

Guide Timeline for Managing School Redundancies

Managing redundancies requires a number of important steps to be fair and caring to those losing their jobs and to ensure that the school does not breach any of the legislation which applies.

This guide must be read in conjunction with the school's redundancy procedure which must be followed carefully.

This guide gives a framework for schools to adapt to best suit their own circumstances. Further advice is available from the school's HR adviser.

Notice Periods

Termination of a contract of employment as in redundancy will require appropriate notice to be given. Normally notice should be worked, however, in special circumstances pay in lieu may be appropriate.

School Teachers

Notice of redundancy must be issued in line with the Burgundy Book

- Two months' notice in autumn term ending 31st December
- Two months' notice in spring term ending 30th April
- Three months' notice in Summer term ending 31st August

Note: Where a teacher has been continuously employed for more than eight years he/she will be entitled to receive additional notice of one weeks' pay for every completed year of continuous service exceeds the contractual notice entitlement this will be paid, up to the maximum of 12 weeks' notice, as specified in the Employment Rights Act 1996.

School Support Staff

Contractual notice will be paid, normally one month's for those paid Grade 8 and below, more for higher grades. Where the statutory notice of one weeks' pay for every completed year of continuous service exceeds the contractual notice entitlement this will be paid, up to the maximum of 12 weeks' notice, as specified in the Employment Rights Act 1996

General Points: Make sure all staff have the opportunity to participate in consultation, including those on maternity leave or secondment and allow enough time to:

- provide information in writing about the planned redundancies
- consult face-to-face with staff and trade union representatives
- consider the views and alternative solutions put forward by staff and unions
- respond to questions and requests for further information
- provide governors with the views raised through consultation and seek their final decisions
- feedback decisions to staff and unions

Schools may find it helpful to produce a proposed redundancy timetable with dates at the start of the process.

ACTION	Week	DATE / NOTES
<ul style="list-style-type: none"> • Set up a Panel of the 'relevant body' sub-committees to manage the redundancies as necessary and a separate Appeals Panel. • Read the Redundancy Procedure and these guidelines. Seek advice if required. • Consider the operational needs of the school • Clarify and record the need for staff reductions, and formulate specific proposal(s) which identify work-groups at risk and possible means of selection; explore means of avoiding or minimising redundancy 	Preparation	
<ul style="list-style-type: none"> • Complete redundancy consultation form and send to recognised trade unions • Write to staff. <p>The consultation needs to provide in writing:</p> <ul style="list-style-type: none"> • the reasons for redundancies • the numbers and categories of employees involved 	Weeks 1-2	

<ul style="list-style-type: none"> • the numbers of employees in each category • how you plan to select employees for redundancy • how you'll carry out redundancies 		
Formal Consultation period begins	Week 3	
Invite Trades Unions to meet on above (4b)	Weeks 3-4	
Formal Consultation period ends	Week 6	
Panel of the 'relevant body' determines: <ul style="list-style-type: none"> • consideration of written representation, comments and feedback • confirmation of proposed selection pools for redundancy (where appropriate) • confirmation of redundancy Selection Criteria in line with the operational needs of the school 	Weeks 7	
Inform staff groups at risk and arrange for selection process	Week 8	
<ul style="list-style-type: none"> • Undertake selection process 	Week 9-10	
<ul style="list-style-type: none"> • Notify staff of outcome, personally and in writing - either successful in obtaining a job or selected for redundancy. • Redundant staff must be given formal notice of redundancy in line with required notice period and given the right of appeal, to be lodged within 5 working days 	Week 10-11	
Hold any appeals promptly	Week 12	
Outcome of any appeals - letters issued	Week 13	
If the decision of Appeal Panel is that the appeal is upheld, the Governing Body will have to consider the validity of the process and take appropriate action.		

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