



Redundancy and Restructuring Policy

for ACT and the following Academies:

Holy Family Catholic Primary School
Our Lady of Lourdes Catholic Primary School
Our Lady of Ransom Catholic Primary School
Sacred Heart Catholic Primary School
St George's Catholic Primary School
St Helen's Catholic Primary School
St Joseph's Catholic Primary School
St Teresa's Catholic Primary School
St Thomas More High School
Assisi Catholic Trust

Assisi Catholic Trust Mission Statement

Our mission is to inspire the children in our care and that our schools place Christ and the teaching of the Catholic Church at the centre of all we do. We believe that every child has a right to educational excellence and we will strive together in partnership to ensure this happens.

Motto

'Start doing what is necessary, then do what's possible and suddenly you are doing the impossible'

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed several key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This policy has been approved and adopted by Assisi Catholic Trust in July 2025 and will be reviewed biennially in July 2027 by the Resources Committee.

1. Introduction

This document sets out Assisi Catholic Trust's policy on handling potential redundancy situations. This policy does not form part of an employee's terms and conditions and may be subject to change.

This procedure sets out the process that will be followed where:

- There is a need to amend the staffing structure
- There is a need to reduce staffing
- The academy is closed
- A redundancy situation arises at the academy

1.1 Policy Statement

Our overriding aim is to avoid compulsory redundancies wherever possible, and to manage the school in a way that ensures secure employment for our employees. However, it is recognised that from time-to-time changes (for example, a fall in pupil roll and cuts to funding) may necessitate the need to consider redundancies. Each Academy and the Trust has a duty to continuously review staffing needs and costs to ensure pupils receive an enriched education, while anticipating the need for any changes in staffing by careful forward planning.

The purpose of this policy is to provide a consistent and fair procedure for handling redundancies. This policy provides information on how staffing restructures can avoid redundancies and, if they are unavoidable, how the school can manage redundancies effectively.

Where we are unable to avoid reducing employee numbers, we will try to minimise the effect of redundancies through the steps set out in this policy. This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Freedom of Information Act 2000
- The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
- Equality Act 2010
- Employment Rights Act 1996

This policy operates in conjunction with the following Trust and/or school policies:

- Data Protection Policy
- Records Management Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy

The purpose of this policy is to have a framework in place that sets out what we will do whenever the reduction in employee numbers or roles may become necessary. In particular each Local Governing Committee will:

- Keep its staffing structure under regular review and plan effectively for future needs;
- Implement measures aimed at avoiding redundancy wherever possible;
- Ensure that effective communication and consultation takes place with employees and professional associations/trade unions where reorganisation / redundancy situations do arise;
- Provide support and retraining opportunities wherever possible, for affected staff;
- Ensure that 'at risk' staff have priority for any appropriate vacancies within the academy;
- Support staff in their attempts at obtaining suitable alternative employment beyond the academy.

1.2 Definitions

Workforce change can arise from a number of reasons, including, but not limited to:

- School requirements.
- Diminishing resources.
- School operational changes.
- Legislation or school practice changes.

The term 'workforce change' is defined as:

- Where staffing numbers will be reduced.
- Where hours of work will be reduced.
- Restructuring and reallocating staff in different parts of the school.

Compulsory redundancies will be avoided by the school wherever possible. To assist this, workforce planning, budget analysis and strategic forward planning will be carried out. If redundancies are required, they will be planned in advance as this is essential to maximise openings to retrain and redistribute staff. Applications for voluntary redundancy, flexible working and other voluntary options will be considered during the process.

Where the school is embarking upon a workforce change procedure, which may or may not result in the need to make staffing reductions, HR advice will be sought before beginning this process.

Definition of redundancy

An employee who is dismissed shall be taken to be dismissed by reason of redundancy if the dismissal is wholly or mainly attributable:

- To the fact that his employer has ceased or intends to cease to carry on the business for the purposes of which the employee was employed, or to carry on that business in the place where the employee was so employed; or
- The fact that the requirements of that business for employees to carry out work of a particular kind, or for employees to carry out work of a particular kind in the place where the employee was employed by the employer, have ceased or diminished or are expected to cease or diminish.

2. Scope

The procedure is applicable to all categories of staff where a re-organisation, closure or redundancy situation occurs. A modified version of this procedure may be followed in respect of fixed term temporary posts.

3. Roles and Responsibilities

3.1 It is the responsibility of the Local Governing Committee to:

- Ensure that this process is carried out fairly and consistently.
- Ensure that any managers involved in redundancy and restructuring procedures have the appropriate training and skills to do so.
- Be committed to the principle of avoiding or minimising compulsory redundancies wherever feasible and ensure that alternative methods such as redeployment are used to manage reductions during the course of re-organisations.
- Identify potential over-staffing situations during regular reviews of budget-setting and budget delivery.
- Commence the redundancy process.

3.2 It is the responsibility of the headteacher to:

- advise the Trust Board via the CAO and their Local Governing Committee on staffing structures which seek to avoid redundancy situations;

- Communicating this policy to all the relevant staff members and the wider school community.
- Providing the relevant information to HR and CFO regarding departing staff members.
- implement re-organisation/redundancy procedures fairly
- make fair initial dismissal decisions.
- Organising and conducting exit interviews with departing staff.
- Making arrangements to handle any issues raised during the exit interview.
- Upholding confidentiality and not sharing information with staff members unnecessarily.

3.3 The HR manager is responsible for:

- Supporting the Headteacher and advising on the implementation of the policy and the business case, liaising with external HR and legal advice as necessary.
- Supporting or arranging for support at meetings and drafting letters for meetings during the process.
- Arranging a leavers letter, which specifies essential information relating to the departing staff member's exit, e.g. their last day of work and any holiday entitlements.
- Where necessary, informing payroll and pensions of the departing staff member.
- Ensuring business continuity within the school in liaison with the Headteacher and administrative staff at the school to ensure for instance, removing the individual from the website, delegating their duties until a replacement is found, and organising a handover period between the departing staff member and the replacement etc.
- Assessing, in liaison with the DPO, what information the school may need to retain regarding the individual and ensuring they are informed of this, in accordance with the Data Protection Policy and the Records Management Policy.
- Ensuring the ICT technician terminates the departing staff member's accounts at the school.
- Ensuring the site manager obtains means of access to the school premises, e.g. keys from the departing staff member, and any other school-owned equipment that is in the departing staff member's possession.

3.4 The SLT are responsible for providing information in relation to workforce planning and resources to the Headteacher/LGC as required.

3.5 The departing staff member is responsible for:

- Following any defined exit procedures, as outlined in their employment contract.
- Continuing to work to the expected standards for the duration of their notice period, as defined by their employment contract.
- Reviewing any files on their school computer system that they may require prior to the account being deleted.
- Ensuring they return school equipment in the same condition they received it.
- Keeping relevant information about the school confidential.

3.6 It is the responsibility of all staff to:

- co-operate with re-organisation procedures and redundancy avoidance strategies;
- implement strategies to mitigate individual loss e.g. actively seek alternative employment.

4. The Procedure

The potential stages are summarised at Appendix B.

4.1 Declaration of a redundancy

Where initial strategies to avoid a redundancy situation have been unsuccessful, the Local Governing Committee (or a relevant Committee) will meet to formally declare a potential redundancy situation.

Where a re-organisation is proposed, the Local Governing Committee may declare a redundancy situation at an early stage as a precautionary measure, even though the exact potential for redundancy may not yet be fully known.

4.2 Timescales

In order to allow for meaningful consultation and notice periods, and where possible, the procedures will often commence many months before the date that any redundancy or new structure are to take effect.

4.3 Consultation

Preparing workforce change proposals and starting consultation

The headteacher will draw up a written business case for workforce changes, which includes detailed information on the proposals for consultation such as:

- A draft business rationale, project plan, and timeline for executing the changes.
- An equality impact assessment.
- Draft proposals for the procedure which include:
 - The justification for the changes.
 - Full organisational structure.
A brief outline of the proposed job profiles.
 - Any other supporting documentation including appropriate budgetary information and up-to-date job descriptions.

The following information should also be prepared:

- The existing workforce structure, including funded vacancies
- A document highlighting the key differences in structure and staffing
- A list of employees potentially affected including temporary, fixed-term, secondments, maternity leave, long-term sick leave etc.
- A list of trade unions to be consulted
- Equality impact information
- Any selection criteria that will be used in the process

The headteacher and governor will prepare the information listed above along with all relevant documents and appoint key liaison officers.

4.3.1 With staff

The Headteacher will discuss potential redundancy situations with staff at the earliest opportunity.

In the case of re-organisation, the scope and period of consultation will depend on the extent of the proposed changes. Where a significant change is proposed, an implementation plan will normally be produced as part of the consultation process, to explain exactly how the process will be managed and its effect on staff.

Staff are encouraged to engage in meaningful discussion and to make suggestions about the new structure, how it might be implemented and measures which might be taken to avoid any redundancies. Details of discussions will be recorded.

4.3.2 With the Trade Unions/Professional Associations

When the Local Governing Committee (or relevant Committee) determine a re-organisation and/or declare a formal redundancy situation, it will undertake, in conjunction with the Trust Board where appropriate, consultations with the relevant recognised professional associations/trade unions with a view to reaching agreement.

Where an Academy Trust proposes to make 20 or more employees redundant in a 90-day period, in accordance with statute the trust will issue a Section 188 notice, disclosing in writing information relevant to the potential redundancy. Formal responses should be received within 2 working weeks. In the case of a re-organisation, this will include formal consultation on changes to the staffing structure and on the implementation plan where applicable.

Staff should of course seek advice from their professional associations/trade union as and when they consider it appropriate.

4.3.3 Meaningful consultation will continue throughout the formal procedure

The Governing Board and Headteacher will consider any representations made by staff and/or the professional associations/trade unions. Replies will be made to those representations in writing and, if any are rejected, the reasons will be stated.

4.4 Redundancy Avoidance

The Local Governing Committee will require the Headteacher to instigate compulsory redundancy avoidance measures including:

- a) not filling vacant posts externally (where appropriate)
- b) slotting into appropriate posts within the academy;*
- c) ring fenced selection for posts within the academy;*
- d) searching for suitable alternative posts;*/**
- e) exploring other options with employees and their representatives e.g. changes to hours, change to part-time work;
- f) seeking volunteers for redundancy;***
- g) seeking volunteers for flexible retirement;****

In the case of re-structuring/re-organisation, these measures will form part of the overall consultation document. These measures will continue throughout the entire procedure.

*With salary protection where applicable and in accordance with the Academy's Pay Policy and the Teachers' Pay & Conditions Document;

**The Academy will make every effort to identify suitable alternative employment for at risk staff. An employee who refuses an offer of suitable alternative employment may not be entitled to a redundancy payment.

***Voluntary redundancy will not be considered until or unless all other means have proved unsuccessful. Applications for voluntary redundancy will only be accepted in accordance with current Local Governing Committee policy and where this would not be detrimental to the needs of the academy. Where there are more volunteers than needed, the selection criteria will be applied (see 4.5 of this Procedure and Appendix A).

****Employees are free to pursue flexible retirement options. Some options require the employers' approval. Approval will not normally be withheld where there is no cost to the Employer/Authority.

4.5 Salary Protection

Where an employee who is at risk of redundancy is appointed to a post at a lower salary, or is appointed to a post at a lower salary as a result of a re-structuring, their salary will be protected:

Either:

In accordance with the terms of Teachers' Pay & Conditions Document where these terms apply to their contract;

Or

In accordance with this procedure, at a maximum of one grade above their new salary for a maximum of 18 months, after which time the employee will revert to the new substantive salary for the post.

4.6 Trial Periods

Staff who are successfully redeployed after having been given notice of dismissal, will be entitled to a four-week trial period, where the terms and conditions of the new post are significantly different from those of the existing post.

4.7 Selection Procedures

4.7.1 Selection in a re-organisation

In the case of a re-organisation, staff will normally be slotted and/or interviewed for available posts. The method of appointment to available posts will be outlined in the consultation document where appropriate.

In these cases, any redundancies will usually be identified through non-appointment to available posts.

4.7.2 Selection for redundancy

In other redundancy situations, if the strategies adopted in 4.4 above (or any other strategies that may have arisen as a result of consultation) do not resolve the situation, the Headteacher will determine and apply the selection criteria as set out in Appendix A.

Staff and unions will be consulted on the Selection Criteria and the method by which they will be applied.

4.7.3 Notification

Once an individual has been identified as redundant, s/he will be notified verbally by the Headteacher. The Headteacher will also write to the individual setting out the detail of how the decision was reached and inviting the employee to a meeting to discuss this.

4.7.4 The Meeting

- The employee will be given at least 7 working days' notice of this meeting and provided with papers relevant to the case at least 5 working days before.
- The employee must make every effort to attend this meeting.
- The employee has the right to be accompanied by a trade union representative, an official employed by a trade union or work colleague. Trade union representatives who are not employed officials must have been certified by their union as being competent to accompany an employee. The manager may be advised by an HR Advisor.
- One postponement may be allowed where the employee's chosen representative is unavailable on the proposed date. In this case an alternative date, within 5 working days of the original date, should be proposed by the employee and/or his representative.
- The employee must submit any papers they wish to be considered and the name of their representative to the Headteacher at least 3 working days before the meeting.
- At the meeting the Headteacher, who may be accompanied by an HR Adviser, will set out their reasons for selecting the employee and listen to their representations.
- After the meeting the Headteacher will write to the employee to inform him/her of the outcome and their right of appeal
- Following this meeting, where the decision is to dismiss on the grounds of redundancy, the Governing Board will issue notice to issue notice, to the individual, in accordance with the appropriate conditions of service and statutory requirements.

4.7.5 The Appeal

- If the employee wishes to appeal, s/he must inform the Chair of Governors in writing, including the grounds of the appeal, within 5 working days of receipt of the written outcome of the meeting.

- If the employee does so, the employee will be invited to a meeting of the Governing Board Dismissal Appeals Committee. The employee will be given at least 5 working days' notice of this meeting.
- The Headteacher will supply the employee with papers relevant to the appeal at least 3 working days before the appeal meeting.
- The employee must take all reasonable steps to attend this appeal meeting and has the right to be accompanied as above.
- The employee must supply the Headteacher and the Governing Board Dismissal Appeals Committee with copies of any papers they wish to be considered, and the name and status of their representative, at least 3 working days before the meeting.
- The Dismissal Appeals Committee will hear evidence from the Headteacher and the employee (and their representative).
- The Dismissal Appeal Committee may be advised by an HR adviser.
- The Dismissal Appeal Committee will inform the employee in writing of the final decision within 3 working days of the appeal meeting.

4.7.6 Redundancy avoidance possibilities will continue to be sought throughout the period of notice.

4.8 Redundancy Payments

Employees with more than 2 years continuous service may be eligible for redundancy payments. A ready reckoner for calculating statutory redundancy payments is at Appendix C.

- For each complete year of service up a maximum of 20, eligible employees are entitled to:
- for each complete year of service under age 22 – half a week's pay
- for each complete year of service age 22-40 – one week's pay
- for each complete year of service age 41 and over – one and a half weeks' pay

Where employees with more than one contract are made redundant from only one post, service for redundancy purposes will relate to the redundant post only.

Employees will not normally be entitled to a redundancy payment if they secure alternative employment, with an employer covered by the Local Government Modifications Order, to commence within 4 weeks of the date of redundancy. Where an offer of alternative employment is made, the start date of this employment should not be artificially delayed to facilitate the 4-week break. Where this does occur, employees will not normally be entitled to a redundancy payment.

Employees who are redundant may also be entitled to release of their pension in accordance with pension scheme rules/local policies.

4.9 Support for Employees

The Academy will provide reasonable support for employees at risk of redundancy, e.g.:

- reasonable time off to attend interviews and training and development;
- support with writing applications;
- exploration of re-training opportunities;
- notification of internal vacancies and specific provision of information about other vacancies within the LA where possible.

5. Data Protection

A written record of all meetings conducted under this procedure will be made, either by the person holding the meeting or by an alternative person arranged by the academy to take notes.

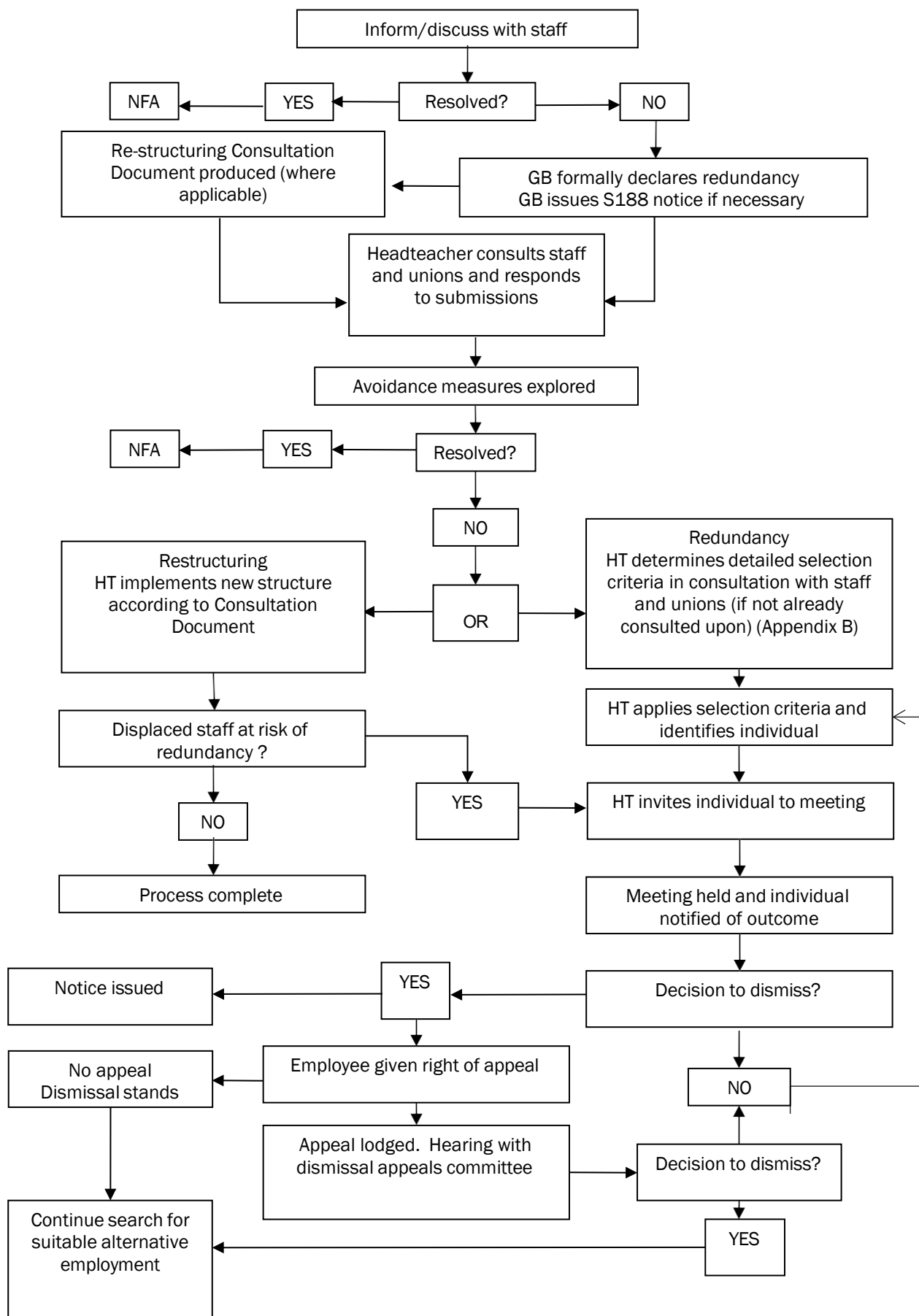
The academy processes any personal data collected during the redundancy / restructuring procedure in accordance with its data protection policy. Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the redundancy / restructuring procedure. On the conclusion of the procedure, data collected will be held in accordance with the academy's retention schedule. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the academy's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the academy's disciplinary procedure.

Appendix A Redundancy Selection Criteria

In order to fairly select an individual employee for redundancy, the Headteacher must apply objective selection criteria. As each redundancy situation will be different, the detail of the selection criteria will need to be determined on a case-by-case basis. In all cases, staff and Trade Unions/Professional Associations will be consulted on this process. However, all selection decisions will follow the stages set out below.

- a) Determine the 'at risk' group i.e. whole school, department, section, or group within the establishment which has surplus staff. Where there is only one employee in this group s/he will be selected for redundancy without the need to apply the remaining selection criteria.
- b) Determine the requirements of the academy, department or section.
- c) Determine the suitability (with reference for example to skills and qualifications where relevant) of those in the 'at risk' group in relation to the requirements of the academy, department or section.
- d) Suitability will be assessed objectively. Employees will contribute to this usually by completion of a skills audit linked to the requirements determined in (b) above. Employees' managers, in addition to the Headteacher, may also be required to contribute to this process.
- e) A judgement will be made as to which staff best meet the requirements of the academy, department or section and thereby which employee(s) may be selected for redundancy.

Appendix B Redundancy / Restructuring Procedure



Appendix C Statutory Redundancy Entitlement

Completed Years of Service																			
Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
16																			
17	½																		
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