



**CONSULTATION AND REDUNDANCY**  
**SELECTION POLICY**  
**FOR SCHOOL BASED STAFF**

**Reviewed in October 2023**

**To be approved by Full Governing Body in November 2023**

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## **1.0 Introduction**

The Governing Body is responsible for setting the staffing structure of the school and will also be in a position to establish if the school has surplus staff, a budget shortfall or when the needs of the school change. The Governing Body and Headteacher of the school will seek to maintain a balanced workforce which is motivated, effective and fit for purpose.

In any review situation account will be taken of the school's primary duty towards the pupils for raising attainment and delivering a high quality of education within the available budget. The School Improvement Plan, Ofsted Action Plan, and other key documents will inform any decisions to ensure that key targets and statutory requirements are met.

It is recognised that changing circumstances can from time to time require a review of employment arrangements relating to overall staffing numbers, the mix of teaching and support staff and the levels of reward linked to particular posts. Such changing circumstances can often be managed through a review or realignment of the structure, natural staffing turnover or other mechanisms. There are occasions when situations can develop that have a more significant impact on employment contracts and this can include the need to actively seek to achieve a reduction in staffing numbers or to declare a potential redundancy situation.

Before the need for a reduction in staffing numbers or a potential redundancy situation is declared it is essential that a full financial and staffing assessment is made and shared with the trade unions at the commencement of the consultation exercise.

The circumstances which can give rise to such changes may include -

- significant reductions to pupil intake (falling rolls)
  - significant changes to budget resources allocated to the school
  - organisational changes initiated by the school or by external factors (eg Ofsted)
  - changes to methods of working or curriculum emphasis
  - generic schools/educational reviews
- (This list is not exhaustive)*

If or when such circumstances do arise the Governing Body and Headteacher will ensure that staff and trade union representatives are briefed as soon as possible about the potential issue or risk to employment contracts and full, detailed and meaningful consultations with all relevant staff and their unions on a collective and individual basis will be undertaken.

Throughout the process all practicable options, which can help to mitigate against the impact of reducing employment and potential redundancy, will be considered. See Section 5.0 for examples of potential mitigating measures.

Selection for redundancy can be an extremely difficult process for employees, the Headteacher and the Governing Body and therefore all concerned should respect the position of others and should show appropriate sensitivity at such a difficult time.

## **2.0 Scope**

This policy and procedure apply to all employees of the School.

## **3.0 Aims**

To provide a fair, consistent and transparent process for undertaking meaningful consultation and potential staffing reductions.

To ensure that any staffing reductions are the last resort and that alternative methods to achieve staffing reductions and/or budget reductions are utilised.

## **4.0 Redundancy and Employment – Background Information**

An employee who is dismissed shall be deemed to be dismissed by reason of redundancy if the dismissal is attributable wholly or mainly to the fact that:

- The employer intends to cease or has ceased to carry on the business or service in the place where the employee(s) were employed, **or**
- The employer intends to cease or has ceased to carry on the business or service for which the employee(s) were employed in that general location, **or**
- The requirement of the business for employees to carry out work or a service of a particular kind has ceased or diminished or is likely to cease or diminish, **or**
- The requirement of the business for employees to carry out work or a service of a particular kind in the place where the employee was employed has ceased or diminished or is expected to cease or diminish.

Redundancy is, potentially, one of a number of reasons for dismissal which are deemed to be fair and which, after a minimum of 2 years service, can attract a redundancy payment. In the context of redundancy, a dismissal occurs if:

- The contract is terminated with (or without) notice.
- The individual has a fixed term contract (in some circumstances), which is not renewed (see policy on fixed term contracts).
- The employer breaches the contract.

Therefore, where a dismissal is the result of workforce reductions, the employee will have been dismissed for reasons of redundancy. However, it should be emphasised that it is the post that is redundant and therefore the same post cannot be offered to another person.

Dismissal for reason of redundancy during a period of maternity or pregnancy related absence from work is not automatically unfair. Redundancy during maternity leave will end contractual obligations in just the same way as any other employee.

It is automatically unfair to dismiss an employee for reasons connected with maternity leave, parental leave, membership or non-membership of a trade union, participation in union activities or activities linked to the recognition/de recognition of a trade union.

## **5.0 Potential Measures to Mitigate against Possible Redundancy**

The following list of examples is indicative, but not exhaustive, of the ways in which, through meaningful and constructive consultation, all involved can consider and constructively support ways to mitigate against the impact of redundancies.

- Natural turnover of staff – resignations, retirements, promotions, alternative employment.
- Job share or part-time working arrangements.
- Restrictions on further recruitment.
- Reducing overtime.
- Seeking volunteers for redundancy.
- Other sources of income or external funding.
- Redeployment or temporary/fixed-term secondments.
- Following appropriate consultation/notification, the termination of fixed term or other temporary contracts, which are, in any event, scheduled to expire e.g. time-limited grant funding, specific short-term initiatives.
- Budget efficiencies other than staffing/employment costs.
- Restriction or reduction in any third-party employment contracts.

If the required number of posts to be lost within any nominated group can be achieved by other means e.g. resignation, retirement, etc the Governing Body and the Headteacher will immediately review the situation and, following appropriate consultation, may decide to end the process for the time being. Employees will be kept fully informed of any such progress.

## **6.0 Consultation**

Meaningful consultation will take place at the earliest opportunity and before any final decisions are made as to the solution to be adopted and any notice(s) of dismissal will not be issued until after a final decision or selection for redundancy has been made. The consultation will be undertaken with a view to making every effort to reach an agreed solution and to mitigate the consequences of the situation or potential dismissals.

Time scales will need to take account of statutory and contractual notice periods. Below are indicative timescales, assuming maximum notice periods are required and are particularly important if consultation affects teaching staff –

<u>Governor approval</u>	<u>Notice given by</u>	<u>Implementation</u>
Jan/Feb	31 May	1 September
May/June	30 September	1 January
Oct/Nov	31 Jan	1 May

Where there are potential redundancies the school will engage in formal consultation with employees and trade union representatives for a minimum of 30/45 days before any changes/dismissals take place. (The statutory requirement for 30 days consultation applies to situations where 20 or more employees could potentially be made redundant by the same employer at the same period of time. In situations where 100 or more employees could potentially be made redundant the consultation period is 45 days.)

A shorter timescale for consultation may be followed in the case of restructures which only involve minor changes (especially where all parties are in agreement) or the deletion of vacant posts.

Contact your HR Advisor for further guidance on consultation timescales. (See also example consultation timetable).

There must be full compliance with notification to the Redundancy Payments Service (acting on behalf of the Secretary of State for Business, Energy and Industrial Strategy) on redundancies involving **twenty or more** employees within a 90-day period. Local Authority schools are covered by the notification sent by Middlesbrough Council.

Local representatives of all trade unions appropriate to the groups of employees involved (teaching and/or support staff) will be invited to consultation meetings regardless of individual membership. (Details of which trade unions should be invited can be provided by your HR Advisor.)

The Headteacher and/or Chair of Governors will arrange to meet at the earliest opportunity with all employees that may be affected by the proposals. At the first meeting a set of all relevant documents will be provided to employees and trade union representatives. The documents to be provided will vary depending on the circumstances but may include - reasons for the review, the number of posts/employees involved, current and proposed structures and an indicative timescale. Job descriptions will also be provided either at the first meeting or as soon as possible. (HR can provide further guidance to Headteachers on the documents to be provided).

At the commencement of consultation, if appropriate, employees will be invited to consider if they wish to volunteer for redundancy. This mechanism can potentially avoid the need for compulsory redundancies and for employees not to go through the selection process. A deadline will be set for any applications to be received and the Governing Body has the right to refuse a request if it does not present a workable option for the school. There is no right of appeal against not being granted voluntary redundancy.

Should sufficient voluntary redundancy applications be accepted the consultation process may be halted in one or more of the selection pools.

A letter confirming the start of the consultation period will be issued by the Headteacher/ Chair of Governors to all staff involved and trade union representatives to confirm the main points of the meeting. (See example letter LET/Consult1).

The school will ensure that employees directly affected by the proposals are given the opportunity for a personal consultation meeting (one to one) at which they may be accompanied by a school colleague or their trade union representative. Individual employee consultation will also be available to all employees at any stage of the procedure. (See example form – Individual Consultation Meeting Form).

During the consultation period potentially affected employees and trade union representatives may submit questions and/or alternative proposals, in writing or via e-mail, which will be carefully considered and feedback given.

The number of meetings held during the consultation period will vary depending on the circumstances.

A meeting will be held with employees and trade union representatives to close the consultation period, share the outcome/final proposals and explain the process(s) that will now follow. Following the meeting, the end of the consultation period should be confirmed in writing, with the details of the next steps.

Any absent employees, including those on maternity, parental or sick leave will be kept fully informed and will be invited to any consultation meetings and, if they are unable to attend, provided with all documentation and given the opportunity to meet with the Headteacher separately.

## **7.0 Disclosure of Information**

The School has a statutory responsibility to disclose, in writing to the appropriate trade unions, certain information concerning proposals for redundancies. This will enable the unions to play a constructive and meaningful part in the consultation. The information to be disclosed is as follows:

- The reasons for the proposal to consider a redundancy.
- The numbers and description of the group of employees it is proposed to consider for selection/nomination for redundancy.
- The total number of employees of such description at the School.
- The selection/nomination/appeal methods to be used.
- How the dismissals are to be carried out, the notice periods and the overall timescales for potential dismissals.
- The method of calculating redundancy pay.

Where a potential redundancy situation arises, which may only impact on certain categories of employees, their trade unions will be the main body to be consulted. However, there may be knock-on implications or concerns amongst other groups of employees and, therefore, those employees and their union representatives will be kept informed of the situation where appropriate.

Additional information may be supplied to, or be the subject of consultation with, employees and their trade unions. For example:

- How the selection process will be applied. eg: Will this be on a 'pooled' basis and applied only to certain groups of employees?
- The effect on earnings of contractual changes e.g. stepping down where such an outcome is accepted by the employee as a reasonable alternative to redundancy.
- Where an employee is in a redundancy situation then time off for interviews will be facilitated. Evidence of such interviews may be requested by the Headteacher.
- Accommodation and facilities for employees and their trade union representatives to meet individually or collectively will be facilitated with prior consultation with the Headteacher. A room will be made available for such meetings, upon advance request by the employee.

## **8.0 The Role of the Governing Body**

The need for changes to the school's staffing structure will, in most cases, have been a matter for discussion at the appropriate committee of the Governing Body. However, where there are potential redundancies or other significant changes the full Governing Body will approve the proposals prior to the Headteacher commencing consultation.

The Governing Body may declare a redundancy situation as a precautionary measure in situations where the extent of any reductions is not yet known (eg possible reduction or cessation of a particular funding stream).

The Governing Body will identify two panels of 3 Governors from the school, one for the selection process (the selection panel) and one for any appeals (the appeal panel).

Before the panels are selected Governing Body members must make any declaration of interest. It may be necessary to include one or more governors from other schools in some cases.

In circumstances where there is no selection to be made, ie where a post or posts are being deleted from the structure, only an appeal panel will be required.

If at the conclusion of consultation it is clear that a potential redundancy situation exists, and a selection process needs to be undertaken, the issue will be passed to the selection panel who will, with advice from the Headteacher, indicate to whom the selection procedure is to apply and identify groupings of employees for selection in order to maintain a balanced staffing complement.

Selection for confirmation of appointment and therefore by default selection for redundancy will be made by the selection panel.

The selection panel will be advised throughout the selection and interview process by the Headteacher. The school's HR Advisor will also advise the panel on the selection procedure.



## **9.0 Selection Procedure**

The employees affected will be grouped into one or more 'selection pools' for the purpose of selection and nomination. All relevant employees will be in the pool, including employees on maternity leave, sick leave or otherwise not currently attending school.

The selection/nomination will be made against a job description and a personal specification for the post by the selection panel with advice from the Headteacher. The school's HR Advisor will also attend to advise on the process.

The selection procedure outlined below constitutes a 'selection for confirmation of appointment'. Therefore, by default, any remaining employees ie those who score the lowest marks, will be nominated for redundancy.

At least 5 working days before the meeting of the selection panel each 'pooled' employee will be issued by the Headteacher with a copy of the Redundancy Selection Criteria (Appendix A), and a Selection Criteria Information Form (Appendix B) to be completed and the date by which the form must be returned to the Headteacher for submission to the panel. The Selection Criteria Information Form can be supported by additional, appropriate supporting evidence and each employee will be given the opportunity to speak to the panel in support of their form and may be supported in this by their Trade Union representative. This will be time limited, usually to no more than 10 minutes.

The evidence submitted along with information held on the employee's personal file will be assessed against the criteria at Appendix A. Assessment must be evidence based and justifiable.

All assessments will be formally discussed, recorded and scored by the selection panel, who will complete and sign one score sheet for each employee. Individuals will be scored separately and not against each other. (See example form Selection Process – Score Sheet)

The employee(s) receiving the highest points score on aggregate across all five criteria will be selected for confirmation of appointment.

In the event of a tied score following the selection process the disciplinary record of those employees with tied scores will be considered. Any employee(s) with recorded formal disciplinary action in the last academic year plus current year to date will not be appointed and therefore selected for redundancy. If disciplinary records cannot resolve the issue the criteria 'last in, first out' (LIFO) will be applied and the employee(s) with the shortest service will not be appointed.

The panel will keep confidential the scoring sheets for all pooled employees. However, the scoring sheet for an employee nominated for redundancy may be disclosed to that individual employee for the purpose of considering or preparing for an appeal against the decision of the selection panel. It is the employee's responsibility to provide a copy of the scoring sheet to their trade union representative, should they so wish.

Employees will be notified of the outcome by the Chair of the Panel/Headteacher ideally verbally within 24 hours where possible and confirmed in writing within 5

working days of the selection meeting. Individuals selected for appointment will be made aware that they have been selected for a post on a provisional basis pending the outcome of any subsequent appeals. (See example letters LET/Consult2a & 2b). Individuals nominated for redundancy will be given the right to appeal against the decision. (See example letter LET/Consult3).

The Chair of the Panel/Head Teacher will meet with those employees nominated for redundancy to issue their notice of redundancy in line with the required notice periods for the relevant conditions of service. (See example letters LET/Consult4 (invite) and LET/Consult5).

## **10. Appeals**

Any employee(s) who is nominated as redundant will be notified by the Chair of the Selection Panel/Headteacher within 5 days of the date of the selection meeting.

Employee(s) nominated for redundancy will be given the right to appeal against the decision should they feel aggrieved about certain aspects of the procedure or the way in which it has been applied.

The appeal will be heard by an appeal panel of 3 Governors who had no involvement in the selection process.

The employee will have the right to be accompanied throughout the appeal procedure by a trade union representative or by a school colleague.

Prior to any appeal hearing the Headteacher will arrange for an informal meeting with the nominated employee(s) should they wish to discuss the outcome of the selection process.

The scoring sheet for an employee nominated for redundancy may be disclosed to that individual employee for the purpose of considering or preparing for an appeal against the decision of the selection panel.

Should an employee wish to appeal they should do so in writing to the Headteacher stating their reason for appeal. This should be made in writing within 10 working days of the date of the letter giving the Selection Panel's decision.

Employees who are nominated for redundancy as a result of a post or posts being deleted from the structure are also entitled to appeal within 10 working days of the date of the letter issuing notice. (These are employees who have not gone through a selection process. Employees will only have one right of appeal)

The appeals procedure is shown at Appendices C and D. (See example letters LET/Consult6 (invite) and LET/Consult7 (outcome)).

## **11.0 Notice Periods**

There will be a requirement for notice periods to be worked unless some alternative arrangements are mutually agreed by the employee and the School.

Notice periods will be on full pay.

The amount of notice which the employee is entitled to receive is set out in their contract of employment.

- For Teaching staff, the period of notice and their dismissal can normally only take effect at the 'notional' end of each term, which in the case of redundancy is deemed to be either 31<sup>st</sup> December, or 30<sup>th</sup> April or 31<sup>st</sup> August. See 6.0 for earliest notice would need to be given.
- Support staff are generally entitled to at least one week of notice for each year of continuous service with the School, Local Authority and other recognised bodies up to a maximum of 12 weeks. National Joint Council Conditions of Service for support staff do not have 'fixed dates' but recognition of service to term-end dates will be granted wherever appropriate.

A meeting should be held with the employee(s) to discuss the situation and issue notice in writing. Employees should be given at least 5 working days notice and may be accompanied by their trade union representative or an academy colleague. (See example letters LET/Consult4 (invite) and LET/Consult5).

If redeployment or suitable alternative employment can be offered and a notice of redundancy is to be rescinded, the Headteacher/Governing body will write to the employee formally rescinding the notice. (See example letters LET/Consult 9 &10).

If an employee is not required to work the notice period, this shall be regarded as garden leave and any salary during the notice period will be processed as normal and will be subject to the usual deductions ie: income tax, national insurance contributions and pension contributions.

## **12.0 Redundancy Payments**

A letter will be sent by the Headteacher, towards the end of the notice period, giving the employee formal confirmation of the redundancy payment due. (See example letter LET/Consult8).

Redundancy payments will be based on age and years service in line with the Statutory Redundancy table at Appendix E, which is up to a maximum of 30 weeks pay. A week's pay will be based on the current actual gross salary payable.

Under the terms of the Local Government Modification Order, the school will recognise continuous service with maintained schools and other bodies covered by the order (for redundancy purposes this includes employment with an academy).

Also, if an employee commences a new job with a local authority or organisation covered by the Order within one month of leaving this employment then the redundancy payment will be withdrawn or subject to reimbursement.

Employees who are members of the Teesside Pension Fund and are age 55 or over are automatically entitled to early payment of their pension in redundancy situations. In many cases there will be a cost to the school.

Employees who are members of the Teachers' Pension Scheme are not automatically entitled to their pension benefits in redundancy situations. However, they may opt to access their benefits on an actuarially reduced basis, subject to the rules of the Teachers' Pension Scheme.

Redundancy payments are tax free up to £30,000; thereafter tax is payable on the additional amount. Any pension paid as a lump sum is also exempt from tax.

### **13.0 Redeployment/Suitable Alternative Employment**

The Governing Body and the Headteacher will continue to make efforts to re-deploy employees where possible to mitigate against the effect of the redundancy.

If, following this process, there are vacancies identified at the School then recruitment will be by normal competitive interview and each redundant employee meeting the essential criteria will be guaranteed an interview. The Governing Body will not be bound to appoint an employee already nominated for redundancy, unless the post is considered a suitable alternative by the school, the individual and the trade union.

Wherever redeployment or suitable alternative employment can be made available, if the terms of the new post differ significantly, consideration must be given to allowing a four-week trial period. However, if this is to take place it must be planned to end before the end of the notice period. If the job is accepted then this removes the threat of redundancy and therefore a dismissal will be deemed not to have taken place. If redeployment or suitable alternative employment can be offered, it is likely that this will remove entitlement to a redundancy payment and the notice of redundancy will be rescinded in writing. (See example letters LET/Consult9 & 10).

Headteachers will inform employees that the right to a redundancy payment may be lost in some circumstances: if the employee accepts an alternative post; or if the employee unreasonably refuses the offer of a suitable alternative post; or if the threat of redundancy is removed for any reason.

To preserve continuity of service, any offer of redundancy or suitable alternative employment should be made before the redundancy takes effect and should start no later than four weeks after the first job ended.

## **Appendix A**

### **Redundancy Selection Criteria**

#### 1. Qualifications

This will consider the essential qualifications for the post plus additional, relevant, professional and academic qualifications and training in appropriate areas for the post concerned.

#### 2. Specialist subject knowledge and responsibility:

For teaching staff this will consider specialist knowledge in areas of the curriculum that are most relevant and which form a key element in the School Improvement Plan. Staff supervision and responsibility levels of work will also be considered.

Assessments for support staff should include their subject knowledge where appropriate and also the responsibility levels of work, staff supervision and specialist knowledge within their role and work area.

Attendance at in-house training courses, evidence of continuous personal development and the application of learning outcomes to the benefit of the school and/or pupils may be indicators of specialist knowledge acquired.

There may be other evidence of the employee's wider school contribution in sharing and developing knowledge by leading or participating in in-house training.

Assessment will be based on factual evidence supported by the employee's information form, the employee's personal file and the Headteacher's knowledge of wider school application of qualifications and specialist knowledge.

#### 3. Overall Performance:

This will consider performance in the current role relevant to the requirements of the post. Performance will, where possible, be assessed over a time period of 2 full academic years plus the current academic year to date. Shorter periods of employment will be assessed on their actual period of employment.

The assessment will also incorporate, where applicable:

- The most recent Ofsted assessment of the Key Stage/Subject area and standards of teaching but only if this is related to the individual and not a group of staff.
- The most recent School Self-Review.
- Evidence from classroom observations – if this is to be used then there must be the same evidence available for all.
- Individual performance and/or progression reviews.
- Outcomes of performance appraisal assessments.

#### 4. Skills – Additional & Relevant

This will consider an individual's specialist skills and aptitude where there is evidence that this has been or could be, applied to the benefit of the School and/or the pupils. Extra curriculum activities are not included in this criterion.

5. Absence and sickness record

This will be based on an assessment against the employee's sickness and attendance record over the last 2 full academic years plus current year to date. Shorter periods of employment will be assessed on a pro rata basis.

Only absences related to sickness and unauthorised will be included. Authorised absences will be excluded. Absences declared at return to work meetings as disability or pregnancy related sickness will be excluded.

Part-time employees will have their attendance record assessed on a pro-rata basis using the following calculation –

$$\frac{5 \text{ days}}{\text{No. days worked per week}} \times \text{Actual days sick} = \text{pro-rata days (will give a higher figure than the actual days)}$$

**Criteria/Scoring : Absence/Sickness**

**(A) + (B) = total number to be added to overall score**

Days Absence	Score (A)
0	10
1 – 5	8
6 – 10	6
11 – 15	4
16 – 20	2
21 or more	0

Occasions	Score (B)
0	10
1	9
2	8
3	7
4	6
5	5
6	4
7	3
8	2
9	1
10 or more	0

**Examples**

Employee has one long term absence of 26 days (one occasion)

26 days      0 points  
 1 occasion    9  
 Total          9 points

Employee has 2 days absence followed by 3 days later on followed by a 1 day absence. A total of 6 days on 3 occasions

6 days          6 points  
 3 occasions    7 points  
 Total          13 points

### **Criteria and Scoring Methodology:**

1. 10% - Qualifications
2. 30% - Specialist knowledge and responsibility
3. 40% - Overall teaching and/or performance in current role
4. 10% - Skills – relevant and up to date
5. 10% - Absence/sickness record.

### **Criteria/Scoring : 1 – 5**

Criteria	Excellent	Good	Average	Moderate	Poor
1. Qualifications - relevant	20	15	10	-	-
2. Specialist knowledge	60	45	30	15	8
3. Overall teaching/performance	80	60	40	20	10
4. Skills – additional/relevant	20	15	10	5	3
5. Absence/Sickness record	20	See tables above			

**Excellent** = far exceeds the minimum requirements.

**Good** = meets higher than minimum requirements.

**Average** = meets the minimum requirements only.

**Moderate** = meets less than minimum requirements.

**Poor** = meets significantly few or none of the minimum requirements.

**Appendix B**  
**STRICTLY CONFIDENTIAL**

**SELECTION CRITERIA INFORMATION FORM**

Following discussions with the Headteacher and Trade Union representatives a selection process will take place. To assist this process I would ask you to provide the information requested in this form.

You have complete assurance that the information provided will be treated with strict confidentiality.

<b>SURNAME:</b>	<b>INITIALS:</b>
Home Address:	Home Telephone No:
Postcode:	Mobile Telephone No:

<b>EMPLOYING SCHOOL:</b>	Date commenced current school:
Name and address of school:	Job Title:
Postcode	Hours of Work:

<b>SUMARISE YOUR MAIN DUTES &amp; RESPONSIBILITIES</b>

<b>1. Qualifications - Summary</b>	



**2. Specialist Subject Knowledge & Responsibility**

Comment on any specialist knowledge in areas of the curriculum that are most relevant to the school improvement plan, any specialist knowledge gained within your role or responsibilities you may have or developed within your work or team. Attendance at in-house training courses may add to specialist knowledge.

**3. Overall Performance**

Indicate relevant experience over all the areas of the school's curriculum or within your work area. Factors to support this could include classroom organisation and management and performance appraisal reviews.

**4. Skills – Additional and Relevant**

Indicate any individual specialist skills and aptitude where evidence has been or could be applied to benefit the school and/or the pupils.

**5. Summary of absence and sickness record for last 2 academic years plus current year** (where appropriate) (School can provide this information, if required)

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**6. Additional Information** - Please summarise any additional information you may wish to add in support of your application

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<b>Signed</b>	
<b>Date</b>	

## **Appendix C**

### **Appeal Procedure**

1. The Headteacher will, on receipt of an appeal letter, arrange a meeting of the Appeal Panel to be held at the earliest opportunity and subject to the availability of Governors and all parties concerned.
2. The Headteacher will provide the employee with 10 working days written notice of the date, time and location of the Appeal Hearing. The employee will also be reminded of his/her right to representation. (See example letter LET/Consult6).
3. Both management and the employee will be invited to submit any additional information and/or reports. These will be exchanged 3 working days before the hearing.
4. A member of the Selection Panel (usually the Chair), if a selection has taken place, and the Headteacher will be required to attend the Appeal Hearing to make a statement or give evidence as to the reasons for selecting the employee to be nominated for redundancy.
5. The Appeal Panel will consist of 3 members of the Governing Body, none of whom served on the Selection Panel. The Appeal Panel will be quorate only if 3 members are in attendance. It may be necessary to include one or more governors from other schools in some cases.
6. The Appeal Panel will not re-conduct the original selection procedure but will allow the employee and/or the employee's representative to submit their case for appeal. The Headteacher and/or the member of the Selection Panel shall be permitted to submit the case as to why the decision of the Selection Panel should be upheld. Either side may call witnesses in support of their case.
7. The decision of the Appeal Panel will be final. The outcome of the appeal hearing will be a decision to uphold or not uphold the decision of the Selection Panel.
8. If the decision of the Selection Panel is not upheld then the selection procedure must recommence.
9. The decision of the Appeal Panel will be confirmed in writing to the employee within 5 working days of the hearing. (See example letter LET/Consult7).

The Appeal procedures may take place during the period of notice. Appeal proceedings should, ideally, be concluded before the expiry of the notice period but may be completed later where it has not been possible to conclude all stages within the notice period.

## **Appendix D**

### **Procedure for Hearing an Appeal**

Appeals will be heard by a panel of Governors (minimum of 3 members).

Employees have the right to be accompanied by their trade union representative or a school colleague.

A representative from Human Resources may be present to advise on the policy and procedures.

1. The procedure and sequence of events will be explained by the Chair of the Appeal Panel.
2. The employee or their representative shall put forward their case.
3. The Headteacher and/or the member of the Selection Panel (usually the Chair), if a selection has taken place, shall have the opportunity to ask questions of the employee/their representative.
4. The Appeal Panel shall have the opportunity to ask questions of the employee/their representative.
5. The Headteacher/member of the Selection Panel shall present the case as to why the employee was selected for redundancy.
6. The employee and/or their representative shall have the opportunity to ask questions of the Headteacher/member of the Selection Panel.
7. The Appeal Panel shall have the opportunity to ask questions of the Headteacher/member of the Selection Panel.
8. The employee or their representative shall have the opportunity to sum up their case.
9. The Head Teacher or the member of the Selection Panel shall have the opportunity to sum up the case.
10. All parties other than the Appeal Panel and the representative from Human Resources shall withdraw.
11. The Appeal Panel shall consider the case and decide whether the appeal is upheld or not upheld.
12. The decision of the Appeal Panel will be communicated to both parties by the Chairperson and confirmed in writing to the employee within 5 working days of the hearing. (See example letter LET/Consult7).
13. The decision of the Appeal Panel is final.

## Appendix E Redundancy Calculator Table

PAYMENT ON OR AFTER 1 OCTOBER 2006																			
Service (Years)																			
Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
18	1	1½	2																
19	1	1½	2	2½															
20	1	1½	2	2½	3														
21	1	1½	2	2½	3	3½													
22	1	1½	2	2½	3	3½	4												
23	1½	2	2½	3	3½	4	4½	5											
24	2	2½	3	3½	4	4½	5	5½	6										
25	2	3	3½	4	4½	5	5½	6	6½	7									
26	2	3	4	4½	5	5½	6	6½	7	7½	8								
27	2	3	4	5	5½	6	6½	7	7½	8	8½	9							
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½	10						
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½	11					
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	12				
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½	13			
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½	14		
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½	15	
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	16
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	16½
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61+	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30