



REDUNDANCY HANDLING POLICY AND PROCEDURE

**Presented to
Trustees Standards Committee
4 December 2025**

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Consultation:	Staff and Union Consultation January 2026 (completed)
Date of next review:	Autumn 2028

Footnote:

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REDUNDANCY HANDLING POLICY AND PROCEDURE

1.0 INTRODUCTION

- 1.1 The Trust is committed to ensuring its workforce operates effectively and efficiently.
- 1.2 The Trust will exercise good practice and regularly review its organisational structure to ensure that it is fit for purpose and delivers the best possible outcomes for pupils and is financially sustainable longer term.
- 1.3 The Trust aims to ensure the security and stability of employment as far as possible. However, in light of funding limitations, service delivery requirements and external factors, redundancy may be necessary.

1.4 Definitions

“Headteacher” also refers to any other title used to identify the Headteacher where appropriate, where they have delegated authority.

“Employee” refers to any member of the staff, teaching and support, employed to work at the Trust to dismiss.

2.0 SCOPE OF THIS POLICY

- 2.1 This policy applies to all employees of the Trust.
- 2.2 This policy does not form part of the employee’s contractual terms and conditions and may be amended from time to time.

3.0 PRINCIPLES

- 3.1 When managing potential redundancies, the Trust will comply with all legislative requirements and operate in accordance with this policy.
- 3.2 The Trust is committed to a consistent, and ongoing, approach to resource planning. Non-salary spending will be continually reviewed in order to minimise budget-driven staffing reductions.
- 3.3 Employees who are affected by staffing reductions will be provided with appropriate information and support in a timely manner. This includes employees who are absent from work for any reason.

4.0 SCHEME OF DELEGATION

- 4.1 Those responsible for managing organisational change will do so in accordance with the Trust’s Scheme of Delegation.

5.0 EQUALITY IMPACT ASSESSMENT

- 5.1 The Trust will manage organisational change in accordance with equalities legislation and reasonable adjustments will be considered where required.
- 5.2 Although an Equality Impact Assessment (EIA) is not a legal requirement, we will automatically consider this when organisational change is being planned and a determination made as to whether an initial assessment is sufficient or identifies the need for a full EIA.

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- 5.3 An appropriate EIA will be followed, where one is deemed necessary.
- 5.4 When an EIA is undertaken, this will be included in the business case submission.

6.0 AVOIDING REDUNDANCIES

- 6.1 Within the context of the needs of the Trust, the Trust Board will make every effort to avoid compulsory redundancy by achieving reductions through:
- Review of and, where appropriate, reduction of non-staffing costs
 - Review of genuine fixed-term contracts
 - Reduced use of agency workers or other contractors
 - Natural turnover and employee resignations
 - Deletion of appropriate vacancies and/or recruitment freeze
 - Voluntary redeployment of staff into other suitable posts within the Trust
 - Voluntary transfer to part-time working, reduced hours or job-sharing arrangements
 - Voluntary redundancy

7.0 BUSINESS CASE

- 7.1 A business case will be produced and this will detail the proposed organisational change.

The business case proposal will include the following:

- Rationale for change
 - Current and proposed staffing structure (including job descriptions, person specifications and salary levels)
 - Identification of new and changed posts
 - Implementation plan including slotting in the arrangements and/or selection process as appropriate
 - Timeline
 - Any salary protection/safeguarding arrangements, as appropriate
 - The appeals process, including specific grounds of appeal
 - Equalities Impact Assessment consideration or detail, as appropriate
- 7.2 The proposed new structure will be assessed for suitability and sustainability, particularly in terms of cost.

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- 7.3 Formal approval will be gained on the proposals, in accordance with the Trust's Scheme of Delegation, prior to the implementation of the redundancy proposals.

8.0 IMPLEMENTATION

Consultation

- 8.1 In the event that it is necessary to make a reduction in employees, a formal consultation will be held with employees directly affected and the recognised trade unions. The consultation period will be in line with statutory minimums.

- 8.2 To support meaningful consultation:

- a) Matters relevant to workforce planning, such as staffing structures, financial position, and pupil numbers, are discussed with recognised trade unions through established Joint Consultative and Negotiation Committees (JCNCs), where such forums exist.
- b) Recognised trade unions will ordinarily be provided with the consultation information pack ("the bundle") at least five working days in advance of the formal consultation period, along with a written invitation to the consultation launch meeting.
- c) Trade unions will be offered the opportunity to meet with the employer prior to the consultation launch to ensure they are appropriately briefed.
- d) Recognised trade unions will be invited to attend the consultation launch meeting alongside affected employees, to support their members and contribute to the consultation process.
- e) Following the consultation launch, arrangements will be made for recognised trade unions to have access to a private meeting space to consult with their members.
- f) Where the Trust proposes to dismiss 20 or more employees as redundant within a 90-day period, the appropriate notification will be made to the Secretary of State (on form HR1) in accordance with statutory requirements under TULRCA 1992.

- 8.3 As part of a fair and transparent redundancy process, the following measures will be taken to ensure affected employees are appropriately consulted:

- a) A formal consultation launch meeting will be held with all affected employees to explain the rationale for the proposals, outline the consultation process, and provide relevant documentation.
- b) Employees will be offered the opportunity to attend a confidential 1:1 consultation meeting, during which they may ask questions, raise concerns, and suggest alternatives to the proposals.
- c) Employees may choose to be accompanied at 1:1 meetings by a trade union representative or workplace colleague, in accordance with statutory rights.
- d) A named contact person will be identified in the consultation documentation for employees to submit questions or feedback via email, ensuring accessible channels for ongoing dialogue.

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- e) Responses to frequently asked questions will be shared collectively with affected employees, where appropriate, to support consistent understanding.
- f) Additional meetings may be arranged as required to support effective two-way consultation and ensure that individual representations are properly considered.
- g) All feedback and suggestions raised during consultation will be carefully considered before any final decisions are made.

8.4 The Trustees will carefully consider any representations made to it and respond to them. If there is a rejection of any representations, the reasons will be given in writing.

The consultation will include the following:

- (a) The reasons for the redundancy
- (b) The number and descriptions of the employees to be dismissed as redundant
- (c) The total number of employees of any such description employed at the school
- (d) The proposed method of selecting the employees to be dismissed
- (e) The proposed method of carrying out the dismissals, including the period over which the dismissals are to take effect
- (f) The method of calculating any compensation to be paid to redundant employees
- (g) The number of agency workers working temporarily for and under the supervision and direction of the school
- (h) The parts of the school in which the agency workers are working and the type of work they are carrying out
- (i) The proposed timeline for the redundancy process

8.5 The selection criteria which will appear in (d) above and on which the employee and trade union/s will be consulted, will be determined by the Headteacher.

8.6 Any employee who seeks information on the benefits available as a result of volunteering to be selected for redundancy will be entitled to do so without prejudice to their position.

8.7 The Trustees will decide if any requests for volunteering to be selected for redundancy can be accepted. If a request is accepted, an offer will be made to the employee identifying the level of compensation that will be paid if the employee is dismissed as redundant.

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The offer will be in writing and include:

- (a) The amount of any redundancy payment based on the statutory redundancy payments using statutory weeks without enhancement
- (b) Notification that:

Teachers

There is no early pension release, so access to pension is only possible if teachers meet the scheme retirement age to have an age retirement pension or if they wish to release their benefits on an actuarially adjusted benefit basis.

Support Staff

Pension release is mandatory if 55 or over.

- (b) The date on which the redundancy would be effective
- (c) Advice that the employee should consult their trade union

9.0 COMPULSORY SELECTION

- 9.1 If the necessary reduction is not achieved by the above means the Headteacher will, following the consultative process, and where they have the delegated power of dismissal, delegate a senior manager to meet individually with those employees who are identified as at risk in the category of employees to be reduced to verify or clarify any selection information “skills audit” or “selection matrix” provided by the employee. Method of selection will be objective and fair, and usually be confirmed within the consultation documentation. Individuals will be given due notice of the meeting in writing and may be accompanied by a trade union representative or workplace colleague.
- 9.2 Following the meeting/s outlined for compulsory selection, the senior manager will make the selection on the basis of all the information available and in accordance with the selection criteria. The employee/s selected will be informed in writing that the senior manager will recommend to the Headteacher (with power to dismiss delegated by the Trust Board) that the employee/s be dismissed on grounds of redundancy. The employee/s, who will be given at least 10 working days’ notice of the meeting, will have the right to an individual hearing at which they may be accompanied by a trade union representative or workplace colleague.
- 9.3 Following the hearing to consider the senior manager’s recommendation to dismiss the individual/s on the grounds of redundancy outlined above, the Headteacher will inform the employee/s of their decision/s. If the decision is to dismiss, then the Headteacher will ensure that any employee to be dismissed is given written notice of dismissal which will include advice that the employee has the right of appeal against the decision. The employee/s will be given at least 10 working days’ notice of the date for any appeal hearing and, if submitting an appeal, the employee/s must do so in writing by the date specified by the Headteacher, stating clearly their grounds of appeal. The period allowed by the Headteacher for the employee to decide whether or not to enter any appeal will not be less than 5 working days.

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10.0 APPEALS

- 10.1 The employee has a right of appeal to the Appeals Committee of the Trust Board against a decision to dismiss.
- 10.2 The Appeals Committee shall consist of at least 3 Trustees, none of whom will have had any previous involvement in the case.
- 10.3 The employee's notice of appeal should be sent to the Clerk to the Trustees within 5 working days of receipt of the written decision to dismiss, setting out the grounds of appeal.
- 10.4 Appeal hearings should be held as soon as possible after receipt of the appeal.

11.0 SUPPORT FOR REDUNDANT EMPLOYEES

- 11.1 The Trust is committed to supporting employees who are affected by redundancy proposals. Where reasonably practicable, the following forms of support may be offered to assist employees in preparing for the next stage of their career:
- Reasonable time off to attend job interviews or career-related appointments
 - Access to internal vacancies across the school/trust during the consultation and notice period
 - Support with CV writing, application forms, or interview preparation
 - Signposting to external careers advice or employability services
 - The opportunity to meet with a member of the HR team to discuss individual support needs
- 11.2 Employees who are members of a recognised trade union are also encouraged to seek advice and support from their union, which may offer additional services such as legal advice, career coaching, or financial guidance.

12.0 REDUNDANCY COMPENSATION

- 12.1 Statutory redundancy pay will be calculated in accordance with the provisions of the Employment Rights Act 1996. It will be based on the employee's age, length of continuous service (up to a maximum of 20 years), and actual weekly pay (up to the statutory maximum weekly pay cap).
- 12.2 The Trust may, at its discretion, offer voluntary severance or early retirement options as part of redundancy management. Where available, these options will be explained during consultation and may include enhanced compensation terms, subject to affordability and approval by the relevant decision-making body.
- 12.3 Notice Periods and Pay in Lieu
- a) Employees will be expected to either work or receive payment in lieu of their statutory and contractual notice period, depending on operational requirements at the time of redundancy, decided by the employer.
 - b) Statutory notice: One week after one month's service, increasing by one week per complete year of service, up to a maximum of 12 weeks.
 - c) Contractual notice as set out in the employee's contract of employment.

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- d) Where notice is not worked, a payment in lieu of notice (PILON) may be made, based on normal pay and benefits for the equivalent period.

13.0 PENSION ENTITLEMENTS

13.1 A member of support staff who is age 55 or over and a member of the Local Government Pension Scheme will be entitled to immediate payment of unreduced pension benefits if made redundant.

13.2 The Trust will not grant premature retirement benefits for an employee who is age 55 or over and a member of the Teachers' Pension Scheme if made redundant.

14.0 SALARY PROTECTION

14.1 In the event that reorganisation results in redeployment to a lower paid post, the following arrangements will apply:

- a) For support staff:
- Full protection of contractual basic pay applicable to the previous redundant post for the first 12 months; followed by
 - 50% of the difference between contractual basic pay applicable to the previous redundant post and the new posts for the next 6 months.
 - Protection will cease after 18 months
- b) The salary safeguarding provisions of the School Teachers' Pay and Conditions Document shall apply for teaching staff.

15.0 DATA PROTECTION

All data collected and used in connection with this policy will be processed in accordance with the Trust's Data Protection Policy and relevant legislation. Records will be retained securely and only for as long as necessary.

16.0 MONITORING AND REVIEW OF THE POLICY

16.1 The Trust Board (or responsible committee) will review this policy in line with the procedure for policy review.

16.2 Date for Review;

If no other reason for review (see policy review procedure) this policy will be reviewed every 3 years.

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