

Bishop Vaughan Catholic School

Redundancy Policy

Redundancy Policy



Bishop Vaughan Catholic School follows the LA's policy on Redundancy. It is reproduced here in full.

\*\*\*\*

Copies of this policy are available on our website, in policy folders on the school network and can be made available on request.

# **REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF**

### CONTENTS

<b>POLICY</b>		<b>Page</b>
<b>1.</b>	Policy Statement	<b>3</b>
<b>2.</b>	Scope	<b>3</b>
<b>3.</b>	Key Principles	<b>3</b>
<b>4.</b>	Right to be accompanied	<b>5</b>
<b>5.</b>	Definition of Redundancy	<b>6</b>
<b>6.</b>	Summary of Roles and Responsibilities	<b>6</b>
<b>7.</b>	Policy Monitoring	<b>7</b>
<b>8.</b>	<b>PROCEDURE</b>	<b>8</b>
<b>9.</b>	Early Planning and Preparation	<b>8</b>
<b>10.</b>	Stage 1 – Finance Committee	<b>8</b>
<b>11.</b>	Stage 2 – Full Governing Body Meeting	<b>9</b>
<b>12.</b>	Stage 3 – Preparation for Commencing the Redundancy Process	<b>9</b>
<b>13.</b>	Stage 4 – Consultation	<b>10</b>
<b>14.</b>	Stage 5 – End of Consultation	<b>11</b>
<b>15.</b>	Stage 6 – Selection of Employees for Redundancy	<b>11</b>
<b>16.</b>	Stage 7 – Personal Representation Meeting	<b>12</b>
<b>17.</b>	Stage 8 – Appeal	<b>13</b>
<b>APPENDIX (Attached Separately)</b>		
<b>A.</b>	Redundancy and Retirement Procedure	
<b>B.</b>	Informal Meeting Template and Follow Up Letter	
<b>C.</b>	Informal Meeting Template	
<b>D.</b>	Template Letter - Redundancy Proposal	
<b>E.</b>	Template School Employee Tracker	
<b>F.</b>	Template Skills Questionnaire (Teaching Employees)	
<b>G.</b>	Template Written Questionnaire (Support Staff)	
<b>H.</b>	Template Letter – Informing Employees of Outcome of Redundancy Consultation	
<b>I.</b>	Template Scoring Sheets – Skills Questionnaire (Teaching Employees)	
<b>J.</b>	Template Scoring Sheets – Written Questionnaire (Support Staff)	
<b>K.</b>	Template Letter – Employee(s) Provisionally Selected for Redundancy	
<b>L.</b>	Template Email – Employees not Selected for Redundancy	
<b>M.</b>	Template Letter – Outcome of Personal Representation Meeting	

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

### 1.0 Policy Statement

- 1.1 This document sets out the Council's Redundancy Policy and Procedure for school based staff. The Policy aims to ensure that redundancies are managed professionally and in a fair and sensitive manner, which is conducive to the efficient management of the school which maintains good employee relations by seeking to avoid compulsory redundancies, wherever possible and appropriate and that complies with employment legislation.
- 1.2 The Governing Body is committed to ensuring the security of employment for its employees through careful planning. However, there may be occasions when staffing reductions are necessary due to changes in the school's needs, such as a reduction in funding, reduction in pupil numbers, unexpected cuts in funding, change in pupil's needs or changes in curriculum requirements.

### 2.0 Scope

- 2.1 This Policy applies to all school based employees. It does not apply to employees that are employed centrally by Swansea Council.

### 3.0 Key Principles

- 3.1 The school budget is allocated on an annual basis and the Governing Body will compare the budget against the projected needs of the school. However, the Governing body will be in receipt of their projected 3 year budget. The Governing Body has a requirement to set a balanced budget and so on occasions; this may lead to a revision to the size or structure of the school establishment. In such circumstances the Governing Body may be faced with the possibility of declaring a post or posts surplus to the requirements of the school and will need to undertake a full and meaningful consultation process.
- 3.2 The Governing Body will first look at whether it will be possible to reduce employee numbers through natural turnover, or voluntary means. The Governing Body will, as part of the planning process, seek to avoid or minimise any compulsory redundancies by considering the following:
  - Achieving staffing reductions through natural turnover and employee resignations.
  - Restricting the recruitment of permanent staff.
  - Reducing the use of temporary staff without infringing employment rights.
  - Reduction in hours - where agreed with the employee or allowed for in the contract of employment.
  - Filling vacancies from among existing employees (offering suitable alternative work within the school).
  - Flexible Working.
  - Invite expressions of interest for voluntary redundancy, early retirement / early retirement (efficiency). A copy of the Local Authority's redundancy and retirement procedure can be seen at **appendix A**.

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

- 3.3 The composition of the required Committees should have already been set at the first Governing Body meeting of the year but if they have not, they must now be set by the full Governing Body.
- 3.4 The Staff Disciplinary and Dismissals Committee should consist of no less than 3 members of the Governing Body, the Committee must not include Employee Governors or any Governor with a conflict of interest.
- 3.5 The Staff Disciplinary and Dismissals Appeals Committee should consist of the same number of governors as the Staff Disciplinary and Dismissals Committee and must not include Employee Governors or any Governor with a conflict of interest.
- 3.6 Governors cannot sit on consecutive committees, for example, governors on the Finance Committee cannot be part of the Staff Disciplinary and Dismissals Committee and governors on the Staff Disciplinary and Dismissals Committee cannot be part of the appeals committee. However, governors on the Finance Committee, where necessary would be able to be part of the appeals committee.
- 3.7 Any support in relation to Governing Body matters should be referred to the School and Governor Unit.
- 3.8 Ensure that this policy is applied consistently to all employees irrespective of Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual orientation.
- 3.9 Employees selected for redundancy have the right to make representations to the Staff Disciplinary and Dismissals Committee and where necessary, the Appeals Committee.
- 3.10 The timescales outlined in the policy and procedure are to ensure that the Governing Body fully consults with employees and the trade unions and also that the notice periods determined by Conditions of Service and the Statutory provisions are complied with.
- 3.11 In accordance with the Conditions of Service for School Teachers (the Burgundy Book), contracts of teachers may be terminated on grounds of redundancy on three fixed dates in the year: 30 April, 31 August, 31 December and notice must be served by 28 February, 31 May and 31 October (31 January, 30 April and 30 September for Headteachers) respectively in order to comply with statutory requirements for the redundancy to take effect at the end of the respective school term.
- 3.12 The Governing Body should be aware that if they do not meet the timescales as detailed in paragraph 3.11, they will not be able to terminate employment and in the case of teachers, employment will continue for another full term.
- 3.13 In accordance with support staff terms and conditions of employment notice issued will range from 4 weeks to 12 weeks depending on their length of service.

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

- 3.14 The Clerk to Governors must minute all governing body meetings under this policy and procedure and take detailed notes at consultation meetings, personal representation meetings and appeal hearings and circulate to all relevant parties in line with the timescales as detailed within this policy and procedure and declare any potential conflict of interest prior to any process commencing.
- 3.15 Any support in relation to Clerk to Governor matters should be referred to the School and Governor Unit.
- 3.16 The overall confidentiality of the redundancy process will be respected by all parties.
- 3.17 Where schools do not adhere to this policy or where advice is not sought from the local authority, or where advice is sought but not followed, the Local Authority will charge to the school's budget any costs arising from claims at an employment tribunal.

### 4.0 Right to be accompanied

- 4.1 An employee may be accompanied at any meeting held under this policy and procedure by:
- An official employed by a trade union.
  - A workplace trade union representative
  - A fellow worker (i.e. an employee of the school or Swansea Council)
- 4.2 An employee cannot be accompanied by:
- A relative
  - A legal representative
  - A representative whose presence could prejudice the proceeding.
- 4.3 It is for the employee to make arrangements to be accompanied at any meeting held under this policy and procedure, the employee should inform their employer of the name and contact details of their their chosen representative. This will support the process when arranging meetings.
- 4.4 Any requests for postponements of meetings under this policy will be considered by the school. Where this is agreed, only one postponement will be permitted, unless there are exceptional circumstances.
- 4.5 The unavailability of the employee's preferred representative is not considered to be an 'exceptional circumstance'. The unavailability of any trade union representative should be considered by the school.
- 4.6 Employees should be afforded reasonable time off during working hours to meeting their trade union representative.

### 5.0 Definition of Redundancy

5.1 The relevant definition of redundancy is set out in Section 139 (1) of the Employment Rights Act 1996 and an employee is dismissed for redundancy if the dismissal is wholly or mainly because:

a) the employer has ceased, or intends to cease, to carry on the business for which the employee was employed or carry on that business in the place where the employee was employed.

**or**

b) the requirements of the business for employees to carry out work of a particular kind, or to carry it out in the place in which they are employed, have ceased or diminished, or are expected to cease or diminish.

5.2 The ACAS Code of Practice, defines redundancy as a type of dismissal that occurs when an employer needs to reduce their workforce. This can happen for several reasons, such as:

- The closure of the business or part of the business.
- The need to reduce the number of employees to do certain work.
- The business changing location.

### 6.0 Summary of Roles and Responsibilities

#### 6.1 The Governing Body should:

- Ensure the adoption of this Policy and Procedure.
- Establish all relevant committees in line with this policy and procedure.
- Ensure relevant governors undertake available training.
- Delegate the application of this policy to the Staff Disciplinary & Dismissal Committee supported by the Headteacher.
- Consider the budget position as identified by the Finance Committee and refer to the Staff Disciplinary & Dismissal Committee where it is confirmed that there is a need to commence a redundancy process

#### 6.2 The Finance Committee

The role of the Finance Committee (or equivalent) is to carry out a full review of the financial situation within the school. All aspects of the school budget should be considered including staffing. If it is determined that staffing reductions are required, the matter will be referred to the full Governing Body.

#### 6.3 The Staff Disciplinary & Dismissals Committee

The role of the Staff Disciplinary & Dismissal Committee of the Governing Body is to identify where any reduction in staffing should occur, confirm the proposals for Redundancy and invoke the School's Redundancy Policy and consult with relevant parties in line with this procedure.

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

### 6.5 The Clerk to Governors

The role of the Clerk to Governors is to:

- facilitate the administrative process
- be present at all meetings as detailed with within this policy.
- Undertake available training.

### 6.6 The Headteacher:

- Should provide impartial support to all Committees under this process.
- Should act on behalf of the Governing Body (and its committees).
- Should ensure that relevant information and formal letters are provided to appropriate parties throughout the process.
- Should signpost employees to appropriate support as necessary.
- Should to the best of their knowledge provide the governing body with impartial, complete and accurate information at all stages of the process.
- Should to the best of their knowledge provide the governing body with impartial, complete and accurate information at all stages of the process.

### 6.7 Human Resources should:

Provide professional advice to the governing body and Headteachers and employees at all stages of the process and to:

- Ensure that the School's Redundancy Policy and Procedures are correctly applied.
- Ensure relevant governors undertake available training.
- Attend all relevant meetings under this policy and procedure.

### 6.8 Trade Unions

Trade Union Representatives are responsible for:

- Providing advice, support and representation to their members
- Working with Headteachers, Governors, HR and employees to ensure that the Redundancy Policy is adhered to.

## 7.0 Policy Monitoring

The Council will monitor the application of this policy and has discretion to review it at any time through the appropriate consultation mechanisms.

Responsibility for the implementation, monitoring and development of this policy lies with the Head of Human Resources and Service Centre. Day to day operation of the policy is the responsibility of nominated officers who will ensure that this policy is adhered to.

Version Number	Details of Change	Date
1.0	Full Policy Review	February 2025

### 8.0 PROCEDURE

#### 9.0 Early Planning and Preparation

- 9.1 Where redundancies may need to be considered early planning and preparation is crucial in trying to avoid a compulsory redundancy situation.
- 9.2 For example where compulsory redundancies may need to take place with effect from 31<sup>st</sup> August, early planning and preparation should be considered in the Autumn term or early in the Spring term.
- 9.3 The Headteacher should hold an informal meeting with all employees to inform them of a potential redundancy situation outlining the below. Recommended wording for this meeting and letter template can be found at **appendix B**.
- 9.4 As detailed in 3.2 of this policy schools should consider the following in their early preparation:
- Achieving staffing reductions through natural turnover and employee resignations.
  - Restricting the recruitment of permanent staff.
  - Reducing the use of temporary staff without infringing employment rights.
  - Invite expressions of interest for a reduction in hours - where agreed with the employee or allowed for in the contract of employment.
  - Filling vacancies from among existing employees (offering suitable alternative work within the school).
  - Consider applications for flexible working.
  - Invite expressions of interest voluntary redundancy, early retirement / early retirement (efficiency).
  - Cost neutral secondments,
  - Career breaks
- 9.5 Schools may wish to conduct a staff audit at this stage and consider options for possible retraining for employees.

#### 10.0 STAGE 1 – Finance Committee

- 10.1 The Finance Committee of the Governing body will meet to consider the school budget and agree proposed expenditure under the budget headings. Where the school budget does not meet the anticipated needs of the school, they will determine a potential redundancy situation and report this recommendation to the full Governing Body.

#### 11.0 STAGE 2 – Full Governing Body Meeting

- 11.1 The full Governing Body will meet to agree and ratify the budget position as recommended by the Finance Committee and where it is confirmed that there is a need to commence a redundancy process the matter will be referred to the Staff Disciplinary & Dismissal Committee.

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

Depending on timescales, it may be necessary to convene an extra-ordinary meeting.

### 12.0 Stage 3 – Preparation for Commencing the Redundancy Process

- 12.1 The Staff Disciplinary & Dismissal Committee will identify where any potential reductions should occur and then prepare the redundancy consultation paperwork as detailed below in readiness for a consultation meeting with the trade unions
- 12.2 The Headteacher on behalf of the Staff Disciplinary & Dismissal Committee should contact Human Resources to book a consultation meeting with the trade union during the allocated redundancies period as issued by Human Resources annually.
- 12.3 The Headteacher on behalf of the Staff Disciplinary & Dismissal Committee will meet with employees to inform them that they will be receiving correspondence in relation to the potential redundancy situation within the school. Recommended wording for this meeting can be seen at **appendix C**.
- 12.4 The Clerk to Governors supported by the Headteacher will prepare the redundancy consultation paperwork which will be shared with employees and all relevant Trade Unions 10 calendar (not including school holiday periods) days prior to the consultation meeting.
- 12.5 To ensure that all relevant documentation is included, the redundancy consultation paperwork should be provided to Human Resources no later than 2 working days prior to being issued to the trade unions. Human Resources cannot confirm that accuracy of the paperwork.
- 12.6 The Governing Body should be aware that if they do not meet the timescales as detailed in paragraph 12.4, this could result in the consultation meeting being delayed, resulting in the Governing Body not being able to terminate employment (i.e. on 31<sup>st</sup> August) and in the case of teachers, employment will continue for another full term.
- 12.7 The redundancy consultation paperwork must include:
- Redundancy Proposal Letter. **Appendix D**
  - Redundancy Policy for all school based staff.
  - School Development Plan.
  - School Employee Tracker. **Appendix E**
  - Finance Tracker, provided by the school's Primary Support Officer (PSO)
  - Proposed Selection Criteria: including proposed skills questionnaire (**appendix F**) for teaching employees and proposed written questionnaire (**appendix G**) questions for support staff.
  - Minutes of the Finance Committee
  - Minutes of the full Governing Body meeting
  - Minutes of the Staff Disciplinary and Dismissal Committee

### 13.0 STAGE 4 - Consultation

- 13.1 Consultation is required when an employer is considering making redundancies. The requirements vary depending on the number of redundancies proposed:
- **Fewer than 20 redundancies:** The school should consult with each affected employee individually. There are no specific rules about how long this consultation should last, but it should be meaningful and allow employees to discuss the reasons for redundancy and any alternatives.
  - **20 or more redundancies:** The school must conduct a collective consultation with employee representatives (either trade union representatives or elected employee representatives). The consultation must start at least:
    - 30 days before any dismissals if 20 to 99 redundancies are proposed.
    - 45 days before any dismissals if 100 or more redundancies are proposed.
- 13.2 The purpose of consultation is to find ways to: avoid or reduce redundancies, reduce the impact of redundancy on affected employees and with an aim to seek agreement on the selection criteria for both teaching and support employees.
- 13.3 In line with ACAS, the consultation must be genuine and meaningful and include open and honest conversations about the redundancy process, considering other options with employees and/or their representatives.
- 13.4 Attendance at the trade union consultation meeting will be:
- Headteacher – whose role is to support to the Governor present
  - Chair (or member) of the Staff Disciplinary & Dismissal Committee – To lead the consultation meeting with support from the Headteacher.
  - Clerk to Governors – To note consultation meetings and circulate to all relevant parties
  - Human Resources Representative
  - Trade Union Representatives
- 13.5 On receipt of redundancy consultation paperwork trade unions are required to submit any additional questions they may have 5 calendar days (not including school holiday period) prior to the consultation meeting allowing the school time to prepare any additional information required.
- 13.6 Notes of the trade union consultation meeting should be circulated to all relevant parties within 2 working days of the consultation meeting.
- 13.7 Individual consultation meetings will be available to all employees during the consultation period. Individual consultation meetings will be held with Chair (or member) of the Staff Disciplinary & Dismissal Committee and the Headteacher, Human Resources and the employees trade union representative and noted by the Clerk to Governors.

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

- 13.8 The Staff Disciplinary & Dismissal Committee must ensure that they consult with and keep informed any employees who are absent from work during the consultation process, for example, those on employees on maternity, adoption leave, sickness absence, secondment etc.

### 14.0 STAGE 5 - End of consultation

- 14.1 On conclusion of the consultation process the Staff Disciplinary & Dismissal Committee with support from the Headteacher, should consider all the representations provided by both the trade union representatives and employees.
- 14.2 The Staff Disciplinary & Dismissal Committee should then determine if the redundancy process is still required.
- 14.3 If it is determined that the redundancy process must continue, trade union representatives and employees will be notified of this decision in writing and informed of any changes to the proposals as a result of the consultation.
- 14.4 Teaching employees will be asked to submit their skills questionnaire by the date provided in the redundancy consultation letter and Support staff will be asked to submit their written questionnaire by the date provided within the redundancy consultation paperwork. A letter confirming this can be seen in **appendix H**
- 14.5 Completed skills questionnaire and written questionnaires should be returned to the Clerk to Governors and Headteacher.

### 15.0 Stage 6 – Selection of Employees for Redundancy

- 15.1 The completed skills questionnaire and written questionnaire will be anonymised by the Clerk to Governors and circulated to the Staff Disciplinary & Dismissal Committee and the Headteacher.
- 15.2 The Committee will meet to individually score the skills questionnaires and/or written questionnaire submissions against the agreed criteria, identifying employees provisionally selected for redundancy and ensuring the appropriate quality assurance is completed. Template scoring sheets are attached at **appendix I & J**
- 15.3 The clerk will minute the clear rationale of the decisions made by the committee throughout this process.
- 15.4 When the decision is made this must be communicated to the affected employee(s), by the Headteacher. The communication should include, sign posting to the appropriate support, this should be done confidentially and on an individual basis. This decision will be followed up in writing **appendix K**.
- 15.5 The letter must advise the employee of their right to request a personal representation meeting in front of the Staff Disciplinary and Dismissals Committee, the employee must submit this request within 2 working days of receipt of the letter.

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

- 15.6 The provisional outcome of the consultation process should be shared with all employees ensuring not to breach the confidentiality of those employees provisionally selected for redundancy. A draft email template can be seen at **appendix L**.

### **16.0 Stage 7 – Personal Representation Meeting**

- 16.1 The Staff Disciplinary and Dismissal Committee will meet to hear any representations.
- 16.2 The Representation Meeting is for the employee to outline the reasons why they consider that they should not have been selected for Redundancy. This meeting is not an opportunity for the employee to add any new or additional information that hasn't previously been submitted within the skills questionnaire or written questionnaire.
- 16.3 The Personal Representation Meeting is held in front of the Staff Disciplinary & Dismissals Committee who will be supported by the Headteacher and advised by a Human Resources representative.
- 16.4 The Committee and their advisors, the employee and their representative should be provided with all the relevant additional documentation (as detailed below) prior to the Personal Representation Meeting by the Clerk to Governors.
- Minutes of the Staff Disciplinary & Dismissal Committee selection meeting.
  - Anonymised overall scoring sheet of the skills questionnaire (teaching employees).
  - Anonymised overall scoring sheet of the written questionnaires (support staff)
  - Full skills questionnaire of the employee (teaching employees).
  - Full written questionnaire of the employee (support staff).
  - Letter informing the employee of their provisional selection for redundancy.
- 16.5 An employee should provide any written submission they wish the Staff Disciplinary & Dismissal Committee to consider as part of the personal representation meeting, no later than 3 working days prior to the meeting.

### **16.6 The Personal Representation Meeting Process**

- The Chair of the Committee should start with introductions and outline the process of the meeting.
- The Chair of the Committee should inform the employee that they will not be able to consider any new or additional information that hasn't previously been submitted within the skills questionnaire or written questionnaire.
- The employee will be asked to present their case to the Committee detailing why they should not have been selected for redundancy; this could include providing further clarification to information submitted within the skills questionnaire or written questionnaire.
- The Committee with support of the Headteacher may then ask questions of the employee in relation to the information they have presented.

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

- The Committee with the support of Headteacher may wish to respond to the information presented by the employee and their representative.
- The employee and their representative may ask questions of the Committee and / or the Headteacher in relation to the redundancy process
- The committee may wish to ask questions of the Headteacher in relation to information presented by the employee.
- The employee will then be asked to provide a short summing up before the meeting is adjourned for the Committee to deliberate
  
- The meeting will adjourn and the employee, their representative and the Headteacher will be asked to leave the meeting. The Clerk to Governors and Human Resources should remain with the panel.
- The Committee will then consider all information presented and reach a determination.
- Once a determination is made, where possible, all parties will be asked to re-join the meeting and the Chair of the Committee will deliver the decision to the employee and their representative, where this is not possible agreement will be sought on how the decision will be communicated.

16.7 The decision of the Staff Disciplinary & Dismissal Committee must be followed up in writing, the letter must advise the employee of their right to appeal. A template letter can be seen at **appendix M**. The employee must submit any appeal within 2 working days of receipt of the letter.

### 17.0 Stage 8 - Appeal

- 17.1 Any Appeal under the Redundancy Process will be held in front of the Staff Disciplinary & Dismissals Appeal Committee who will be advised by Human Resources.
- 17.2 The Appeal is for the employee to outline the reasons why they consider that they should not have been selected for Redundancy. The Appeal is not an opportunity for the employee to add any new or additional information that hasn't previously been submitted within the skills Questionnaire or written questionnaire.
- 17.3 The Committee and their advisors, the Headteacher, the Chair of the Staff Disciplinary & Dismissals Committee (or a representative), the employee and their representative should be provided with all the relevant documentation prior to the Appeal Hearing by the Clerk to Governors which includes:
- Redundancy Proposal Letter.
  - School Development Plan.
  - School Employee Tracker.
  - Finance Tracker.
  - Proposed Selection Criteria: including proposed skills questionnaire for teaching employees and proposed written questionnaire for support staff.
  - Minutes of the Finance Committee.
  - Minutes of the Full Governing Body Meeting.
  - Minutes of the Staff Disciplinary and Dismissal Committee.
  - Minutes of the Staff Disciplinary & Dismissal Committee selection meeting.

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

- Anonymised overall scoring sheet of the skills questionnaire (teaching employees).
- Anonymised overall scoring sheet of the written questionnaires (support staff)
- Full skills questionnaire of the employee (teaching employees)
- Full written questionnaire of the employee (support staff)
- Letter informing the employee of their provisional selection for redundancy
- Letter informing the employee of the outcome of the PR meeting
- Notes of the PR meeting.
- Employees written submission from PR meeting

17.4 An employee should provide any written submission they wish the employees Disciplinary & Dismissals Appeal Committee to consider as part of the appeal, no later than 3 working days prior to the meeting

### 17.5 Appeal Hearing Process

- The Chair of the Committee should start with introductions and outline the process of the meeting.
- The Chair of the Committee should inform the employee that they will not be able to consider any new or additional information that hasn't previously been submitted within the skills questionnaire or written questionnaire.
- The employee will be asked to present their case to the Committee detailing why they should not have been selected for Redundancy: this could include providing further clarification to information submitted within the skills questionnaire or written questionnaire.
- The Committee and / or the Headteacher and Chair of the Staff Disciplinary & Dismissals Committee may then ask questions of the employee in relation to the information they have presented.
- A representative of the Staff Disciplinary & Dismissals Committee (normally the Chair of the Committee) with the support of the Headteacher will present details of the process followed and the decision reached.
- The employee and their representative may ask questions of the representative of the Staff Disciplinary & Dismissals Committee and / or the Headteacher.
- The Committee and their advisors may ask questions of representative of the Staff Disciplinary & Dismissals Committee and / or the Headteacher.
- The employee will then be asked to provide a short summing up
- The representative of the Staff Disciplinary & Dismissals Committee and / or the Headteacher will be asked to provide a short summing up.
  
- The meeting will adjourn and the employee, their representative, the representative of the Staff Disciplinary & Dismissals Committee and Headteacher will be asked to leave the meeting. The Clerk to Governors and HR advisor should remain with the panel.
- The Committee will then consider all information presented and reach a determination.
- The Committee will need to determine if they are to uphold or dismiss the Appeal.
- Once a determination is made, where possible, all parties will be asked to re-join the meeting and the Chair of the Committee will deliver the decision to the employee and their representative, where this is not possible agreement will

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

- be sought on how the decision is communicated.
- If the Committee determine that the appeal should be dismissed, the Headteacher will inform the LA (HR Advisor) on behalf of the Governing Body.
  - Human Resources will issue a formal notice letter to the employee and commence or continue redeployment.

## Appendix A - Schools Expression of Interest Form for Voluntary Redundancy or Early Retirement

I would like to express my interest (EOI), without commitment at this stage in being considered for:  
(please tick as appropriate).

<b>Voluntary Redundancy (Aged 55 and over):</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Voluntary Redundancy (Under the age of 55):</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Early Retirement:</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Early Retirement (for the efficiency of the service)</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

My employment and contact details are as follows:

<b>Name:</b>		<b>Pay No</b>	
<b>Post No:</b>		<b>Job Title:</b>	
<b>School:</b>			
<b>Headteacher:</b>			
<b>Home Address:</b>			
<b>Home phone number:</b>		<b>Work phone number:</b>	
<b>Work Email Address:</b>			
<b>Personal Email Address:</b>			
<b>Proposed End Date:</b>			

**This form should be completed and returned to your Headteacher for their consideration.**

Head Teacher- Please tick appropriate box below		
<b>Name:</b>		
<b>Signature:</b>		
<b>Date:</b>		
<b>Yes – EOI Supported (complete business case)</b>	<b>Yes - Bumped only (complete business case)</b>	<b>No – EOI not supported (inform employee)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Headteacher to return completed form to [workforce.transactional@swansea.gov.uk](mailto:workforce.transactional@swansea.gov.uk)**

**N.B.** This Expression of Interest of Form is not binding for either party. All applications will be considered at the Council's sole discretion based on a robust business case provided by the school. Neither a grievance nor complaint will apply in the operation of this scheme from any employee who wishes to retire but is not allowed to do so.

**Furthermore, where an employee accepts an offer of voluntary redundancy or early retirement they cannot be re-employed by the Council in any capacity for a period of six months and at the end of this period cannot be re-employed into the same or closely related function for a period of 2 years.**

**For support staff only.** If my ERVR application is approved, I confirm that I consent for Swansea Council (the Scheme Employer) to give authorisation to the Pensions Section (Administering Authority) to process my pension benefits. I understand that without this consent the Pensions Section may not be able to process my pension benefits.

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

### Redundancy and Retirement Procedure

#### 1.0 SCOPE

- 1.1 The following arrangements set out the council's policy in respect of the benefits and payments to be afforded to teachers in cases of early retirement and redundancy. Nothing in this policy can override the statutory framework provided by the Teachers Pensions Scheme (TPS).
- 1.2 The following arrangements set out the Council's policy in respect of early retirements and redundancy. Nothing in this policy can override the statutory framework provided by the Local Government Pension Scheme (LGPS), the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006, or any other statutory changes affecting the LGPS or compensation payments.

#### 2.0 REDUNDANCY

- 2.1 Where a school has to declare posts redundant employees who are made redundant will be granted the following benefits:
- 2.2 **Support Staff aged 55 and over** – Provided an employee has 2 or more years' LGPS membership, would receive on termination immediate payment of their accrued pension benefits (annual pension and if applicable a lump sum) in accordance with the LGPS Regulations, with no actuarial reduction; plus a redundancy payment based upon the statutory calculator (up to 30 weeks) at actual weekly earnings.
- 2.3 **Support Staff under the age of 55** - would receive on termination a redundancy payment based upon the statutory calculator (up to 30 weeks) at actual weekly earnings. Their Local Government pension and lump sum will be frozen until normal retirement age or they choose to draw later with actuarial reduction for early payment.
- 2.4 **Teachers aged 55 and over** - would receive on termination their accrued pension benefits in accordance with the Teachers Pension Scheme with no actuarial reduction, they would also receive a redundancy payment based upon the statutory calculator (up to 30 weeks) at actual weekly earnings.
- 2.5 **Teachers under the age of 55** – would receive on termination a redundancy payment based upon the statutory calculator (up to 30 weeks) at actual weekly earnings. Their teachers pension and lump sum will be frozen until normal retirement age or they choose to draw later with actuarial reduction for early payment.
- 2.6 In all such cases, there must be a clear loss of a budgeted post, with a full post saving being achieved. The Education Department will fund the Mandatory Compensation payment in the terms set out in 1.2 except where the school has not followed the agreed procedures. Should the school not follow the Local Authority advice then the school or the Schools Delegated Budget will likely be charged for the payment.

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

### Redundancy and Retirement Procedure

- 2.7 You have the right to statutory redundancy pay if have continuously worked for Swansea Council for 2 years or more or have the relevant continuous service in Local Authority Government.
- 2.8 The 30 week statutory calculator is within **section 6** of this procedure.
- 2.9 A full business case must be prepared for authorisation by the Director of Education and the S151 Officer.

### 3.0 EARLY RETIREMENT – FOR THE EFFICIENCY OF THE SERVICE

- 3.1 Applications for early retirement (efficiency) will be considered in exceptional circumstances only, where, in the interests of the efficiency of the service, the employer and employee mutually agree upon early retirement, even though the post would need to be replaced, each case will be judged on its merits. Approval of the terms of retirement in each case will be judged in the circumstances of the case, as determined by the Director of Education and the S151 Officer, in the light of HR and legal advice and, if appropriate, member consultation, as determined by the Director of Education.
- 3.2 Where an employee accepts an offer of early retirement (efficiency) they cannot be re-employed by the Council in any capacity for a period of six months and at the end of this period cannot be re-employed into the same or closely related function for a period of 2 years.

### 4.0 EARLY RETIREMENT

- 4.1 If the employee initiates the process and asks the Council if they may retire early, before their normal retirement age. Such cases must be supported by Headteacher and Chair of Governors with authorisation sought by the Director of Education and the S151 Officer, via a robust business case provided by the Local Authority. Ordinarily, in such circumstances the Council will need to replace the member of staff and there is no redundancy involved. It is at the discretion of the employer whether a request for Early Retirement will be accepted. Where an application is accepted, the following would apply:
- 4.2 **Support Staff**  
For an employee aged 55 and over with 2 or more years' service, Early Retirement, if allowed, would be based on actual years' service only, with an actuarial reduction for the early payment of pension. The actuarial reduction will be based on the nationally agreed calculators as amended from time to time on the advice of the Council's independent actuary.
- 4.3 For an employee aged 55 and over, whose combined age (in completed years) and service (in completed years) are 85 or more, and who falls within the Local Government Pension Scheme (Amendment) (No.2) Regulations 2006, Early Retirement, if granted, would be allowed on actual years of service only, with no actuarial reduction, subject to the application, if relevant, of the transitional provisions of those regulations.

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

### Redundancy and Retirement Procedure

- 4.4 Where an employee is granted Early Retirement and meets the 85 year rule without suffering actuarial reduction, there is nevertheless an actuarial cost to the authority, which will be paid by the Education department which might be then reimbursed corporately by the S151 Officer from contingency if afforded. In each case a clear business case for the retirement must be made. For an employee whose combined age (in completed years) and service (in completed years) are 85 or more but who also falls outside the above mentioned regulations, (a) above will apply.
- 4.5 Employees who are aged 55 do not require the employer's consent to retire, but they would suffer actuarial reduction if they do not fall within the 2006 Amendment Regulations.
- 4.6 Teaching Staff**
- 4.7 For an employee over 55 years of age and with 2 or more years' service, where Early Retirement is allowed benefits will be Actuarially Adjusted Benefits (AAB) to reflect that the employee is being paid before they have reached their Normal Pension Age (NPA).

## 5.0 VOLUNTARY REDUNDANCY

- 5.1 The opportunity to apply for voluntary redundancy is available to all employees during a managing redundancy process and will only be authorised where there is an agreed loss of post.
- 5.2 Voluntary redundancy is open to employees of all ages, not just those who are able to access their pension benefits. Details of the benefits received are detailed in section 2.
- 5.3 Governing Bodies, in accordance with the needs of the school, may invite applications for Voluntary Redundancy (VR) as part of managing the redundancy process.
- 5.4 All voluntary redundancy applications will be considered at the employer's sole discretion, based on a robust business case, provided by the Local Authority. All voluntary redundancy applications will need to be supported by Headteacher and Chair of Governors with authorisation sought from the Director of Education and the S151 Officer. In the interests of retaining employees with particular skills and competencies and with provision of service delivery as the paramount consideration, it is emphasised that not all volunteers will be allowed to leave the schools / council's employment.
- 5.6 The school may consider "bumped" redundancies. In these circumstances, employees may volunteer for redundancy to make way for employees with transferable skills, whose job has / may become redundant and who do not wish to leave the employment of the school.
- 5.7 Where an employee accepts an offer of voluntary redundancy they cannot be re-employed by the Council in any capacity for a period of six months and at the end

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

### Redundancy and Retirement Procedure

of this period cannot be re-employed into the same or closely related function for a period of 2 years.

- 5.8 The resolution procedure will not apply in the case of this scheme and no complaints will be entertained from employees who wish to leave but are prevented from doing so by the operation of this initiative.
- 5.9 Where employees wish to express an interest in any of the above, they must complete the expressions of interest form and submit it to the Headteacher for initial consideration. A copy of the expression interest for can be seen in **section 7**.


### 6.0 STATUTORY REDUNDANCY CALCULATOR

Age	Service in years																		
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	1																		
18	1	1½																	
19	1	1½	2																
20	1	1½	2	2½															
21	1	1½	2	2½	3														
22	1	1½	2	2½	3	3½													
23	1½	2	2½	3	3½	4	4½												
24	2	2½	3	3½	4	4½	5	5½											
25	2	3	3½	4	4½	5	5½	6	6½										
26	2	3	4	4½	5	5½	6	6½	7	7½									
27	2	3	4	5	5½	6	6½	7	7½	8	8½								
28	2	3	4	5	6	6½	7	7½	8	8½	9	9½							
29	2	3	4	5	6	7	7½	8	8½	9	9½	10	10½						
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½					
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12	12½				
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13	13½			
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14	14½		
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15	15½	
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

## REDUNDANCY POLICY FOR ALL SCHOOL BASED STAFF

### Redundancy and Retirement Procedure

#### 7.0 EXPRESSION OF INTEREST FORM

		<b>Schools Expression of Interest Form for Voluntary Redundancy or Early Retirement</b>	
<p>I would like to express my interest (EOI), without commitment at this stage in being considered for: (please tick as appropriate).</p>			
<b>Voluntary Redundancy (Aged 55 and over):</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>Voluntary Redundancy (Under the age of 55):</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>Early Retirement:</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<b>Early Retirement (for the efficiency of the service)</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<p>My employment and contact details are as follows: </p>			
<b>Name:</b>		<b>Pay No</b>	
<b>Post No:</b>		<b>Job Title:</b>	
<b>School:</b>			
<b>Headteacher:</b>			
<b>Home Address:</b>			
<b>Home phone number:</b>		<b>Work phone number:</b>	
<b>Work Email Address:</b>			
<b>Personal Email Address:</b>			
<b>Proposed End Date:</b>			
<p>This form should be completed and returned to your Headteacher for their consideration.</p>			
Head Teacher- Please tick appropriate box below			
<b>Name:</b>			
<b>Signature:</b>			
<b>Date:</b>			
<b>Yes – EOI Supported (complete business case)</b>	<b>Yes - Bumped only (complete business case)</b>	<b>No – EOI not supported (inform employee)</b>	
<p>Headteacher to return completed form to <a href="mailto:workforce.transactional@swansea.gov.uk">workforce.transactional@swansea.gov.uk</a></p>			
<p><b>N.B.</b> This Expression of Interest of Form is not binding for either party. All applications will be considered at the Council's sole discretion based on a robust business case provided by the school. Neither a grievance nor complaint will apply in the operation of this scheme from any employee who wishes to retire but is not allowed to do so.</p>			
<p>Furthermore, where an employee accepts an offer of voluntary redundancy or early retirement they cannot be re-employed by the Council in any capacity for a period of six months and at the end of this period cannot be re-employed into the same or closely related function for a period of 2 years.</p>			
<p><b>For support staff only.</b> If my ERVR application is approved, I confirm that I consent for Swansea Council (the Scheme Employer) to give authorisation to the Pensions Section (Administering Authority) to process my pension benefits. I understand that without this consent the Pensions Section may not be able to process my pension benefits.</p>			
<p>Final 05/03/25</p>			

Good [Morning/Afternoon], everyone, thank you for attending this meeting today.

I wanted to have a brief, informal discussion about some potential challenges our school may be facing which includes, [**detail specific area, e.g., pupil numbers, funding, budget**] and there is a possibility that the school may be facing redundancies in the near future, potentially at the end of the summer term.

I would like to stress that nothing has been confirmed yet, but I felt that it is important to keep everyone informed at the earliest opportunity.

I understand this news might be concerning but I want to assure you that we will do everything we can to minimise the impact on our staff and avoid a compulsory redundancy situation and this could include the consideration of:

1. **Natural Turnover and Resignations:** We will first look at achieving staffing reductions through natural turnover and employee resignations.
2. **Restricting Recruitment:** We may restrict the recruitment of permanent staff to avoid compulsory redundancies.
3. **Reducing Temporary Staff:** We will consider reducing the use of temporary staff without infringing employment rights.
4. **Reduction in Hours:** If agreed with the employee or allowed for in the contract of employment, a reduction in hours may be an option.
5. **Redeployment:** There may be opportunities to move to different roles within the school, offering suitable alternative work.
6. **Flexible Working:** Applications for flexible working will be considered.
7. **Voluntary Redundancy and Early Retirement:** We will invite expressions of interest for voluntary redundancy, early retirement, or early retirement on efficiency grounds.
8. **Cost-Neutral Secondments:** Exploring secondment opportunities that do not incur additional costs.
9. **Career Breaks:** Considering career breaks as an option for employees.

Should anyone wish to make a formal request, for any of the above, it would be considered in line with the needs of the school.

I would like to emphasise that this is just an initial discussion and we will keep you updated as more information becomes available and should redundancies become necessary, we will ensure that the school follows the Redundancy Policy for all school based staff.

I understand that this news may be unsettling and to support you through this period, we are able to offer access to the Local Authority's counselling service and would also urge you to seek support and advice from your trade union representatives.

Please feel free to reach out to me directly if you have any further questions or need support.

Good [morning/afternoon], everyone. Thank you for attending this meeting today.

I want to start by acknowledging that today's topic is a difficult one. We value each of you and the contributions you make to our school and its community. This isn't an easy conversation, but it's important that we address it openly and honestly.

As you may be aware, our school has been facing some significant challenges recently. Despite our best efforts, we've seen a decline in [detail specific area, e.g., pupil numbers, funding, budget]. We've explored various options to navigate these challenges, but unfortunately, we now need to consider potential redundancies.

I want to reassure you that this decision has not been made lightly and we are committed to supporting everyone through this process and will do everything we can to minimise the impact on our staff. This could include consideration of:

- A reduction in hours, which may be able to be considered as an alternative to redundancies.
- Flexible working requests which again may be able to be considered as an alternative to redundancies.
- Expressions of interest for voluntary redundancy, early retirement / early retirement (efficiency).

Should anyone wish to make a formal request, it would be considered in line with the needs of the school

At this stage, no final decisions have been made and proposals are subject to a period of consultation with yourselves and trade union representatives. Therefore, in line with the redundancy policy for all school based staff, I wanted to make you aware that you will be receiving correspondence on [insert date] in relation to the potential redundancy situation within the school, this will be communicated via email.

I understand that this news may be unsettling and to support you through this period, we are able to offer access to the Local Authority's counselling service and would also urge you to seek support and advice from your trade union representatives.

Please feel free to reach out to me directly if you have any further questions or need support.

Private and Confidential

## TO BE ISSUED ON SCHOOLS HEADED PAPER

Dear

### REDUNDANCY PROPOSALS [insert school year]

I am writing to you on behalf of the Staff Disciplinary & Dismissals Committee of the Governing Body of [insert name of school] to outline the current budget situation.

You will see that a budget deficit of £ [insert figure] is projected and the school reserves of £ [insert figure].

The Finance Committee have met and have implemented any possible savings but are unfortunately unable to agree the budget. Therefore, the budget has been submitted to the Staff Disciplinary and Dismissal Committee to resolve and this is the reason for the redundancy proposals.

The proposal by the Staff Disciplinary and Dismissal Committee is that the following post(s) be made redundant from the school establishment.

Description	Number of Posts
Teaching Staff	
Teaching Assistants	
Administration Staff	
Caretaking Staff	
Support Staff (others)	

The number of staff currently employed in each description is:

Description	Number of Posts
Teaching Staff	
Teaching Assistants	
Administration Staff	
Caretaking Staff	
Support Staff (others)	

The Staff Disciplinary and Dismissal Committee has scheduled a consultation meeting with Trade Union Representatives to discuss the proposals as detailed in this letter. The purpose of consultation is to find ways to: avoid or reduce redundancies, reduce the impact of redundancy on affected employees and with an aim to seek agreement on the selection criteria for both teaching and support staff

The consultation meeting will be held on [insert date, time, via Microsoft teams], could we ask that Trade Union Representatives confirm their attendance by [insert date].

The process for any potential redundancy at this school will be conducted in accordance with the Schools Redundancy Policy and in line with the Redundancy Procedure please find enclosed the relevant redundancy consultation paperwork:

- A copy of the Redundancy Policy for all school based staff.
- A copy of the School Development Plan.
- The school's staff tracker.
- The school's finance tracker.
- The proposed Selection Criteria for consultation.
- Minutes of the Finance Committee meeting.
- Minutes of the full Governing Body meeting.
- Minutes of the Staff Disciplinary and Dismissal Committee meeting.

On receipt of redundancy consultation paperwork, the trade unions are required to submit any additional questions they may have 5 days prior to the consultation meeting allowing the school time to prepare and provide any additional information required.

Should it be necessary following consultation to proceed with the redundancy process, employees provisionally selected for redundancy have the right to make representations to the Staff Disciplinary and Dismissals Committee and where necessary, the Appeals Committee. Should this be required, the date for any personal representation meeting will be [insert date] and the date for any appeal will be [insert date].

Please note that providing the date of the personal representation meeting and appeal does not predetermine the outcome of the consultation process or personal representation meeting.

The school is proposing to complete the procedure in order for any redundancies to take effect from 31<sup>st</sup> August [insert year] or possibly sooner in the case of support staff. This will hopefully achieve the budgetary saving necessary and cause minimal disruption to the staff and to the education of our pupils.

Should any employee require an individual consultation meeting please contact myself and arrangements will be made.

Where a redundancy is made, staff under the age of 55 will receive a redundancy payment based on the statutory calculator and actual salary will be applicable. Those staff aged 55 or over who are made redundant will also be entitled to a redundancy payment plus early access to pension and lump sum (non-actuarially reduced) if they are a member of the Teachers' Scheme or Local Government Pension Scheme.

The method for calculating any redundancy payments will be at actual weekly salary based on age and years of service.

I would remind employees that should they wish to express an interest in voluntary redundancy, early retirement, flexible working etc. as detailed in the meeting held on [insert date] and as referred to in sections 3.2 and 9.4 of the Redundancy Policy for all school based staff, please put your request in writing to the Headteacher for consideration.

May I take this opportunity to tell you how sorry Governors and the Headteacher are that this procedure needs to be initiated.

Yours sincerely,

Clerk to Governors

## UNION CONTACT DETAILS

UNION	E-MAIL	NAME
NAHT	<a href="mailto:caswelld5@hwbcymru.net">caswelld5@hwbcymru.net</a>	Donna Caswell
NEU	<a href="mailto:Hayley.steel@neu.org.uk">Hayley.steel@neu.org.uk</a>	Hayley Steel
NEU	<a href="mailto:ian.stewart@neu.org.uk">ian.stewart@neu.org.uk</a>	Ian Stewart
UCAC	<a href="mailto:gareth@ucac.cymru">gareth@ucac.cymru</a>	Gareth Morgan
ASCL	<a href="mailto:Matthew.salmon@ascl.org.uk">Matthew.salmon@ascl.org.uk</a>	Matthew Salmon
NASUWT	<a href="mailto:Secretary.SWANSEA@nasuwt.org.uk">Secretary.SWANSEA@nasuwt.org.uk</a>	Helen Johns
NASUWT	<a href="mailto:a.jones015@btinternet.com">a.jones015@btinternet.com</a>	Andrea Jones
Unison	<a href="mailto:Unison@swansea.gov.uk">Unison@swansea.gov.uk</a>	Unison Office
GMB	<a href="mailto:susan.adams@swansea.gov.uk">susan.adams@swansea.gov.uk</a>	Susan Adams
Unite	<a href="mailto:Jason.Strannigan@swansea.gov.uk">Jason.Strannigan@swansea.gov.uk</a>	Jason Strannigan

**Introduction:**

This document is intended to aid schools with tracking staffing changes, providing information in one document for ease when planning strategically. The suggestion is that this tracker is updated annually at the end of each year, then again to inform any redundancies. If schools are in a redundancy situation, this document must be completed and issued as part of the Redundancy Consultation Paperwork

**Employee role tracker:**

Purpose: To set out the structure of the school staff in place over the last few years combined with some data indicators.

Yellow cells: Previous years including the current year.

Blue Cells: Proposed new structure.

**Employee Changes**

Purpose: Providing information clarifying how changes have occurred in staffing that might have occurred below the headline staffing figures.

Yellow cells: Dynamics in previous years.

Blue Cells: Proposed as measures to limit redundancies



Please use the note feature to add any explanations to accompany the figures shown, particularly in light of impending redundancies. This can help address any queries ahead of time.

Number of staff leaving / temporary staff not renewed	Previous year 21-22	Previous year 22-23	Current 23-24	Proposed 24-25	Additional comment space.
Teaching					
Grounds					
Admin					
TA					
Other					

Number of new staff employed	Previous year 21-22	Previous year 22-23	Current 23-24	Proposed 24-25	
Teaching					
Grounds					
Admin					
TA					
Other					

Flexible working requests	Previous year 21-22	Previous year 22-23	Current 23-24	Proposed 24-25	
Teaching					
Grounds					
Admin					
TA					
Other					

Increase to hours requests	Previous year 21-22	Previous year 22-23	Current 23-24	Proposed 24-25	
Teaching					
Grounds					
Admin					
TA					
Other					

Supply employed	Previous year 21-22	Previous year 22-23	Current 23-24	Proposed 24-25	
Teaching					
Grounds					
Admin					
TA					
Other					

In each category rows can be inserted for additional roles or deleted where no role existed. In addition you can add different categories of staff which your school might have, e.g. cleaners or canteen staff. All roles during the time periods must be included. All changes should be indicated by changing the colour of text to highlight a change has occurred. A note should be added to contextualise this change. Gaps resulting from lost roles or proposed lost roles should have a comment made addressing the adjustments to work being done in the school as result of the lost role/s.

	Previous year 21-22		Previous year 22-23		Current year 23-24		Proposed year 24-25		Space for additional comments
	Roles	Hours	Roles	Hours	Roles	Hours	Roles	Hours	
Teachers	Teacher 1 TLR	1.0	Teacher 1 TLR	1.0	Teacher 1 TLR	1.0	Teacher 1 TLR	1.0	
	Teacher 2 TLR	1.0	Teacher 2 TLR	1.0	Teacher 2 TLR	1.0	Teacher 2 TLR	1.0	
	Teacher 3 TLR	1.0	Teacher 3	1.0	Teacher 3	1.0	Teacher 3	1.0	
	Teacher 4	1.0	Teacher 4	1.0	Teacher 4	0.6	Teacher 4	0.6	
	Teacher 5	1.0	Teacher 5	1.0	Teacher 5	1.0	Teacher 5	1.0	
	Teacher 6	0.8	Teacher 6	0.8	Teacher 6	1.0	Teacher 6	1.0	
	Teacher 7	1.0	Teacher 7	1.0	Teacher 7	1.0	Teacher 7	1.0	
	Teacher 8	1.0	Teacher 8	1.0	Teacher 8	1.0			The collapsing of classes into a shared system of yr 2/3, yr4/5 and yr 5/6 reduces the number of classes needing staff.
	Teacher 9	1.0	Teacher 9	1.0	Teacher 9	1.0			
			Teacher 10	1.0	Teacher 10	1.0	Teacher 10	1.0	
Totals		8.8		9.8		9.6		7.6	
Grounds staff	Caretaker 1	25	Caretaker 1	25	Caretaker 1	20	Caretaker 1	20	
	Caretaker 2	25	Caretaker 2	15	Caretaker 2	10			Caretaker is due to retire
Totals		50		40		30		20	
Administration	Admin Assist 1	47.5	Admin Assist 1	47.5	Admin Assist 1	47.5	Admin Assist 1	47.5	
	Admin Assist 2	45	Admin Assist 2	45	Admin Assist 2	25	Admin Assist 2	25	
			Admin Assist 3	45	Admin Assist 3	45			
Totals		92.5		137.5		117.5		72.5	
Teaching assistants	TA 1	37.5	TA 1	37.5	TA 1	37.5	TA 1	37.5	
	TA 2	37.5	TA 2	37.5	TA 2	37.5	TA 2	37.5	
	TA 3	37.5	TA 3	37.5	TA 3	37.5	TA 3	37.5	
	TA 4	37.5	TA 4	37.5					The support offered in numeracy and literacy for some students was removed.
	TA 5	25	TA 5	25					A student left who had 1 to 1 support and the TA left at the same time.
	TA 6	20	TA 6	20	TA 6	20	TA 6	30	
	TA 7	10	TA 7	10	TA 7	10	TA 7	20	
Totals		205		205		142.5		162.5	
Contextual data									
All ALN numbers	37		48		38		38		
IDP proportion	11		23		23		27		Although our ALN numbers have not increased the needs of those students have noticeably increased over the last 4 years, meaning we have struggled not to replace key staff.
Intimate care required	2		2		2		3		
ESBD Numbers	6		12		13		15		a steadily increasing number here has required additional duties from staff
V&A (HS3) numbers	2		7		9		N/A		

Please use the note feature to add any explanations to accompany the figures shown, particularly in light of impending redundancies. This can help address any queries ahead of time.

Number of staff leaving / temporary staff not renewed	Previous year 21-22	Previous year 22-23	Current 23-24	Proposed 24-25	Additional comment space.
Teaching	2	1	1	1	
Grounds	0	0	0	0	
Admin	0	1	0	0	
TA	2	0	0	0	
Number of new staff employed	Previous year 21-22	Previous year 22-23	Current 23-24	Proposed 24-25	
Teaching	2	1	1	0	
Grounds	0	0	0	0	
Admin	0	1	0	0	
TA	2	0	0	1	
Flexible working requests	Previous year 21-22	Previous year 22-23	Current 23-24	Proposed 24-25	
Teaching	0 made	1 made and granted	3 requests, all denied	0	
Grounds	1 made and granted	2 made and granted	0 made	0	
Admin	0 made	1 made and granted	0 made	0	
TA	4 made, all denied	3 made, all denied	1 made, denied.	0	
Increase to hours requests	Previous year 21-22	Previous year 22-23	Current 23-24	Proposed 24-25	
Teaching	1 made, denied	1 made and granted	0 made	0	
Grounds	0 made	0 made	0 made	0	
Admin	0 made	0 made	0 made	0	
TA	1 made, denied	0 made	2 made, granted	0	
Supply employed	Previous year 21-22	Previous year 22-23	Current 23-24	Proposed 24-25	
Teaching	47.5 days	46 days	208 days	0	
Grounds	0 days	0 days	0 days	0	We had no illness in grounds staff
Admin	0 days	0 days	0 days	0	absence was covered by existing staff including some flexi hours
TA	14 days	28.5 days	22 days	0	

## Skills Questionnaire - Teachers

[insert name of school]

<b>Full Name:</b>	
<b>Employee Pay Number:</b>	
<b>Post Title:</b>	
<b>Questionnaire to be submitted by:</b>	<b>[school to insert date]</b>

### HOW TO COMPLETE THE SKILLS QUESTIONNAIRE

Teachers are required to self-assess their proactive contributions to the School Development Plan (SDP) by:

1. Reviewing each of the actions listed within the questionnaire.
2. Considering their proactive engagement with each of the actions within the questionnaire.
3. Scoring their level of engagement with each of the actions within the questionnaire.
4. Providing evidence to support their examples and scoring decisions.

In addition to the points above please be advised:

1. To seek support and guidance in relation to the completion of this questionnaire, please contact your trade union.
2. That only the information detailed within your responses can be considered by the Staff Disciplinary & Dismissals Committee when scoring your questionnaire and at any personal representation meeting or appeal.

Evidence provided within the questionnaire must be within a five year period, discounting any periods of absence.

### HOW WILL THE SKILLS QUESTIONNAIRE BE SCORED

Definition	Description	Score
<b>High Engagement</b>	The teacher is actively engaged with this action. The teacher consistently looks for opportunities to contribute to school development which resulted in improvement.	<b>3</b>
		<b>2.5</b>
<b>Moderate Engagement</b>	The teacher has participated in this action when prompted and occasionally looks for ways to contribute to school development.	<b>2</b>
		<b>1.5</b>
<b>Low Engagement</b>	The teacher has shown awareness of the SDP targets but have limited involvement in this action.	<b>1</b>
		<b>0.5</b>

## SKILLS QUESTIONNAIRE

*Please answer questions 1 to 6 within the questionnaire below, providing the relevant evidence to support your examples and the score you have given yourself.*

*NB. Evidence should, wherever possible be submitted digitally, for example, by hyperlink*

<b>1</b>	<b>Understand the SDP Goals</b>	<b>Employee's Score</b>
<b>a</b>	Independently familiarised myself with the SDP objectives and priorities	
<b>b</b>	Aligned my personal teaching goals with the SDP	
<b>2</b>	<b>Participate in Professional Development around SDP targets</b>	<b>Employee's Score</b>
<b>a</b>	Independently sought out relevant professional learning	
<b>b</b>	Engaged in collaborative learning with peers	
<b>3</b>	<b>Implement Evidence-Based Practices</b>	<b>Employee's Score</b>
<b>a</b>	Experimented with innovative teaching methods, that align with SDP goals	
<b>b</b>	Regularly evaluate assessment of learner progress to inform my planning.	
<b>4</b>	<b>Contribute to Curriculum Development around SDP targets</b>	<b>Employee's Score</b>
<b>a</b>	Regularly review and contribute curriculum design	
<b>b</b>	Steps taken to implement and share	

<b>5</b>	<b>Engage in Pupil Progress Monitoring around SDP targets</b>	<b>Employee's Score</b>
<b>a</b>	Set clear learning goals for my pupils.	
<b>b</b>	Regularly assess and reflect on pupil progress.	
<b>6</b>	<b>Contribute to School Leadership on SDP targets</b>	<b>Employee's Score</b>
<b>a</b>	Use initiative to monitor and evaluate an aspect of the area that I lead.	
<b>b</b>	Participate in formal discussions about SDP areas with colleagues.	
<b>7</b>	<b>Contribute to School Leadership on SDP targets</b> <b>QUESTION 7 IS NOT FOR COMPLETION AT THIS STAGE</b>	<b>Employee's Score</b>
<b>a</b>	Use initiative to monitor and evaluate an aspect of the area that I lead or contribute to.	
<b>b</b>	Participate in formal discussions about SDP areas with colleagues.	

**DECLARATION**

I hereby acknowledge that the information contained herein is true and accurate and will accordingly be considered as part of the redundancy selection process. PLEASE NOTE: Information on this form will need to be verified. Submitting false information on this form will be deemed a gross misconduct under the Schools Disciplinary Policy.

<b>Full Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

## Written Questionnaire – Support Staff

[insert name of school]

<b>Full Name:</b>	
<b>Employee Pay Number:</b>	
<b>Post Title:</b>	
<b>Questionnaire to be submitted by:</b>	<b>[school to insert date]</b>

### HOW TO COMPLETE THE WRITTEN QUESTIONNAIRE

Support Staff should:

1. Respond to each of the questions as detailed within the questionnaire.
2. Provide examples to support any answers given.
3. Only provide examples within the questionnaire within a five year period, discounting any periods of absence.
4. Seek support and guidance in relation to the completion of this questionnaire from your Trade Union.

Please be advised that only the information detailed within your responses can be considered by the Staff Disciplinary & Dismissals Committee when scoring your questionnaire and at any personal representation meeting or appeal.

### HOW WILL THE WRITTEN QUESTIONNAIRE BE SCORED

Description	Score
Innovative, excellent answer – few candidates would be able to better this performance.	<b>7</b>
Comprehensive answer – covered majority of issues with a number of creative ideas.	<b>6</b>
Good answer – a few innovative and creative ideas	<b>5</b>
Satisfactory answer	<b>4</b>
Adequate answer, some ideas	<b>3</b>
Few ideas, little to offer	<b>2</b>
Did not answer, failed to address the question	<b>1</b>

**WRITTEN QUESTIONNAIRE**

*Please answer questions 1 to 6 within the questionnaire below, providing the relevant evidence to support your examples.*

*NB. Evidence should, wherever possible be submitted digitally, for example, by hyperlink*

<b>1</b>	[INSERT QUESTION]
<b>2</b>	[INSERT QUESTION]
<b>3</b>	[INSERT QUESTION]
<b>4</b>	[INSERT QUESTION]
<b>5</b>	[INSERT QUESTION]
<b>6</b>	[INSERT QUESTION]
<b>7</b>	[INSERT QUESTION]
	<b>QUESTION 7 IS NOT FOR COMPLETION AT THIS STAGE</b>

**DECLARATION**

I hereby acknowledge that the information contained herein is true and accurate and will accordingly be considered as part of the redundancy selection process. Please Note: Information on this form will need to be verified. Submitting false information on this form will be deemed a gross misconduct under the Schools Disciplinary Policy.

<b>Full Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

**PRIVATE & CONFIDENTIAL**

***Letter to be sent on schools headed paper***

Please ask for:  
Gofynnwch am:  
Direct Line:  
Llinell Uniongyrchol:  
E-Mail:  
E-Bost:  
Our Ref:  
Ein Cyf:  
Your Ref:  
Eich Cyf:  
Date:  
Dyddiad:

Dear [insert name],

**Redundancy Consultation Outcome**

Further to the redundancy consultation paperwork issued on [insert date] and the subsequent consultation process in relation the proposal(s) as detailed on the redundancy proposals letter, I would confirm that the Staff Disciplinary & Dismissals Committee have determined that unfortunately there is a requirement to continue with the redundancy process.

As a result, as detailed in your letter dated [insert date] you are required to complete questions 1 to 6 of the skills questionnaire included within the redundancy consultation paperwork. The skills questionnaire was discussed and agreed with Trade Unions during the consultation meeting held on [insert date].

I would confirm that no changes have been made to the skills questionnaire since its issue.

Or [delete as applicable]

I would confirm that changes have been made to the skills questionnaire following consultation. These changes have been highlighted in the updated skills questionnaire, as enclosed.

I would remind you that all skills questionnaires must be returned to the Clerk to Governors and Headteacher by [insert time] on [insert date].

The Staff Disciplinary & Dismissals Committee will then score the skills questionnaires against the scoring criteria as detailed within the questionnaire and all staff will be informed of the outcome by [insert date].

In the meantime, if you require any further information regarding this process, please do not hesitate to contact me.

Yours sincerely,

**Clerk to Governors**

<b>Individual Scoring Sheet - Skills Questionnaire</b>
--

			Employee's Score	Governors Score
<b>Q1 - Understand the SDP Goals</b>	a	Independently familiarised myself with the SDP objectives and priorities		
	b	Aligned my personal teaching goals with the SDP		
<b>Q2 - Participate in Professional Development around SDP targets</b>	a	Independently sought out relevant professional learning		
	b	Engaged in collaborative learning with peers		
<b>Q3 - Implement Evidence-Based Practices</b>	a	Experimented with innovative teaching methods, that align with SDP goals		
	b	Regularly evaluate assessment of learner progress to inform my planning.		
<b>Q4 - Contribute to Curriculum Development around SDP targets</b>	a	Regularly review and contribute curriculum design		
	b	Steps taken to implement and share		
<b>Q5 - Engage in Pupil Progress Monitoring around SDP targets</b>	a	Set clear learning goals for my pupils		
	b	Regularly assess and reflect on pupil progress		
<b>Q6 - Contribute to School Leadership on SDP targets</b>	a	Use initiative to monitor and evaluate an aspect of the area that I lead.		
	b	Participate in formal discussions about SDP areas with colleagues		
<b>Q7 - Contribute to School Leadership on SDP targets</b>	a	Use initiative to monitor and evaluate an aspect of the area that I lead		
	b	Participate in formal discussions about SDP areas with colleagues		
<b>Total Score</b>			0	0

<b>Overall Scoring Sheet - Skills Questionnaire</b>
---

		Employee A	Employee B	Employee C	Employee D
Q1	a b				
Q2	a b				
Q3	a b				
Q4	a b				
Q5	a b				
Q6	a b				
Q7					
Q8	a b				
<b>Total Score</b>		0	0	0	0
<b>Ranking</b>					

**Individual Scoring Sheet - Written Questionnaire**

		<b>Governors Score</b>
Q1		
Q2		
Q3		
Q4		
Q5		
Q6		
Q7		
Q8		
<b>Total Score</b>		0

**Overall Scoring Sheet - Written Questionnaire**

	Employee A	Employee B	Employee C	Employee D
Q1				
Q2				
Q3				
Q4				
Q5				
Q6				
Q7				
Q8				
<b>Total Score</b>	0	0	0	0
<b>Ranking</b>				

**Private and Confidential**

**This letter should be sent on School Headed Paper**

Dear [insert name]

**REDUNDANCY SITUATION**

Further to the recent period of consultation and as a result of the on-going budgetary problems within the school, I would confirm that the Staff Disciplinary & Dismissal Committee of the Governing Body have made the determination that unfortunately your post of [insert post title] will be redundant with effect from [insert date].

The selection criteria adopted was based on the needs of the school through a skills questionnaire for teaching employees and/or written questionnaire for support staff. This was issued to you on [insert dates], was returned on [insert date] and was subsequently scored by the Staff Disciplinary & Dismissal Committee on the [insert date] in line with the scoring criteria as detailed within the questionnaire.

I would advise you that as a result of this determination you have the right to make a personal representation to the Staff Disciplinary & Dismissal Committee. If you wish to exercise this right, you must do so in writing to myself within two working days of receipt of this letter.

As advised in the redundancy proposal letter dated [insert date], should you exercise this right, the Personal Representation meeting will be held on [insert date, time & venue/online]. You have the right to be accompanied at this meeting by a Trade Union representative or fellow worker, although this is for you to arrange.

This meeting will be held in line with **section 16** of the Redundancy Policy for school based staff and you should provide any written submission you wish the Staff Disciplinary & Dismissal Committee to consider as part of the personal representation meeting, no later than 3 working days prior to the meeting.

Following the outcome of any personal representation meeting you will also have the right to appeal against the decision of the Staff Dismissal Committee to the Governing Body Appeals Committee. If you wish to exercise this right, as advised in the redundancy proposal letter dated [insert date], the Appeal will be held on [insert date, time & venue/online]. You have the right to be accompanied at this meeting by a Trade Union representative or fellow worker, although this is for you to arrange.

This meeting will be held in line with **section 17** of the Redundancy Policy for school based staff and you should provide any written submission you wish the Staff Disciplinary & Dismissal Appeals Committee to consider as part of the appeal, no later than 3 working days prior to the meeting.

Please note that providing the date of the appeal does not prejudice the outcome of the personal representation meeting.

Once the stages you wish to pursue have been exhausted and should any appeal not be upheld, the Governing Body will notify the Director of Education who will write to issue you with formal notice of redundancy.

You will also be placed onto the **Authority's redeployment list**, which will enable you to look for suitable alternative employment within the Local Authority.

Finally, on behalf of Governors, can I convey how sorry we are that this course of action has needed to be taken.

Yours sincerely

Clerk to Governors

## Email Template

### For those employees who are not selected for redundancy

Subject of Email **(Teachers)**: Redundancy Process – Skills Questionnaire Outcome

Subject of Email **(Support Staff)**: Redundancy Process – Written Questionnaire Outcome

Good Morning / Afternoon,

Further to the recent period of consultation and as a result of the **on-going budgetary problems** within the school, I would confirm that the Staff Disciplinary & Dismissal Committee of the Governing Body have now scored the **skills questionnaires and/or written questionnaire** and have made the determination that you have **not** been selected for redundancy.

Whilst you have not been provisionally selected for redundancy, I would advise you that the redundancy process is still ongoing, as such confidentiality of the process should be respected by all parties.

Dear [insert name],

### **PERSONAL REPRESENTATION MEETING OUTCOME**

Further to the personal representation meeting held on [insert date] with the Staff Disciplinary and Dismissals Committee, I would confirm it was the decision of the committee to uphold their decision, which was to select you for redundancy. This was based on the results of a full and thorough skills questionnaire and/or written questionnaire [add further detail for decision here as necessary]. Therefore, I would confirm that your last day of service will be [insert date]

I would advise you that following the outcome of your personal representation meeting you have the right of appeal against the determination of the Staff Disciplinary and Dismissal Committee to the Appeals Committee of the Governing Body.

As advised at the meeting you have 2 days from receiving the outcome in which to lodge your appeal, any appeal must be made in writing to myself and as detailed in your letters dated [insert dates]. Should you wish to exercise this right, your appeal hearing will be held on [insert date] at [insert time and venue/online]

Should any appeal not be upheld, the Governing Body will notify the Director of Education who will issue you with your formal notice of redundancy. You will also be placed onto the Authority's redeployment list, which will enable you to look for suitable alternative employment within the Local Authority.

Should you require any further information please contact me on the details above.

Yours sincerely,