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EVERYONE MATTERS
SCHOOLS TRUST

Redundancy Policy

Everyone Matters Schools Trust Central Policy



Policy Owner	Principal and Trustees
Scope of the Policy	This policy applies to all of the school community
Last reviewed by trustees	May 2023
Next review due	May 2025
Summary of key changes	No changes
Committee Responsible	

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HEAD OFFICE
HIGHER LANE RAINFORD ST HELENS
MERSEYSIDE WA11 8NY
COMPANY NO: 10455406 10455406

1 SCOPE AND PURPOSE

- 1.1 It is the intention of the Trust to manage the organisation in a manner which results in secure employment for employees. The Trust will try to avoid the need for compulsory redundancies but sometimes these may be necessary. The pattern or volume of work to be performed or methods of working may change and requirements for employees may reduce.
- 1.2 Where the Trust is unable to avoid reducing employee numbers it will try to minimise the effect of redundancies through the steps set out in this policy. In doing so the Trust will not discriminate directly or indirectly on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. Part-time employees and those working under fixed-term contracts will not be treated differently to permanent, full-time comparators.
- 1.3 This policy will be reviewed from time to time to ensure that it reflects the Trust's legal obligations and organisational and business needs.
- 1.4 The purpose of this policy is to ensure that whenever a reduction in employee numbers may become necessary:
 - 1.4.1 The School communicates clearly with all affected employees and ensures that they are treated fairly;
 - 1.4.2 The School tries to find ways of avoiding compulsory redundancies;
 - 1.4.3 The School consults with employees and with recognised trade unions or employee representatives as appropriate; and
 - 1.4.4 Any selection for compulsory redundancy is undertaken fairly, reasonably and without discrimination.
- 1.5 This policy does not form part of any employee's contract of employment and it may be amended at any time. The Trust may also vary the procedures set out in this policy, including any time limits, as appropriate in any case.
- 1.6 In this policy references to personnel/bodies are to the personnel/bodies present within the Trust at which the particular member of staff reviewing the policy is engaged

2 WHO IS COVERED BY THIS POLICY?

- 2.1 This policy covers all employees at all levels and grades, including senior managers, officers, employees, trainees, part-time and fixed-term employees (collectively referred to as **employees** in this policy).
- 2.2 It does not apply to agency staff and self-employed contractors.

3 WHO IS RESPONSIBLE FOR THE POLICY?

- 3.1 The Trust has overall responsibility for the effective operation of this policy. The Trust has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Principal
- 3.2 The Senior Leadership Team has a specific responsibility to ensure the fair application of this policy.

4 AVOIDING COMPULSORY REDUNDANCIES

- 4.1 Where the School is proposing to make redundancies, it will enter into consultation with all affected employees on an individual basis and, where appropriate, also with recognised trade unions or employee representatives.
- 4.2 In the first instance the School will consider steps that might, depending on the circumstances, be taken to avoid the need for compulsory redundancies. Examples of such steps include:
 - 4.2.1 Reviewing the use of agency staff, self-employed contractors and consultants.
 - 4.2.2 Restricting recruitment in affected categories of employee and in those areas into which affected employees might be redeployed.
 - 4.2.3 Reducing overtime in affected departments to that needed to meet commitments or provide essential services.
 - 4.2.4 Freezing salaries for a specified period.
 - 4.2.5 Considering the introduction of short-time working, job-sharing or other flexible working arrangements, where these are practicable.
 - 4.2.6 Identifying suitable alternative work that might be offered to potentially redundant employees.
 - 4.2.7 Inviting applications for early retirement or voluntary redundancy. In all cases the acceptance of a volunteer for redundancy will be a matter of the **School's** discretion and it reserves the right not to offer voluntary redundancy terms or to refuse an application where it is not in the interests of the School to do so.
- 4.3 Any measures adopted must not adversely affect the **School's** business and its ability to provide a service that meets the educational needs of its pupils.

5 MAKING COMPULSORY REDUNDANCIES

- 5.1 When it is not possible to avoid making compulsory redundancies, all affected employees and, where appropriate, recognised trade unions or employee representatives will be advised that compulsory redundancies cannot be avoided. They will be consulted on the procedure that will then be followed and the criteria that will be applied.

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- 5.2 The criteria used to select those employees who will potentially be made redundant will be objective, transparent and fair and based on the skills required to meet the existing and anticipated needs of the **School**.
- 5.3 Those employees who have been provisionally selected for redundancy will be consulted with individually.
- 5.4 Where selection for redundancy is confirmed, employees selected for redundancy will be given notice of termination of employment in accordance with their contracts and written confirmation of the payments that they will receive. Employees will be given the opportunity to appeal against this decision.
- 5.5 The School will continue to look for alternative employment for redundant employees and inform them of any vacancies that we have until their termination dates. The manner in which redundant employees will be invited to apply for and be interviewed for vacancies will be organised depending on the circumstances existing at the time. Alternative employment may be offered subject to a trial period where appropriate.
- 5.6 Where the School is unable to offer alternative employment, it will assist employees to look for work with other employers. Employees under notice of redundancy will be entitled to take a reasonable amount of paid time off work to look for alternative employment or to arrange training for future employment with the prior agreement of the Principal.

6 **REDUNDANCY PAYMENTS**

- 6.1 Employees who are made redundant following 2 or more years' continuous service with the School as at the date of dismissal will be eligible for a redundancy payment.
- 6.2 Employees who have at least two years continuous service with one or more local authorities or any organisation that is covered by the Redundancy Payments (Continuity of Employment in Local Government etc (Modification) Order 1999 will normally be entitled to a redundancy payment. This entitlement will be lost if they return to work for the same employer or one within the Modification order, within four clear weeks (plus one day) of departure. This will include all Academies and Foundation Schools. Where such an offer of alternative employment is made, the start date of this employment should not be artificially delayed to facilitate the 4 week break.
- 6.3 The redundancy payment due to an employee depends on their age, length of service (subject to a maximum service limit of 20 years) and weekly pay (subject to the statutory maximum).
- 6.4 The redundancy payments are based on the following formula:
 - 6.4.1 0.5 week's pay (subject to the statutory maximum) for each full year of service where age is less than 22
 - 6.4.2 1 week's pay (subject to the statutory maximum) for each full year of service where age during year is 22 or above, but less than 41
 - 6.4.3 1.5 weeks' pay (subject to the statutory maximum) for each full year or service where age during the year is 41 or above.