



Redundancy Policy

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1.0 Introduction

We recognise that there may be circumstances when staffing requirements change and compulsory redundancies cannot be avoided.

Where compulsory redundancy is likely, we will handle the redundancy exercise in a fair, consistent and sympathetic manner.

In following the redundancy procedure set out in this policy, we will not discriminate directly or indirectly on grounds of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Part-time workers and fixed-term employees will not be treated less favourably than full-time or permanent comparators.

The aim of this policy is to outline the procedures that will usually be followed in cases of redundancy, ensuring compliance with employment law

This policy applies to all employees who are affected by a potential redundancy situation. It does not apply to workers, agency workers, consultants or contractors.

This policy does not form part of an employee's contract of employment and we reserve the right to amend or replace this policy at any time.

2.0 Consultation

Where compulsory redundancies are necessary affected employees will be notified. We will discuss with them the redundancy procedures to be followed and the selection criteria to be applied.

3.0 Selection

Selection of those employees potentially at risk of redundancy will be undertaken using objective selection criteria, which will be consistently applied, and based on the skills required to meet the Schools existing and foreseeable business needs.

A record will be kept of the selection process and results.

We will consult individually with you if, after the application of the selection criteria, you have been provisionally selected for redundancy. You can attend this meeting with a work colleague or trade union representative

4.0 Notice of Redundancy

If you are selected for redundancy, you will be given notice of termination of employment in accordance with your contractual notice and subject to minimum statutory requirements.

We, at our absolute discretion, may make payment in lieu of notice for all or part of the notice period.

5.0 Redundancy Payment

Any employee whose employment is terminated by reason of redundancy and has at least two years' continuous service is entitled to a statutory redundancy payment, calculated according to age, weekly pay and number of years of continuous service.

6.0 Appeal

If you receive notice that your position is to be made redundant, you have the right to appeal against the decision within 7 days of the date of the outcome letter. Your appeal should be sent by letter or email to the Clerk to the Governors setting out your grounds of appeal.

7.0 Alternative Employment

We will seek to find suitable alternative employment for employees whose positions have been selected for redundancy.

If you refuse the offer of alternative employment, you must do so in writing, setting out your reasons. Unreasonable refusal of an offer of a suitable alternative job may lead to the loss of your right to a redundancy payment.

Alternative employment may be offered on a trial period.