



Redundancy Policy

Lead Person:	Bursar
Governing Body Committee:	Resources Staff and Pay
Required by:	Governing Board
Review:	Annually

1 ABOUT THIS POLICY

- 1.1 We will always try to avoid the need for compulsory redundancies but sometimes these may be necessary. The pattern or volume of the School or methods of working may change and requirements for employees may reduce.
- 1.2 The purpose of this policy is to ensure that, whenever reduction in employee numbers may become necessary:
- we communicate clearly with all affected employees and ensure that they are treated fairly;
 - we try to find ways of avoiding compulsory redundancies;
 - we consult with employees and with recognised trade unions and/or employee representatives; and
 - any selection for compulsory redundancy is undertaken fairly, reasonably and without discrimination.
- 1.3 This policy applies to all employees. It does not apply to agency workers, consultants or self-employed contractors.
- 1.4 This policy has been implemented following consultation with the recognised TRADE UNIONS representatives within the school.
- 1.5 This policy will be reviewed from time to time to ensure that it reflects our legal obligations and the School needs.
- 1.6 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2 AVOIDING COMPULSORY REDUNDANCIES

- 2.1 Where we are proposing to make redundancies we will enter into consultation with all affected employees on an individual basis and, where appropriate, also with recognised trade unions or employee representatives. The Governing Body will ratify the need for potential redundancies before any consultation begins.

- 2.2 In the first instance we will consider steps that might, depending on the circumstances, be taken to avoid the need for compulsory redundancies. Examples of such steps include:

- Reviewing the use of agency staff, self-employed contractors and consultants.

- Restricting recruitment in affected categories of employee and in those areas into which affected employees might be redeployed.
- Reducing overtime in affected departments to that needed to meet contractual commitments or provide essential services.
- Considering the introduction of job-sharing or other flexible working arrangements, where these are practicable.
- Identifying suitable alternative work that might be offered to potentially redundant employees.
- Inviting applications for voluntary redundancy. In all cases the acceptance of a volunteer for redundancy will be a matter of our discretion and we reserve the right not to offer voluntary redundancy terms or to refuse an application where it is not in the interests of the School to do so.

2.3 Any measures adopted must not adversely affect the School and our ability to serve the pupils.

3 MAKING COMPULSORY REDUNDANCIES

- 3.1 When it is not possible to avoid making compulsory redundancies, we will advise all affected employees and, where appropriate, recognised trade unions or employee representatives that compulsory redundancies cannot be avoided. We will consult recognised trade unions or employee representatives on the procedure and timeline that will then be followed and the criteria that will be applied.
- 3.2 In carrying out any redundancy exercise we 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.
- 3.3 The criteria used to select those employees who will potentially be made redundant will be objective, transparent and fair and based on the skills required to meet our existing and anticipated School needs.
- 3.4 We will then consult individually with those employees who have been provisionally selected for redundancy.
- 3.5 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, which will be their statutory redundancy entitlement. Employees will be given the opportunity to appeal against this decision to a panel of Governors.
- 3.6 We will continue to look for alternative employment for redundant employees and inform them of any vacancies that we have 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.
- 3.7 Where we are unable to offer alternative employment, we will assist employees to look for work with other employers. Employees under notice of redundancy will be entitled to take a reasonable amount of paid time off work to look for alternative employment or to arrange training for future employment.

Reviewed – April 2017 by SLT/RSP Governors

Approved – Full Governors : May 2017

Next review – May 2018