

REDUNDANCY POLICY

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REVIEW

Last reviewed: September 2019
To be reviewed: Every 3 years, or as the need arises.

Policies may be subject to review and revision at any time, notwithstanding that the next review date has not been reached. Review dates are for guidance only; all policies will remain in force until a review has taken place and been formally approved by the Trust.

1. GENERAL PRINCIPLES

- 1.1 The Trustees of the Girls' Learning Trust ('Trust') aim to provide a stable work environment for all employees. However, there may be circumstances which make it necessary to seek changes in the staffing structure and/or reductions in staffing levels, either across the Trust, in a school or in particular areas of expertise, leading to subsequent redundancies.
- 1.2 This policy will apply in situations where redundancies are envisaged. However, it must be recognised that, where the needs of the Trust or school dictate, the procedures may be adapted to particular circumstances.
- 1.3 This policy aims to:
 - 1.3.1 Ensure fairness and equity is applied at all stages;
 - 1.3.2 Maintain relationships through a comprehensive consultation process;
 - 1.3.3 Avoid compulsory redundancies; and
 - 1.3.4 Avoid affecting future employment prospects of employees nominated for redundancy.
- 1.4 This policy does not form part of an employee's contract of employment and may be amended from time-to-time.

2. SCOPE & PURPOSE OF THE POLICY

- 2.1 The Trust, as employer, will consider redundancies where (i) there is a closure of one of the schools in the Trust; or (2) the requirements for employees to carry out work of a particular kind (including work of a particular kind at the location where the employee is normally based) has ceased or diminished or is expected to cease or diminish.
- 2.2 Reasons for considering redundancies may include (but not be limited to):
 - 2.2.1 Change in budgetary and / or financial circumstances;
 - 2.2.2 Change in the school's requirements for certain curriculum subjects, activities and / or skills; and
 - 2.2.3 Reorganisation of management or departmental structures.
- 2.3 Whenever a reduction in employee numbers becomes necessary, the Trust will:
 - 2.3.1 Communicate clearly with all affected employees and ensure they are treated fairly;
 - 2.3.2 Look at ways to avoid compulsory redundancies;
 - 2.3.3 Ensure that any selection for compulsory redundancy is undertaken fairly, reasonably and without discrimination.

3. WHO IS COVERED BY THIS POLICY?

- 3.1 In any situation where an employee is made redundant, to be eligible for a redundancy payment an employee must fulfil the following:
 - 3.1.1 Be dismissed by reason of redundancy;

3.1.2 Have at least two years' continuous service; and

3.1.3 Be directly employed by the Trust.

4. AVOIDING COMPULSORY REDUNDANCIES

4.1 Where the possibility of a reduction in the size of the workforce arises or the particular staffing needs of the Trust and/or school change, the Trustees will take all reasonable steps to avoid compulsory redundancy. Steps could include (but not be limited to):

4.1.1 Reviewing the use of agency staff, self-employed contractors and consultants;

4.1.2 Restricting recruitment for affected categories of employee, or within areas into which affected employees may be redeployed, other than where this is essential to the efficient functioning of the Trust or school;

4.1.3 Identifying suitable alternative work that might be offered to potentially redundant employees, and considering redeployment and / or retraining of appropriate employees, if the skills required for the alternative position are similar, and there is a realistic and cost-effective possibility of addressing the skills gap to meet the required level within a reasonable timeframe;

4.1.4 Inviting applications for early retirement or voluntary redundancy (noting that: at all times, the acceptance of a volunteer for early retirement or voluntary redundancy will be a matter of discretion and the Trust reserves the right to refuse an application.)

4.1.5 Reducing overtime to that needed to meet contractual commitments;

4.1.6 Considering the introduction of job-sharing or other flexible working arrangements, where practicable.

5. PROCEDURES FOR MAKING COMPULSORY REDUNDANCIES

5.1 When it is not possible to avoid making compulsory redundancies, the Trust will advise all affected employees and, where appropriate, recognised trade unions or employee representatives that compulsory redundancies cannot be avoided.

5.2 Where appropriate, the Trust will consult recognised trade unions and/or employee representatives on the procedure that will then be followed and the criteria that will be applied.

5.3 In carrying out any redundancy exercise the Trust will not discriminate directly or indirectly on grounds of gender, sexual orientation, marital or civil partner status, being pregnant or on maternity/paternity leave, gender reassignment, race (inc colour, nationality, ethnic or national origin), religion or belief, disability or age. Part-time employees and those working under fixed-term contracts will not be treated differently to permanent, full-time comparators.

5.4 The criteria used to select those employees who will potentially be made redundant will be objective, transparent and fair and based on the skills required to meet existing and anticipated needs.

5.5. The Trust will consult individually with those employees who have been provisionally selected for redundancy. The length of the consultation process, including the number of consultation meetings, will be decided on a case by case basis unless statutory collective redundancy

procedures are applicable in which case the periods of consultation required by law will be applied. Employees may be accompanied to individual consultation meetings by a work place colleague or a Trade Union Representative.

- 5.6 Where selection for redundancy is confirmed, employees selected for redundancy will be given notice of termination of employment in accordance with their contracts and written confirmation of the payments that they will receive.
- 5.7 The Trust will continue to look for alternative employment for redundant employees and inform them of any vacancies that become available until their termination dates. The manner in which redundant employees will be invited to apply for and be interviewed for vacancies will be organised depending on the circumstances existing at the time. Alternative employment may be offered subject to a trial period where appropriate.
- 5.8 Where the Trust is unable to offer alternative employment employees will be given reasonable assistance to look for work with other employers. Employees under notice of redundancy may be entitled to take a reasonable amount of paid time off work to look for alternative employment or to arrange training for future employment.
- 5.9 Any employee given notice of redundancy will have the opportunity to appeal. Such appeal should be made in writing and sent to the Chief Executive Officer within 5 working days of the notice of redundancy being given to the employee. Further details will then be provided on the appeal process to be followed.

6 RESPONSIBILITY

- 6.1 The Trust (via the HR Committee) will delegate responsibility for carrying out a redundancy process to one or more of the Chief Executive Officer, Director of Finance & Operations and the Headteacher of the applicable school. Other members of senior management may also be involved as appropriate.

7. STATUTORY REDUNDANCY PAY

- 7.1 Members of staff who have 2 or more years' continuous service at the date of dismissal on grounds of redundancy will be eligible for Statutory Redundancy Pay.