

Managing Change 'Quick Sheet'

This document is intended to be used as an overview of the steps taken throughout the process; more detailed advice should be sought from your named Senior HR Advisor / HR Provider.

NB: *A reduction in staffing should only be considered after all other options have been explored.*

Identifying the need to make staffing reductions

1. Budget work undertaken and the need to reduce costs identified.
Schools should contact the Schools Finance Team to discuss this at the earliest opportunity.
2. Head Teacher to have initial discussion with Governors regarding the need to make reductions in staffing.
3. Contact named Senior HR Advisor / HR Provider at the earliest opportunity to seek advice and discuss the area(s) of staffing being considered.

Staffing Reduction Panel

4. Contact the Education Re-organisation Officer to book onto a Staffing Reduction Panel. Allow 2 'old style' terms to complete the process.
5. Complete Business Case, including rationale and proposed budget figures; return to Education Re-organisation Officer by specified date in readiness for Panel.
6. Attend Staffing Reduction Panel on scheduled date presenting case and outlining why a reduction in staffing is required. *Panel decision will be confirmed to the School in writing within 1 week of the panel meeting.*

Process to commence once panel approval is received

7. Head Teacher to create consultation document and selection criteria *(with the help of HR)*.
8. Start consultation period by holding staff meeting to explain the required changes, the rationale and how the school propose to achieve this. *(Where requested in writing, HR can provide redundancy estimates to those in scope considering voluntary redundancy).*
9. Consultation meeting with Trade Unions within the consultation period (giving 5 working days' notice where possible and an advance copy of the consultation document/selection criteria provided to Unions several days in advance of the launch of consultation).

NB: *It is advised that the meeting with Trade Unions is held on the same day as staff consultation, or as early as possible within the consultation period.*

10. End consultation and consider requests/alternatives.
11. Skills audit to be received.
12. Selection of individual(s) based on selection criteria and skills audit/interviews.
13. Inform individual(s) of their selection and their rights. Provide a date for representations meeting (allowing 10 days' notice).
14. Representations to Head Teacher. *This meeting should be arranged within 5 days if the individual or their union representative are unable to attend on this date.*
15. Within a reasonable timeframe following the representations meeting, inform the individual(s) of the outcome and their right to appeal.
16. Head Teacher to email HR to request notice to be issued.
17. Termination of contract *(HR to write to employee(s) to issue notice and confirm right of appeal; for Foundation & Voluntary Aided Schools, HR will provide a letter that must be sent by the Chair of Governors).*

Appeal

18. Employee(s) appeal heard by a panel of 3 (non-staff and previously uninvolved) Governors.
19. Within a reasonable timeframe of the appeal hearing, inform the individual(s) of the outcome *(termination may need to be rescinded if appeal is successful).*

NB: *All employees with over 2 years' service may be entitled to redundancy payments. Please note that for the purposes of entitlement to redundancy pay; a period of continuous service includes service with other Local Authorities or a Community, Voluntary Controlled, Foundation and Voluntary Aided Schools. This is applicable to staff who are on permanent, temporary or fixed term contracts.*