



SIR THOMAS RICH'S

Staff Redundancy Policy

This Statement was drawn up in accordance with the statutory ACAS code of practice on redundancy and following Central Government Guidelines

Date Reviewed: March 2017

Status: Statutory

Responsibility: The School's senior management team (SMT) has operational responsibility for this policy. The Governors Personnel Committee agree its principles, review procedures and monitor its implementation.

Contents:

1. Introduction
2. Avoiding Compulsory redundancies
3. Making Compulsory redundancies

1 Introduction

- 1.1 The School will always try to avoid the need for compulsory redundancies, but sometimes these may be necessary. For example, pupils' option choices, changes to the curriculum or organisation of the School, methods of working or staffing structures may change and the requirements for employees may be reduced.
- 1.2 The purpose of this policy is to ensure that, whenever reduction in employee numbers may become necessary:
 - 1.2.1 The School communicates clearly with all affected employees and ensures that they are treated fairly;
 - 1.2.2 The School tries to find ways of avoiding compulsory redundancies;
 - 1.2.3 The School consults with employees and with recognised trade unions and/or employee representatives; and
 - 1.2.4 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.
- 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 the School may amend it at any time.

2 Avoiding Compulsory Redundancies

- 2.1 Where the School is proposing to make redundancies, the School will enter into consultation with all affected employees on an individual basis and, where appropriate with recognised trade unions or employee representatives. The Governing Body's Personnel committee will ratify the need for potential redundancies before any consultation begins.
- 2.2 In the first instance, 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:
 - 2.2.1 Reviewing the use of agency staff, self-employed contractors and consultants.
 - 2.2.2 Restricting recruitment in affected categories of employee and in those areas into which affected employees might be redeployed.
 - 2.2.3 Reducing overtime in affected departments to that needed to meet contractual commitments or provide essential services.
 - 2.2.4 Considering the introduction of short-time working, job-sharing or other flexible working arrangements, where these are practicable.

- 2.2.5** Identifying suitable alternative work that might be offered to potentially redundant employees.
 - 2.2.6** Inviting applications for early retirement or voluntary redundancy. In all cases the acceptance of a volunteer for redundancy will be a matter of our discretion and the School 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, the School will advise all affected employees and, where appropriate, recognised trade unions that compulsory redundancies cannot be avoided. The School will consult recognised trade unions on the procedure and timeline that will then be followed and the criteria that will be applied and provide the reason(s) for the redundancies.
- 3.2** 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.
- 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** The School 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 in line with statutory requirements. Employees will be given the opportunity to appeal against this decision.
- 3.6** The School will continue to look for alternative employment for redundant employees and inform them of any vacancies that the School 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 the School are unable to offer alternative employment The School 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.