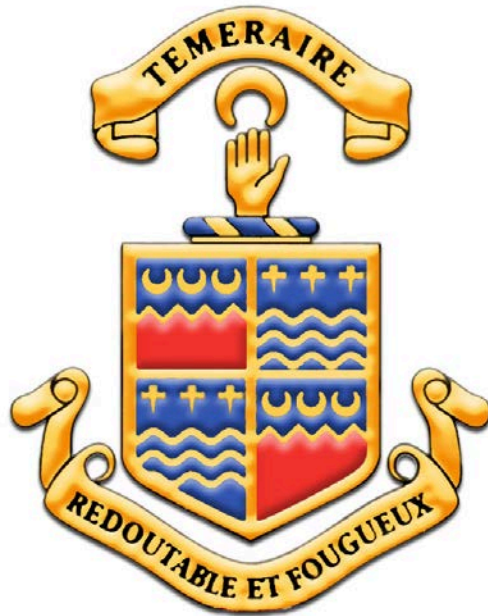


# THE HARVEY GRAMMAR SCHOOL



## Redundancy Policy

## **Adoption of policy**

This procedure has been adopted by The Harvey Academy (“the School”) on [DATE] and replaces any previous redundancy procedure or policy.

This policy does not form part of any employee’s contract of employment and the School may amend, vary or replace it at any time.

The policy will be reviewed from time to time to ensure that it reflects the School’s legal obligations and organisational and business needs.

## **Introduction**

The aim of this policy is to explain how the School will manage redundancy situations in a fair and consistent manner in accordance with its legal obligations.

It is the aim of the School to maintain secure employment for all employees by good business practice and workforce planning. However, in certain circumstances the need to make changes to our workforce may be unavoidable or necessary and a potential redundancy situation may arise.

Whenever a potential redundancy situation arises the School will ensure that:

- we communicate clearly with all affected employees and ensure that they are treated fairly;
- we try to find ways of avoiding compulsory redundancies;
- we consult with employees and employee representatives (where necessary); and
- any selection for compulsory redundancy is undertaken fairly and reasonably.

## **Avoiding compulsory redundancies**

When the School identifies that staffing reductions and therefore redundancies may be necessary, we will consider steps that might, depending on the circumstances, be taken to avoid or minimise the need for compulsory redundancies. Examples of such steps that may be appropriate or relevant in any given situation include:

- reducing or eliminating overtime;
- reviewing the use of agency staff, self-employed contractors and consultants;
- restricting recruitment;
- redesigning jobs and reorganising work;
- freezing salaries;

To prevent compulsory redundancies, the School may, where appropriate, invite applications for voluntary redundancy. However, the school reserves the right to decline volunteers.

## **Consultation and Selection**

### ***Consultation***

In the event of compulsory redundancies being unavoidable or necessary, all affected employees and, where appropriate, employee representatives, will be advised and appropriate consultation will be undertaken.

The precise nature of the consultation process will depend on the particular proposals under consideration but will normally include consultation with the affected employees or (where applicable) your employee representatives on:

- the reasons for the proposed dismissals;

- the numbers and descriptions of employees who it is proposed to dismiss as redundant;
- the proposed method of selecting the employees who may be dismissed;
- the proposed method of carrying out the dismissals;

The consultation will be carried out with a view to reaching agreement (albeit we appreciate in many cases agreement may not be reached at which point it is ultimately a School decision to make) with the affected employees (or as applicable their employee representatives) on ways of:

- avoiding the dismissals;
- reducing the number of employees to be dismissed; and
- mitigating the consequences of the dismissals.

### **Selection**

Where redundancies are necessary the School will establish a suitable, transparent and fair and legally compliant method for selecting employees whose jobs are at risk of redundancy.

The criteria for the selection of staff potentially to be made redundant will be shared with employees during the consultation process.

The precise approach to selection will be considered in the circumstances of each particular situation that may arise.

The School will ensure that the selection criteria are fairly applied.

### **Alternative Vacancies**

The School will take reasonable steps to identify suitable alternative employment for employees under notice of redundancy. Alternative employment may be offered subject to a trial period where appropriate.

### **Notice period**

If an employee is made redundant the employee's contractual or statutory period of notice, whichever is the greater, will apply.

### **Redundancy pay**

Redundancy pay will be calculated in accordance and paid in accordance with the employee's legal entitlements.

### **Right of appeal**

An employee may appeal the decision to dismiss them by reason of redundancy. An employee dismissed by reason of redundancy will be notified of the person to whom any appeal should be sent but this will normally be to the Chair of Governors.

Any such appeal must set out in writing the grounds of appeal and must be sent to the notified person within 5 working days of receiving the written redundancy notification.

The School will normally hear the appeal within 10 working days of receipt of the appeal (unless not reasonably practicable to do so). The employee will be advised of the outcome in writing within a reasonable time period.

The appeal decision is final and there is no further right of appeal.

*Revised March 2014*