



## **Introduction**

- 1.1. Windsor Academy Trust (WAT) regards its employees as its most valuable asset and aims to provide a stable work environment and security of employment for all staff.
- 1.2. Each academy must, however, be able to respond to the need for organisational development and change. In order to minimise the impact of such events and wherever possible avoid redundancies, the procedures within this policy will be followed.
- 1.3. It is the Headteacher's responsibility, in consultation with the Local Advisory Board (LAB) to define the service that is to be provided within their academy and to formulate the most appropriate staffing structure to deliver that service within the usual constraints such as budgets.
- 1.4. This policy applies to all employees of WAT and establishes a process which provides for the fair and consistent treatment of staff in the event of a restructure or redundancy situation arising. Where an employee has enhanced redundancy payment terms under TUPE on or after 1 September 2018, the enhanced terms will continue to apply.
- 1.5. For the purposes of this policy, redundancy refers to a 'ceasing or diminishing need for work of a particular kind, or the ceasing or diminishing of work in a particular location(s).
- 1.6. For the purposes of this policy, restructuring can be defined as any change to the staffing structure. A restructure may or may not lead to a redundancy situation.

## **Definitions**

- 2.1. Headteacher refers to all or any of the Headteachers, Head of Schools or Executive Headteacher at all or any of the academies.
- 2.2. Academies refers to each or all the schools within WAT.
- 2.3. Selection panel will consist of at least two members of the senior leadership team.

## **Procedure**

### **3.1. Avoiding compulsory redundancy**

WAT will make every effort to avoid compulsory redundancies when facing the need to reduce staffing or change staffing structure. WAT will implement relevant, appropriate and practical measures to try and minimise the impact on staff which may include:

- α Achieving a reduction through natural staff turnover and restrictions in recruitment α
- Restricting the use of agency staff

- α Considering voluntary redeployment of staff into other suitable posts. Where practical, consideration will be given to retrain employees where employment opportunities elsewhere within WAT can be foreseen
- α Explore the opportunities for voluntary reductions in hours from employees α Consideration of voluntary redundancy if appropriate

### 3.2. Identification of need for a restructure/redundancy

If after considering the various strategies for avoiding redundancy, the Headteacher and LAB believe that a restructure is necessary, they will refer the matter to the GMC/PA

The Headteacher will consider any representations made during consultation and will respond to them after consultation ends. If there is a rejection of any representations, the reasons will be given in writing.

Where there is a proposal to dismiss between 20-99 employees for reasons of redundancy, there will be a 30 calendar day consultation period. Where the proposal is for less than 20 employees to be dismissed, a consultation period will be set that enables meaningful consultation to take place. Wherever possible, this will be at least a minimum of 10 calendar days.

### **3.4. Voluntary Redundancies**

At the discretion of the Headteacher, invitations to volunteer for redundancy will be offered to employees in all areas affected by the proposals where appropriate. The Headteacher will also consider whether employees in other departments that are not directly affected may



6.2. An employee who has at least two years' continuous service qualifies for a statutory redundancy payment. Under the Redundancy Payment (Local Government) (Modification) Order 1999 continuous employment with any other local authority or other specified employer is treated as continuous employment with one employer in the calculation of a redundancy payment.

6.3. In line with the statutory provision, the numbers of weeks' pay on which the payment is based are as follows, up to a maximum of 20 years' service:

α0.5 week's pay for each fullZ

**Appendix A Example redundancy timetable**

		<b>Actions required</b>	<b>Last date to be actioned</b>
Preparation & Planning	1	Headteacher to consult with CEO and Head of HR on proposals to restructure and/or make compulsory redundancies. CEO to give approval to consult with staff and trade unions.	
	2	Invite trade unions to formal consultation (provide info as per Section 3.3).	
	3	Invite affected staff to formal consultation meeting.	
Consultation <i>(No less than 30 calendar days if propose more than 20)</i>	4	Meeting with trade unions followed by meeting with staff to consult on the proposal to reduce staffing numbers.	
	5	Individual consultation meetings with affected staff (where requested).	
	6	Comments on proposals and selection criteria to have been received. Headteacher to consider and provide feedback.	
	7	Any agreed adjustments to be made to the staffing proposal/selection criteria in light of comments received during the consultation process.	
Voluntary solutions	8	Inform staff of the outcome of consultation and provide deadline for volunteers to submit requests. <i>(If sufficient volunteers come forward or alternatives to redundancy identified the process is ended here)</i>	
Selection for compulsory redundancy	9	Confirmation of the selection criteria if required provided.	
	10	If applicable - staff invited to complete pro forma.	
	11	Completed pro formas to have been received by Head of HR in sealed envelope.  Head of HR to anonymise forms prior to review by selection panel	

Termination of employment and redeployment	14	Hold meeting with employee and allow for representations to be made (employee may choose not to attend)	
	15	Confirm outcome in writing to employee, (issue notice and provide right of appeal if decide to	



