



Circular Letter No 84/07/08

To: Headteachers of all Schools/Chairpersons of
Governing Bodies
Date: 15 May 2008
Status: Read and Retain
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Dear Colleague

MANAGING CHANGE – MODEL REDUNDANCY POLICY AND PROCEDURE FOR SCHOOLS

At a recent meeting of the Consultative Committee Children's Services (Operational) it was noted that some schools may be in the unfortunate position of having to consider potential redundancies of staff.

In the Council's Policy it refers to the roles of the of the Redundancy and Appeals Committees. Since these functions are specific it is very unlikely that the Terms of Reference are included in governing bodies' existing Terms of Reference for committees.

To ensure schools comply with the requirements of the Redundancy Policy and Procedure, I have attached the required committee Terms of Reference and the three model resolutions which are required to action at a governing body meeting.

These two committees need only be established where a school faces a potential redundancy.

Headteachers and Chairpersons are advised to consult with the Trade Unions as soon as redundancies are contemplated, a requirement set out in the policy in Section 4.3.

Yours sincerely

STEVE BRAILSFORD
Assistant Head of Infrastructure for Learning and Care (Access)

BARNSELY METROPOLITAN BOROUGH COUNCIL

SCHOOL GOVERNING BODY

REDUNDANCY APPEAL COMMITTEE

CONSTITUTION

- 1 The Committee shall consist of 5 Governors appointed by the Governing Body excluding the Headteacher and Staff Governors.
- 2 The Chairperson shall be elected by the Committee.
- 3 A quorum shall consist of 3 members of the Committee.
- 4 The Governing Body shall appoint a Clerk to the Committee.
- 5 The Clerk will ensure:
 - (i) a minimum of 7 clear days notice of a meeting is given in writing to each committee member along with the agenda;
 - (ii) the minutes and decisions of the Committee are recorded and made available for inclusion in the agenda papers of the next Committee meeting and/or Governing Body meeting.
- 6 The Committee is authorised to make decisions on behalf of the Governing Body only in respect of those powers specifically within the Terms of Reference.

TERMS OF REFERENCE

- 1 To hear any appeals from employees together with representations from the Headteacher and Chair of the Redundancy Committee.
- 2 To notify in writing to employees the outcome of the appeal.
- 3 To notify the Council of the decision and requiring them to issue dismissal notices where applicable.

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TERMS OF REFERENCE

- 1 To acknowledge and discuss the proposals set out by the Headteacher.
- 2 To notify the Council, relevant Trade Unions and Human Resources Providers at the earliest opportunity of potential redundancies.
- 3 To issue Section 188 Notice.
- 4 To determine appropriate selection criteria in consultation with recognised Trade Unions.
- 5 To agree the redundancy timetable.
- 6 To consider proposals put forward during the consultation process and formally respond.
- 7 At the end of the consultation, consider the information provided by the Headteacher on the staff skills and experience summary sheet and make the final decision on which post(s) are to be declared redundant based on the agreed criteria.
- 8 Subsequently hear representations from the employee(s) whose post(s) are selected for redundancy where the employee exercises their right to such a hearing.
- 9 At appeal hearings the Headteacher and Chair of the Redundancy Committee will present the case to the Appeal Committee.
- 10 To notify in writing to employees the outcome of the hearing and rights to appeal if applicable.
- 11 To notify the Council requiring dismissal notices to be issued giving reasons (if no appeal).

RESOLVED

That the Terms of Reference and Constitution of the Committees below be adopted:

- (a) Redundancy Committee; and
- (b) Redundancy Appeal Committee.

RESOLVED

That the following Governors be appointed to the Redundancy Committee:

2

3

4

5

RESOLVED

That the following Governors be appointed to the Redundancy Appeal Committee:

2

3

4

5