

# THE HARVEY GRAMMAR SCHOOL



## Redundancy Policy

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## Introduction

This policy does not form part of any staff member'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.

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 staff 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 staff and ensure that they are treated fairly;
- we try to find ways of avoiding compulsory redundancies;
- we consult with staff and staff 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 staff and, where appropriate, staff 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 staff or (where applicable) staff representatives on:

- the reasons for the proposed dismissals;
- the numbers and descriptions of staff who it is proposed to dismiss as redundant;
- the proposed method of selecting the staff 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 staff (or as applicable their staff representatives) on ways of:

- avoiding the dismissals;
- reducing the number of staff 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 staff whose jobs are at risk of redundancy.

The criteria for the selection of staff potentially to be made redundant will be shared with staff 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 staff under notice of redundancy. Alternative employment may be offered subject to a trial period where appropriate.

## **Notice Period**

If a staff member is made redundant their 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 staff member's legal entitlements.

## **Right of Appeal**

A member of staff may appeal the decision to dismiss them by reason of redundancy. Staff 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 staff member 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.