



# **Restructure and Redundancy Policy**

**Reviewed – February 2020**  
**Staff Consultation – w/c 16/5/16**  
**Date of adoption 24/5/16**

## 1. Introduction

- 101 The Governing Body recognise the importance of effective planning of both its ongoing financial commitments, as well as the development of its staffing levels, to ensure existing and future needs of the School can deliver our prime statutory duty, as set out in paragraph 21 (2) of the Education Act 2002 to:
- “...conduct the school with a view to promoting high standards of educational achievement at the school”
- 102 The Governing Body recognise that to ensure effective planning of school resources to meet this duty, there is a need to have appropriate policies and procedures in place. This will ensure that staffing structure change, when required, are undertaken within a set of agreed principles and through a process that is known and understood by all employees and their Trade Union / Professional Association representatives.
- 103 This policy and accompanying restructure and redundancy procedure have been developed for employees of the school who, in accordance with the Employment Rights Act 1996 and the Employment Act 2002, work under a contract of employment with Woodlawn School Governing Body. They set out the approach of the Governing Body to providing a transparent method for avoiding or at least minimising, the requirement for staff displacement when changes to school staffing levels are required.
- 104 When considering such change, a primary responsibility of the Governing Body is to ensure the delivery of the school curriculum and developing staffing levels/structures that are appropriate to meet this need. Reference should be made to the School Improvement Plan and Self Evaluation in delivering change in these circumstances.
- 105 The Governing Body recognise that there are multiple internal and external drivers for change and the impact they will have will vary for example culture change, strategies for continuous improvement, service efficiency, succession planning. A clear rationale is essential to help facilitate the understanding of the necessity for staffing changes.
- 106 Whilst each change situation is unique there are a number of common themes to managing this process such as restructuring, downsizing, de-layering etc.
- 107 In implementing change within the staffing establishment account should be taken of the need to retain teaching and support staff with appropriate skills, experience, knowledge and qualifications deemed necessary to support the current and anticipated future requirements of the School.
- 108 Governors are supportive of the fostering of good employee relations within School and note that all appropriate Trade Union/Professional Associations have been consulted on this policy, which has been compiled in accordance with appropriate statutory legislation as well as advice from ACAS .

## 2. Principles

- 201 The implementation of this policy, which has been adopted by the Governing Body, will be carried out using a fair and transparent process as contained within the accompanying restructure and redundancy procedure. Governors are therefore committed to ensuring the following principles are taken into consideration in decisions made under this policy
- 202 ensure that appropriate support from the School Link HR Business Partner is sought prior to implementing this policy and accompanying procedure
- 203 ensure an effective strategy for long term planning of staffing levels tailored to the School Improvement Plan and school self evaluation. This will allow for the avoidance of short-term solutions that are inconsistent to the longer-term needs of the school, promoting greater job security
- 204 ensure the restructure and redundancy procedure attached to this policy is followed to cover situations where managing change may result in a staffing restructure, inclusive of staff displacement
- 205 ensure a commitment to meaningful information sharing and consultation with employees and recognised Trade Union/Professional Associations on any proposed restructure plans and, where applicable, alternatives to compulsory redundancies
- 206 ensure scrupulous attention to detail, careful documentation and transparency, as well as being sensitive of the needs of employees at risk of redundancy, at each and every stage of the change process.
- 207 ensure that where staff displacement is required the selection criteria have been agreed following consultation and applied in a fair and transparent manner.
- 208 ensure support in seeking alternative employment is put in place for employees selected for compulsory redundancy, following the redeployment protocols contained within the accompanying procedure.
- 209 ensure that employees selected for compulsory redundancy are made aware of their right to be represented by a work colleague or Trade Union/Professional Association representative at any subsequent Hearing or Appeal.
- 210 ensure meetings with employees at risk of displacement are conducted in a manner that enables individuals to explain their views.
- 211 ensure the provision of appropriate and reasonable support to both those employees who are displaced from school and those who remain, during times of change
- 212 ensure that where employees are displaced they are provided with appropriate notice as determined by their terms & conditions of employment
- 213 ensure that displaced employees have the right of Appeal against any selection for compulsory redundancy with a panel of governors who have no

prior detailed knowledge or have a pecuniary or prejudicial interest in the outcome.

- 214 ensure an appropriate compensation package for displaced employees is put in place.
- 215 ensure that no governor who may have a pecuniary or prejudicial interest in the outcome of decisions relating to the application of this policy and accompanying procedure should attend meetings of the Governing Body when dealing with such matters.
- 216 ensure the application of additional selection criteria are applied fairly and consistently and they do not discriminate on grounds of gender, gender identity or reassignment, marital status, full/part time/fixed term employment status, sexual orientation, race, language, ethnic or national origins, faith/religion/belief, disability, age, Trade Union/Professional Association membership or activity, together with any political view or affiliation.
- 217 ensure as part of planning and preparation of managing change that an equality impact assessment is undertaken regarding the potential bearing on stakeholders affected by the proposals.
- 218 ensure any party involved in managing change will maintain confidentiality at all times during its implementation and ensure any details of procedures and records are kept confidential.
- 219 ensure any offers made to displaced employees of voluntary/compulsory redundancy are to be considered conditional offers that may be rescinded where there is no longer a requirement for this displacement.