



## REDUNDANCY CORRESPONDENCE 2018-19

---

### LETTER 1

Comment: **Staff who are employed by the school**

Date:

Dear .....

Following your meeting with the head teacher where the school's likely financial position was set out, I write to notify you that a lack of adequate finance could lead to reduced staffing levels during the next financial year.

The Governors' objective is to maintain full employment for the benefit of the children in our care and try and prevent dismissal. For this purpose, initial discussions have been held with LEA Officers and I will contact you once the Governing Body has further considered the matter.

Yours sincerely,

**Chair of the Staff Disciplinary and Dismissal Sub-panel**



## REDUNDANCY CORRESPONDENCE 2018-19

---

### LETTER 2a

Comment: **Staff who are employed by the school**

Date:

Dear .....

Further to my recent letter that you received regarding the financial situation, I can confirm that the school's Governing Body has confirmed that cuts in the level of school staffing will be required during the next financial year. The decision was taken based on the latest budgetary information, suggesting that the school budget deficit will be approximately £.....

The finance sub-panel has identified possible savings under the various school budget headings. These will impact the level of future educational provision that can be maintained at the school. However, these savings do not adequately address the above expected total and the Staff Disciplinary and Dismissal Sub-panel will need to consider making cutbacks. The cutbacks could follow the pattern below. (Note: full-time equivalent posts)

Staff	Level of cuts to STAFF employment
SUPPORT Staff	xx hours
CLASSROOM Assistants	xx hours
Teachers	e.g. 0.5, 0.7

It should be mentioned here that as the school's final allocation for the next financial year has not yet been received, the level of these cuts may change but the Staff Disciplinary and Dismissal Sub-panel is of the view that it is likely that the staffing level will need to be reduced and that the situation needs to be addressed without delay.

The Staff Disciplinary and Dismissal Sub-panel is aware of the County's existing agreed procedure for addressing such a situation and wishes in the first instance to take all reasonable measures to avoid compulsory redundancy(ies).

With that in mind, the Staff Disciplinary and Dismissal Sub-panel invites you as school staff members to express an interest in taking early retirement or working part-time. Should you be interested, we also invite you to contact the LEA's Salaries and Contracts Unit Team Leader to obtain guidance regarding salaries, benefits and/or pension. Any such discussion will be wholly confidential and no details will be divulged to the head teacher or the governors. It goes without saying that no declaration of interest will commit a staff member to take such a step and acceding to any application will be conditional on full consultation with the staff member, his/her union and the LEA.



## REDUNDANCY CORRESPONDENCE 2018-19

If, after receiving information regarding salary, benefits and/or pension from the Salaries and Contracts Unit, and following consultation with your union, you wish to volunteer to *[be made redundant] [retire prematurely] [work part time]*, you will need to present your offer in writing or by email to the head teacher.

As a sub-panel, we have ensured that the relevant unions are notified of the situation and you are advised to immediately contact them so that they can provide guidance throughout the process.

In addition to the above invitation, any other suggestion or proposal that could lead to avoidance of compulsory redundancies are welcome and you are invited to contact me or the Education Resources Officer to discuss further.

Unless the situation can be resolved through voluntary methods, the agreed county measures will be followed and copies of the relevant documentation are available through contacting the head teacher.

I have attached the documentation as noted below with this letter:

Latest possible budgetary statement (LRM/FMS) from the SIMS assistants who serve the primary schools or from the administrative officer at the secondary schools <b>that indicates the school's current expenditure against every budget heading.</b>	
The school's allocation by formula highlighting <b>staffing levels.</b>	
Copy of the current SDP.	
If applicable – a copy of the Post-inspection Plan or information on post-inspection recommendations during the last three years unless they are part of the current SDP or have already been undertaken.	
Copy of the school's staffing structure noting: - the names of staff members responsible for the various classes - curricular responsibilities - any TLR allowances - <b>the nature of the staff's agreements should be noted as to whether they are permanent/temporary or full-time/part-time (noting the working hours)</b> - the number of assistants and level of their employment.	
Names of Governing Body members and information regarding committee membership.	
Minutes of the initial meeting of the Full Body where agreement has been reached on the remit of the Finance Sub-panel, Staff Disciplinary and Dismissal Sub-panel and Appeals Sub-panel, and a copy of that remit.	
Minutes of a meeting of any Finance Sub-panel or Staff Disciplinary and Dismissal Sub-panel, Full Body Meeting or another sub-panel where possible cuts to school staffing levels were discussed. Minutes of any relevant staff meetings.	

Yours sincerely,

**Chair of the Staff Disciplinary and Dismissal Sub-panel**



## REDUNDANCY CORRESPONDENCE 2018-19

---

### LETTER 2b

Comment: **Staff who express a wish to take early retirement/be considered for voluntary redundancy**

Date:

Dear [teacher's name]

Thank you for your recent letter indicating your wish to *[work part time]* *[take early retirement]* *[be considered for voluntary redundancy]* from *[school name]*, based on the terms offered to you by the Local Education Authority's Salaries and Contracts Unit.

Due to the notice provisions of the Conditions of Service for School Teachers in England and Wales (i.e. Burgundy Book), we will not be in a position to finally confirm whether there is a redundancy situation in the school's current academic year until **1 June 2019**.

However, your application will be granted if a redundancy situation remains in existence on 1 June 2019.

The Authority's Salaries and Contracts Unit will write to you on or around **1 June 2019** with final confirmation of the decision in relation to your application.

Yours sincerely

**Chair of the Staff Disciplinary and Dismissal Sub-panel**



## REDUNDANCY CORRESPONDENCE 2018-19

---

### LETTER 3a

Comment: **Staff who are employed by the school**

Date:

Dear .....

Further to my recent letter to you in relation to the financial situation, I can now confirm that the school's latest financial projections confirm the need to reduce the number of staff currently employed.

As I have already mentioned, the Staff Disciplinary and Dismissal Sub-panel has tried to avoid making compulsory cuts to staffing levels by making savings under the various school budget headings. Staff members have been offered opportunities on a voluntary basis to take early retirement or to work part time but this has not been achieved.

For your information, a copy of the allocation setting out the financial position is enclosed.

My previous letter to you outlined the possible impact of the financial shortages on the school's staffing levels. The Staff Disciplinary and Dismissal Sub-panel has now concluded that the following post(s) need(s) to be cut at the school:

<b>Staff</b>	<b>Level of cuts to STAFF employment</b>
<b>Support</b> Staff	
<b>Classroom</b> Assistants	
Teachers	

To achieve this, the school will act in accordance with the Education Authority's agreed arrangements, and the criteria that it is intended to use to identify the post(s) to be cut, are enclosed.

As part of the statutory consultation process, you are invited to submit any comments of relevance to that which is specified in this letter and/or the criteria through referring them for my attention by ..... . The unions that represent our staff will also receive copies and I look forward to obtaining their comments.



## REDUNDANCY CORRESPONDENCE 2018-19

---

### IMPLEMENTATION TIMETABLE

It is intended to hold

- a meeting to **nominate member(s)** of staff for redundancy on the basis of the criteria adopted on .....
- any **'Personal Hearing'** on .....
- an **'Appeal'** on .....

Thank you for your co-operation.

Yours sincerely,

**Chair of the Staff Disciplinary and Dismissal Sub-panel**



## REDUNDANCY CORRESPONDENCE 2018-19

---

### LETTER 3b

Comment: **Staff who are employed by the school**

Date:

Dear .....

Further to my recent letter to you in relation to the financial situation, I can now confirm that the school's latest financial projections confirm the need to reduce the number of staff currently employed.

As I have already mentioned, the governors have tried to avoid making compulsory cuts to staffing levels by making savings under the various school budget headings. Staff members have been offered opportunities on a voluntary basis to take early retirement or to work part time.

I am pleased to be able to report that the governors have received enough applications that can be granted from staff to take up voluntary retirement or to work part time, such that on the basis of the latest financial projections, it is not envisaged that there is a need to pursue the process to make compulsory cuts to the school's staffing level.

Since the final budget allocation is not yet available, and since the school's actual staffing situation cannot be confirmed until 31 May due to staff notice requirements, the school is still in a redundancy situation. However, unless the financial situation changes considerably, the school will not be pursuing the process of compulsory cuts.

Yours sincerely,

**Chair of the Staff Disciplinary and Dismissal Sub-panel**



## REDUNDANCY CORRESPONDENCE 2018-19

---

### LETTER 4

Comment: **Nominated member of staff**

Date:

Dear .....

Following a meeting of the Staff Disciplinary and Dismissal Sub-panel that was held on \_\_\_\_\_, I am required to inform you that it has decided that it is necessary to terminate your employment at the school due to redundancy. (*or to reduce your teaching hours to \_\_\_\_\_ etc.*)

**This will be implemented on \_\_\_\_\_.**

The panel reached this decision based on the criteria consulted upon and a summary is enclosed for your attention, specifying the scores of the different staff members – without naming them.

In accordance with the school's adopted policy, you are entitled, if you so wish, to have a **personal hearing** before the Staff Disciplinary and Dismissal Sub-panel that took the decision. You will have an opportunity at the hearing to present the Staff Disciplinary and Dismissal Sub-panel with any additional information that could have a bearing on the decision. If you request a hearing, and the Staff Disciplinary and Dismissal Sub-panel confirms its original decision, you will be entitled to lodge an **appeal** with a different panel of governing body members. If you opt not to have a personal hearing, this will not affect your entitlement to lodge an appeal. You will be entitled to have a representative or friend to accompany you at the hearing and/or appeal.

If you wish to have a personal hearing before the Staff Disciplinary and Dismissal Sub-panel that took the decision, you should notify me of this by letter by \_\_\_\_\_. If you do not wish to have a hearing but wish to lodge an appeal, you should notify me of this by the same date.

Receiving a letter such as this is not easy for any of us. It is not an accurate reflection of our appreciation of your work over several years as a committed member of the school staff for those pupils who have benefited from your care. It is a stage in a process and nothing more; an unpalatable process but unfortunately a necessary one in the circumstances.

I would advise you to contact your union and act on their advice, and a copy of the 'Medra' Counselling Service's pamphlet is enclosed for your attention should you





## REDUNDANCY CORRESPONDENCE 2018-19

---

need it. This is a personal, professional and bilingual, and wholly confidential, counselling service.

I look forward to hearing from you.

Yours sincerely,

**Chair of the Staff Disciplinary and Dismissal Sub-panel**



## REDUNDANCY CORRESPONDENCE 2018-19

---

### LETTER 5

Comment: **Nominated member of staff**

Date:

Dear .....

Following your personal hearing before the Staff Disciplinary and Dismissal Sub-panel that was held on \_\_\_\_\_, I am required to inform you that the panel has decided to adhere to its original decision to terminate your post at the school due to redundancy. (*or to reduce your teaching hours to \_\_\_\_\_ etc.*) This will be implemented on \_\_\_\_\_.

In accordance with the policy adopted by the school, you are entitled, if you so wish, to lodge an appeal with a different panel of governing body members. You will be entitled to bring a representative or friend with you when you lodge the appeal.

If you wish to lodge an appeal, please notify me of this by \_\_\_\_\_. Every effort will be made to conduct the appeal within **10 working days** of the date on which you receive this notification.

Yours sincerely,

**Chair of the Staff Disciplinary and Dismissal Sub-panel**



## REDUNDANCY CORRESPONDENCE 2018-19

---

### LETTER 6

Comment: **Nominated member of staff**

Date:

Dear .....

Following your appeal hearing that was held on \_\_\_\_\_, I am required to inform you that the Staff Disciplinary and Dismissal Appeals Sub-panel has decided to adhere to its original decision to terminate your post at the school due to redundancy. (*or to reduce your teaching hours to ..... hours etc.*) This will be implemented on \_\_\_\_\_.

In accordance with the school's adopted policy, the Education Department will be notified of the decision by the Clerk of Governors. The Head of Education will send correspondence to you within 14 days, giving notice of redundancy within the statutory period in accordance with the appropriate contracts of employment.

In such circumstances, the Education Authority's objective is to try to maintain full employment and try to prevent dismissal where practicable. We will, therefore, make arrangements to meet you to discuss the number of available options in an attempt to obtain alternative employment for you.

I am aware that you have received support from your professional union throughout the process and have been able to turn to the 'Medra' Counselling Service as needed.

To conclude, may we as a Governing Body thank you for your valuable contribution to the education of the pupils at this school.

An officer will contact you in due course.

Yours sincerely,

**Chair of the Staff Disciplinary and Dismissal Sub-panel**