affected employees and ensure that they are treated fairly
- tries to find ways of avoiding compulsory redundancies
- consults with employees and, where appropriate, recognised trade unions and/or employee representatives
- makes selection for compulsory redundancy fairly, reasonably and without discrimination

In carrying out any redundancy exercise the School will not discriminate directly or indirectly on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. Part-time employees and those working under fixed-term contracts will not be treated differently to permanent, full-time comparators.

2. Scope

This policy applies to all employees of the School, including in the majority of cases, those on fixed term contracts. This should be read in conjunction with other relevant documents such as;

- the School Teachers' Pay and Conditions Document (STPCD)
- Conditions of Service for School Teachers in England and Wales (Burgundy Book)
- the National Agreement on Pay and Conditions of service for support staff (Green Book)
- the School's Pay Policy

This policy does not form part of any employee's contract of employment and it may be amended at any time.

3. Steps to Avoid Redundancy

The School will consider steps that might, depending on the circumstances, be taken to avoid the need for compulsory redundancies. Examples of such steps include:

- examining all areas of the budget for possible savings, e.g. energy costs, delaying maintenance projects;
- inviting applications for early retirement or voluntary redundancy, in all cases the acceptance of a volunteer for redundancy will be a matter for the School's discretion and the School reserves the right not to offer voluntary redundancy terms or to refuse an application where it is not in the interests of the business to do so;
- recruitment freeze, withdrawing new job offers, deferring new joiners;
- redeployment to another post, secondment, sabbatical usually through the current employer;
- reducing overtime, reviewing the use of agency staff, self-employed contractors and consultants, non-renewal of fixed term contracts, reduced hours;
- identifying suitable alternative work that might be offered to potentially redundant employees;
- identifying suitable opportunities for redeployment across other schools in the School

Any measures adopted must not adversely affect the School or its ability to deliver its business objectives.

4. Consultation with Staff and Relevant Trade Unions/Professional Associations

A collective redundancy process will only be triggered if the School proposes to dismiss as redundant 20 or more employees over a period of 90 days or less, or in a restructure, if termination and re-engagement is necessary for 20 or more employees.

In a non-collective redundancy situation there is no statutory obligation to consult with employee representatives and the ACAS Code of Practice on Disciplinary and Grievance Procedures does not apply. However, the School will still follow a fair procedure and consult meaningfully with all affected staff.

5. Making Compulsory Redundancies

When it is not possible to avoid making compulsory redundancies, the School will advise all affected employees and, where appropriate, recognised trade unions/employee representatives that compulsory redundancies cannot be avoided and consult on the procedure that will then be followed and the criteria that will be applied.

The School will be fair and transparent in the criteria used to select employees for redundancy.

The School will then consult individually with those employees who have been provisionally selected for redundancy.

Where selection for redundancy is confirmed, employees selected for redundancy will be given notice of termination of employment in accordance with their contracts and written confirmation of the payments that they will receive.

6. The Notice Period

For teachers the **minimum** notice period is two months to the end of the autumn and spring terms (or statutory entitlement if longer) and three months for the end of the Summer Term. However, the notice period must end on either the 30 April, 31 August, or 31 December.

For support staff, the notice period is as per their contractual terms or statutory entitlement if longer (this would be a maximum of 12 weeks depending on service).

The School will continue to look for alternative employment for redundant employees until their termination dates. The manner in which redundant employees will be invited to apply for and be interviewed for vacancies will be organised depending on the circumstances existing at the time. Alternative employment may be offered subject to a trial period where appropriate.

Employees under notice of redundancy will be entitled to take a reasonable amount of time off work to look for alternative employment or to arrange training for future employment.

7. Appeals

Employees have the right of appeal against decisions to terminate their employment on the grounds of redundancy. Any employee who wishes to appeal should do so in writing within seven calendar days of the receipt of a decision letter to the person named in the letter.

The employee's letter to lodge the appeal should include the grounds for appeal.

The appeal hearing will be conducted by at least one member of the School's Governing Body, or appropriate designee, as soon as reasonably practicable following receipt of the appeal.

The outcome of the appeal will be confirmed in writing without unreasonable delay. There is no further right of appeal