



## REDUNDANCY PROCEDURE AND TIME-TABLE 2018-19

<p>So as to comply with the procedure, members of the 'Finance' and 'Disciplinary and Dismissal' sub-panel are expected to be fully aware of their roles and to have attended recent relevant training.</p>		<p><b>Redundancy Time-table 2018-19</b></p>
<p><b>1</b></p>	<p>The Headteacher envisages indications of the requirement for staff reduction through considering pupil numbers</p> <p>The Headteacher to contact the Senior Accountant, Development Unit to discuss pupil number based financial projections, and to obtain details regarding likely budget.</p> <p><a href="mailto:kathybell@gwynedd.llyw.cymru">kathybell@gwynedd.llyw.cymru</a>  <a href="mailto:gwynowen@gwynedd.llyw.cymru">gwynowen@gwynedd.llyw.cymru</a></p>	<p><b>By 26/10/18</b></p> <p>(Half Term Holidays 29 Oct – 2 Nov 2018)</p>
<p><b>Remember – Staffing reduction measures on grounds of dismissal cannot be taken if there are clear indications that the current staffing level could be reasonably maintained when taking reserves and uncommitted balances into account.</b></p>		
<p><b>2</b></p>	<p>Initial discussion held between the Head teacher and the Assistant Education Resources Officer.</p> <p><a href="mailto:maibere@gwynedd.llyw.cymru">maibere@gwynedd.llyw.cymru</a></p>	<p><b>By 26/10/18</b></p>
<p><b>3</b></p>	<p>The Head teacher to hold an informal discussion with the</p> <ul style="list-style-type: none"> <li>- Chair</li> <li>- All Staff</li> </ul> <p>The Headteacher, via the clerk and on the governors behalf, sends <b>Letter 1</b> to all staff Unions and individual members</p> <p>No documentation needs to be sent at this stage.</p>	<p><b>By 09/11/18</b></p>
<p><b>4</b></p>	<p><b>Hold a meeting of the full Governing Body</b></p> <p><b>Implementation Requirements:-</b></p> <ul style="list-style-type: none"> <li>(i) The Head teacher and Chair to notify the governors that they envisage the possibility of a reduction in the School's staffing level and report on the measures already taken;</li> <li>(ii) Chair confirms and records the following Sub-panels membership and remit '<b>Disciplinary and Dismissal</b>' / '<b>Disciplinary and Dismissal Appeal</b>'/ '<b>Finance</b>'.</li> <li>(iii) Chairman ensures that the Clerk records the Governing Body's decision, through clear bullet points.</li> </ul>	<p><b>By 23/11/18</b></p>



<p>5</p>	<p><b>Hold Sub-panel meetings:</b>  <i>Chair of the <b>Finance-Sub-panel</b> to confirm expected total of financial cuts. The head teacher and chair of the sub-panel are expected to check the totals with the Council's Finance Unit</i></p> <p><i>The <b>Disciplinary and Dismissal Sub-panel</b> to discuss the likely impact on school staffing employment following a 'Curriculum Audit' (secondary) / 'Options Audit' (Primary)</i></p> <p>Chair of the <b>Disciplinary and Dismissal Sub-Panel</b>, via the Clerk, notify staff, the Unions and the Education Department of their decision, using</p> <p style="text-align: center;"><b>SEND LETTER 2a</b></p> <p>Chair of the <b>Disciplinary and Dismissal Sub-panel</b>, via the Clerk and Head teacher to ensure that '<b>Section A Over-Staffing Document</b>' as well as all relevant documentation is sent to the relevant Union County Secretaries and the Assistant Education Resources Officer (AERO) Mai Bere.</p>	<p style="text-align: center;"><b>By 07/12/18</b></p>
<p>6</p>	<p>Chair of the <b>Disciplinary and Dismissal Sub-panel</b>, via the Clerk and Head teacher, to hold discussions/consultations with the relevant unions on matters relating to avoiding staff dismissal/reducing impact of dismissals through:</p> <ul style="list-style-type: none"> <li>- inviting staff to take early retirement, work part-time or voluntary redundancy. (All requests should be received by letter or e-mail.)</li> <li>- put a freeze on vacancies/future plans</li> <li>- consider to what extent staffing level can be maintained through considering balances.</li> </ul> <p>Hold meetings of the <b>Disciplinary and Dismissal Sub-panel</b> – as required.</p> <p><i>(There is a prepared letter available for schools to notify staff members that the <b>Disciplinary and Dismissal Sub-panel</b> intend to authorize a request for early retirement/take voluntary redundancy (LETTER 2b) )</i></p> <p><b>Provide the Unions with any reasonable additional information</b></p>	<p style="text-align: center;"><b>Between 10/12/18 and 18/01/19</b></p> <p style="text-align: center;">(Christmas Holidays 24/12/18 - 04/01/19)</p>
<p>7</p>	<p>Hold meetings of the <b>Disciplinary and Dismissal Sub-panel:</b></p> <ul style="list-style-type: none"> <li>- in consultation with the Assistant Education Resources Officer (<b>AERO</b>), Business and Services Officer (<b>BSO</b>) or the Education Officer (<b>EO</b>), establish objective criteria for consultation, and the evaluation procedure.</li> </ul>	



	<p>It is imperative that the Officer's comments are considered and be aware of the consequences of contravention of any guidance.</p> <p>The Sub-panel Chair, via the clerk, should ensure that he/she sends minutes for the attention of the relevant Officer for his/her comments prior to formal consultation.</p> <p><b>SEND LETTER 3a</b></p> <p><b>IT IS IMPERATIVE that the following dates are noted in Letter 3a:</b></p> <ul style="list-style-type: none"> <li>• <b>Date of the meeting</b> to nominate staff member (s) for dismissal due to over-staffing on the grounds of the adopted criteria.</li> <li>• <b>Date of any possible 'personal hearing'</b> <b>Also Reserve date</b></li> <li>• <b>Date of any possible 'appeal' meeting within ten working days</b> of the date that the individual(s) are notified of the decision or decision to confirm dismissal if a personal hearing has been held. <b>Also Reserve date</b></li> </ul> <table border="1" data-bbox="293 1028 1051 1249"> <thead> <tr> <th colspan="2">Time-table if a Hearing is held</th> <th colspan="2">Time-table if no Hearing is held</th> </tr> <tr> <th></th> <th>Deadline</th> <th></th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>Nomination</td> <td>05/04/19</td> <td>Nomination</td> <td>05/04/19</td> </tr> <tr> <td>Hearing</td> <td>03/05/19</td> <td></td> <td></td> </tr> <tr> <td>Appeal</td> <td>17/05/19</td> <td>Appeal</td> <td>03/05/19</td> </tr> </tbody> </table> <p><i>(A prepared letter is available for schools to notify all staff members that the governors have received enough voluntary applications from staff to take retirement or work part-time that can be authorized, and that it is not envisaged that the procedure of making compulsory cuts based on the school's staffing level will need to be maintained on the basis of the latest budgetary projections. (LETTER 3b) )</i></p>	Time-table if a Hearing is held		Time-table if no Hearing is held			Deadline		Deadline	Nomination	05/04/19	Nomination	05/04/19	Hearing	03/05/19			Appeal	17/05/19	Appeal	03/05/19	<p><b>By 04/02/19</b></p>
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<p><b>8</b></p>	<p><b>Formal consultations held with the Unions and AERO/BSO/EO on the criteria, procedure and time-table to follow.</b></p>	<p><b>Between 04/02/19 and 15/03/19</b> (Half-term Holidays 25/2/19 – 01/03/19)</p>																				
<p><b>9</b></p>	<p><b>Disciplinary and Dismissal Sub-panel to:-</b></p> <ul style="list-style-type: none"> <li>- consider the outcome of consultations with the Unions;</li> <li>- agree on the criteria or need for further consultation</li> <li>- if there is disagreement, provide a written explanation for non-adoption of Unions proposals, considering an Officer's advice. Provide a copy of the written explanation for the attention on the Unions.</li> </ul>	<p><b>By 15/03/19</b></p>																				



10	Hold a meeting or meetings of the <b>Finance sub-panel</b> to discuss the latest Financial projections and confirm whether or not to make cuts.	<b>Between 22/03/19 and 01/04/19</b> (Easter Holidays 15/04/19 - 26/04/19)
11	<p>If the <b>Finance sub-panel</b> confirms the need for cuts, a meeting, or meetings, of the <b>Disciplinary and Dismissal sub-panel</b> should be held to nominate a staff member(s) for dismissal due to over-staffing on grounds of the adopted criteria.</p> <p><b>An Education Officer (EO) or Assistant Education Resources Officer (AERO) or Business and Services Officer (BSO) should attend.</b></p> <p>The <b>Chair of the Sub-panel</b>, via the Clerk should notify those affected of the decision, providing a copy of the reasons why they were selected and process outcomes of assessment / evaluation of the whole staff against the criteria. <b>(Letter 4)</b></p> <p>They should be informed of their right to a <b>personal hearing</b> in front of the <b>Disciplinary and Dismissal sub-panel</b> with a representative/colleague. They should be notified of their right of appeal. The Education Department should also be notified of the panel's decision.</p>	<p><b>By 05/04/19</b></p> <p><b>Hearing held by 03/05/19</b> (May Day 06/05/19)</p>
12	<p>If the dismissal is upheld following a personal hearing, the <b>Chair of the Sub-panel</b>, via the Clerk is asked to notify those impacted of their <b>right to appeal - (Letter 5)</b></p> <p>If required- hold <b>an appeal hearing within ten working days</b> of the date on which the individual (s) were notified of the decision or the decision to confirm a dismissal if a personal hearing has been held.</p>	<b>Appeal by 17/05/19</b>
13	<p><b>Chair of the Sub-Panel</b>, via the clerk, notifies the individual of the Appeal Panel's decision with a copy to be sent to the Education Department <b>(Letter 6)</b></p> <p><b>The Head of Education will be responsible for presenting the formal dismissal notice to the staff member.</b></p> <p>The Education Department should also be informed of those members of staff whose offer to <i>work part-time/volunteer for redundancy/retire early</i> needs to be confirmed.</p>	<b>By 24/05/19</b>
<p><b>GOVERNORS AND HEAD TEACHERS NEED TO COMPLY WITH THE AGREED ABOVE-MENTIONED TIME-TABLE SO THAT THE FORMAL DISMISSAL NOTICE IS PRESENTED TO INDIVIDUALS BEFORE THE END OF MAY.</b></p> <p><b>FAILURE TO DO SO WILL LEAD TO AN INCREASE IN THE SCHOOL'S FINANCIAL DEFICIT.</b></p> <p><b>ALL STAFF MEMBERS WHO HAVE GIVEN SERVICE OF 12 YEAR AND OVER TO A SCHOOL OR ANY LEA ARE ENTITLED TO RECEIVE A MINIMUM NOTICE OF 12 WEEKS.</b></p>		