

Cambo First School

Restructure and Redundancy

POLICY FRAMEWORK

Ratified by Governing Body	Autumn Meeting 2022

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This policy can be made available in different formats upon request. Please contact the school office on 01670 774210vor email on Admin@cambo.northumberland.sch.uk and Speak to Carol Flatman the school secretary

Restructure and Redundancy Policy Statement

Introduction

101 This policy and accompanying restructure and redundancy procedure have been developed for employees of our school who, in accordance with the Employment Rights Act 1996 and the Employment Act 2002, work under a contract of employment. They set out the approach the Governing Body has taken in providing a transparent method for mitigating the need for staff displacement when changes to school staffing levels are required.

102 When considering such change, our primary responsibility as the Governing Body will be to ensure the delivery of the school curriculum and developing staffing levels/structures that are appropriate to meet this need. Reference will be made to the School Improvement Plan and Self-Evaluation data in delivering change in these circumstances.

103 We recognise that there are multiple internal and external drivers for change and the impact they will have will vary for example culture change, strategies for continuous improvement, service efficiency, succession planning. A clear rationale is essential to help facilitate the understanding of the necessity for staffing changes.

104 When there is a requirement for implementing change within the staffing establishment, account should be taken of the need to retain teaching and support staff with appropriate skills, experience, knowledge and qualifications deemed necessary to support the current and anticipated future requirements of the school.

105 Governors are supportive of the fostering of good employee relations within school and note that all appropriate Trade Union/Professional Associations have been consulted on this policy, which has been compiled in accordance with the appropriate statutory legislation as well as advice from ACAS.

Principles of this Policy

201 The implementation of this policy and accompanying procedure will be carried out using a fair and transparent process. As the Governing Body of the school we are therefore committed to ensuring the following principles are taken into consideration in decisions made under this policy.

- appropriate support from our School HR service provider is sought prior to implementing this policy and accompanying procedure
- an effective strategy for long term planning of staffing levels is tailored to the School Improvement Plan and school self-evaluation. This will allow for the avoidance of short-term solutions that are inconsistent to the longer-term needs of the school, promoting greater job security
- a commitment to meaningful information sharing[1] and consultation with employees and recognised Trade Union/Professional Associations on any proposed restructure plans and, where applicable, alternatives to compulsory redundancies

[1] As the Governing Body, we will be advised by our HR Service provider as to options on the format and level of detail to ensure meaningful consultation takes place with staff and their Trade Union Representatives.

- scrupulous attention to detail, careful documentation and transparency, as well as being sensitive of the needs of employees at risk of redundancy, at each and every stage of the change process.
- where staff displacement is required the selection criteria have been approved following consultation and applied in a fair and transparent manner.
- displaced employees have the right of Appeal against any selection for compulsory redundancy with a panel of governors who have no prior detailed knowledge or have a pecuniary or prejudicial interest in the outcome.
- no governor who may have a pecuniary or prejudicial interest in the outcome of decisions relating to the application of this policy and accompanying procedure should attend meetings of the Governing Body when dealing with such matters.
- the application of additional selection criteria are applied fairly and consistently and they do not discriminate on grounds of gender, gender identity or reassignment, marital status, full/part time/fixed term employment status, sexual orientation, race, language, ethnic or national origins, faith/religion/belief, disability, age, Trade Union/Professional Association membership or activity, together with any political view or affiliation.
- as part of planning and preparation of managing change that an equality impact assessment is undertaken regarding the potential impact on stakeholders affected by the proposals.
- any party involved in managing change will always maintain confidentiality during its implementation and ensure any details of procedures and records are kept confidential to those involved in the process.
- an appropriate compensation package for displaced employees is put in place and that any offer of voluntary/compulsory redundancy is to be considered conditional and may be rescinded where there is no longer a requirement for this displacement[2].

[2] Where an employee has joined our school, subject to TUPE, then where it is recognised they have enhanced terms and conditions that impact on this policy & procedure then these will continue to apply.

Restructure and Redundancy Procedure

Introduction

101 The detail of this Restructure and Redundancy Procedure – at each stage – has been developed to emphasise the essential action points required to ensure objective and transparent decision making when considering changes within our school staffing structure

Planning a Restructure

201 When reviewing the staffing structure of the school, as the Governing Body we recognise the need to ensure an assessment is undertaken of the curriculum / organisational / logistical requirements and how they can best meet our overriding duty to educate the pupils on our school roll.

202 To undertake such an assessment, as part of routine planning we have delegated to the Headteacher the action of undertaking a periodic review of these requirements through assessing:

- Where are we now?
- Where would we like to be?
- How do we get there?

203 Having undertaken an assessment of the needs of our school (including financial) the Headteacher, where they have determined there is a need for proposing change to the school establishment, will assess the impact on staffing to determine any potential risk of displacement/redundancy. This will include undertaking an equality impact assessment to determine impact on stakeholders affected by any proposals.

204 Examples of the options available for the headteacher to consider for avoiding redundancies may include:

- not filling vacant posts;
- employee turnover, for example through resignations or retirements;
- retraining or transferring staff to other duties;
- seeking voluntary reductions in hours or job-sharing;
- using any existing contractual flexibilities, such as reducing the hours of employees with variable hours contracts (provided that the reduction is reasonable and appropriate notice is given).
- ending fixed-term contracts that are coming to their natural end
- considering requests to access actuarially adjusted benefits from Teachers' Pension Scheme members;
- considering requests to access phased retirement from Teachers' Pension Scheme members or flexible retirement for Local Government Pension Scheme members.

205 In determining if there is a redundancy situation we will adhere to the Employment Rights Act 1996, noting an employee will be dismissed by reason of redundancy if the dismissal is wholly or mainly attributable to:

a. the fact that the employer has ceased or intends to cease –
   - to carry on the business for the purposes of which the employee was employed, or
   - to carry on that business in the place where the employee was so employed, or

b. the fact that the requirements of that business –
   - for employees to carry out work of a particular kind, or
   - for employees to carry out work of a particular kind in the place where the employee was employed have ceased or diminished or are expected to cease or diminish.

Implementing a Restructure

301 Having determined the potential impact upon staff of proposed restructuring the Headteacher will determine the appropriate method for consultation and implementation of proposals through the following options:

302 No risk of staff redundancy - Where no such risk is apparent, we will follow a simplified restructure procedure for consultation and implementation as outlined in **annex 1**. This will involve referring draft proposals to ourselves as the Full Governing Body (except where we have determined such matters can be formally delegated to a committee such as staffing or our chair of governors) who will consider the rationale for change and accompanying implementation plan prepared by the Headteacher prior to agreeing any proposals for consultation.

(a) Where no amendments are proposed following consultation, this will be deemed the end of the restructure process and proposals will be implemented.

(b) Where amendments are proposed, following this consultation, they should be referred back to ourselves as the Governing Body or we may choose to delegate this to a committee for consideration. Once final proposals are approved the decision will be notified to the relevant parties and this will be the end of the restructure process.

303 Risk of staff redundancy identified – Where there is a risk of staff redundancy then the Headteacher will inform ourselves as the Governing Body (except where we have determined such matters can be formally delegated to a committee such as staffing or our chair of governors) and seek approval to update staff and ask them to come forward if they wish to consider options for flexible working[3] or other alternatives as a way of avoiding entering the formal redundancy procedure.

Where this is unsuccessful then the Headteacher will seek advice from our HR service provider relating to the following points, prior to proceeding with the redundancy process as outlined in the remainder of this procedural document.

(a) The legal constraints we will be required to work within as prescribed by the employment rights act 1996 and subsequent statutory legislation and guidance relating to redundancy of staff.

[3] employees interested in such options are advised to review our school Flexible Working Policy that is available in the school office.

(b) Identification of the proposed selection pool (this may be a pool of one) - Where a selection pool is identified we will ensure that this is undertaken objectively as possible, supported by clear verifiable evidence and applied consistently.
(c) The requirement to inform recognised Trade Unions/Professional Associations in good time of a potential redundancy situation.

304 Once the above steps have taken place, as the Governing Body we will consider whether to proceed with consultation on a proposed reduction in staffing levels of the school. In such circumstances our Chair of Governors will ensure an item is placed on the agenda of the next available Full Governing Body meeting[4] to agree the arrangements for managing a formal redundancy process.

305 A Checklist of the key actions within the redundancy procedure can be found in annex 3, together with accompanying flowchart at annex 4, summarising the following arrangements within our procedure:

- Stage 1 – avoiding compulsory redundancies
- Stage 2 – selection for redundancy
- Stage 3 – hearing against dismissal
- Stage 4 – appeal procedure against dismissal

Redundancy Process Stage 1 - Avoiding Compulsory Redundancies

401 Following on from the Governing Body meeting above, the formal redundancy process will begin through a consultation exercise outlining the rationale for any proposals, in addition to any proposed selection pool, draft selection criteria (should they become necessary), timescales for implementation, delegation arrangements, as well as options for avoiding any compulsory redundancies.[5]

402 The Headteacher will arrange a briefing to staff in the following order:

- staff within proposed selection pools
- All staff within school

The nature of the briefing will be to run through the consultation proposals as outlined above, inclusive of the compensation package available to displaced staff, both in terms of redundancy and change of role.[6]

403 Following this briefing the Headteacher will despatch correspondence with final draft proposals[7], beginning a period of formal consultation of not less than 30 calendar days[8] to the following parties:

[4] It may be necessary for our chair of governors to call a special meeting of the Full Governing Body to ensure timescales for the process are not unduly delayed.
[5] Any such formal consultation with staff and trade unions should include an Equality Impact Assessment (EIA) of the proposals being considered.
[6] Where a restructure results in a change of role/responsibilities and salary reduction then protection arrangements will apply as identified within the school Pay Policy.
[7] Staff at risk and trade unions/professional associations will receive individual copies of our consultation documentation. All other staff (including those who may be absent on sick leave, maternity, secondment etc) should have access to the documentation (for example a copy left in the staff room).
[8] We have determined that 30 calendar days is the minimum consultation period for a full restructure where redundancies may take place as per the agreed restructure process (see appendix 1).

- All Staff employed by the school
- All recognised Trade Union/Professional Associations

404 During the period of consultation, the Headteacher, supported by our HR service provider will provide workshops and briefings to staff, where requested, both on a group or individual basis as necessary.

405 Following the end of the consultation period the Headteacher will meet with our HR service provider (*within 5 standard working days* of the consultation ending) to confirm alternatives to Compulsory Redundancy in the following order:

- Alternatives to redundancy (non-staffing)
- Alternatives to redundancy (staffing)
- Confirm selection criteria
- Voluntary redundancy requests[9]

406 Where sufficient alternative proposals or volunteers are available - within 5 standard working days of the above meeting the following communication will take place to confirm the outcome and next steps[10]:

- Meeting of staff within proposed selection pool
- Correspondence to all staff, Trade Unions/Professional Associations

407 Where there is still a requirement to reduce staffing following a review of the consultation there will be a need to move to stage 2 of the process ensuring that within 5 standard working days of the above meeting the following communication will take place to confirm the outcome and next steps.

- Meeting of staff within proposed selection pool
- Correspondence to all staff, Trade Unions/Professional Associations.

408 Where at this stage the number of posts within a selection pool is equal to the number of posts at risk, there will be a need to move to stage 3 of the process for such staff.

Redundancy Process Stage 2 - Selection for Compulsory Redundancy

501 Selection criteria must be designed to ensure that the school is able to retain staff with the knowledge, skills and experience required to meet its future management, operational, curricular and pastoral needs.

502 Depending on the selection criteria and method of selection there may be a requirement to obtain additional information from staff within the selection pool, for example through a skills audit. A period of 10 standard working days will be provided to accommodate this requirement, where necessary.

503 Once the Headteacher has the information required for selection based on the

[9] [9] Please note that volunteers may withdraw prior to formal offer being made and accepted.
[10] There may be a requirement to still move to stage 2 of the process while any volunteers for redundancy are confirmed and signed off, where this is the case staff affected will be informed of the rationale of such a decision.

agreed criteria they will hold a “selection proposal meeting” in conjunction with our school HR service provider. A note taker will also be in attendance.

504 The Headteacher will apply the first agreed criteria for selection, and subsequent criteria in turn until appropriate proposals for selection can be made. Where the approved criteria are exhausted a default of LIFO (last in first out) will be used, based on date of continuous employment with our school, having due regard to relevant equalities legislation.

505 Staff at risk will be verbally informed of the outcome of this selection proposal meeting and given the opportunity to informally discuss their initial selection with the Headteacher.

506 From the point of initial selection, our school HR service provider will work with staff selected to consider, where available, redeployment into suitable alternative employment within school.

Redundancy Process Stage 3 - Hearing against Selection

601 A letter confirming proposed selection for redundancy will be issued within 5 standard working days following the selection proposal meeting. This letter provides details of a hearing with an appointed panel (up to 3 governors with no pecuniary or prejudicial interest in the outcome) to hear concerns relating to proposed selection.

602 The letter will also include documentation relating to:

- the decision to propose selection (inclusive of anonymised selection criteria scores)
- the date for the hearing (providing at least 10 standard working days’ notice from dispatch of letter)
- the opportunity to supply additional information / witnesses (at least 5 standard working days before the meeting)
- be represented by a Trade Union/Professional Association representative who is accredited or accompanied by a work colleague.
- It will also contain the procedural format for the hearing **(see Annex 2)**

603 Dispatch of this letter to staff will constitute the beginning of stage 3 of the Redundancy Process.

604 The Hearing with the Panel (supported by HR) will include the Headteacher (supported by HR), together with the individual member of staff and their accredited Trade Union/Professional Association representative or work colleague. A minute taker will also be in attendance. The Employee will, where possible, be informed verbally of the decision, this being followed up in writing within 5 standard working days of the decision

605 Where the proposal to select is overturned then the matter will be referred back to a further stage 2 “selection proposal meeting” for review of the process.

606 Where the decision is upheld, the letter to the employee will outline the reasons for the decision and details on their right of Appeal. It will also confirm appropriate notice period and, where applicable, details of redundancy and pension. The employee will

have 5 standard working days to confirm their decision to appeal their selection for redundancy.

Redundancy Process Stage 4 - Appeal against Selection

701 Receipt of a request from a member of staff appealing against their selection for redundancy will constitute the beginning of stage 4 of this redundancy procedure. Following its receipt, a letter will be despatched within 5 standard working days. This letter will contain documentation relating to:

- details of the appeal provided by the employee
- all information provided to the hearing panel inclusive of minutes and outcome letter
- the date for the appeal hearing (providing at least 10 standard working days' notice from dispatch of letter)
- the opportunity for both parties to supply additional information / witnesses (at least 5 standard working days before the meeting)
- the opportunity for the employee be represented by a Trade Union/Professional Association representative who is accredited or accompanied by a work colleague.
- It will also contain the procedural format for the appeal hearing **(see Annex 2)**

702 The Appeal Panel of 3 different Governors with no pecuniary or prejudicial interest in the outcome (supported by HR) will meet with the individual member of staff and their Trade Union /Professional Association representative who is accredited or work colleague, together with the Chair of the Hearing Panel (supported by HR). A Note taker will also be in attendance. The Employee, where possible, will be informed verbally of the decision, this being followed up in writing within 5 standard working days of the decision.

703 Where the proposal to select is overturned then the matter will be referred to a further stage 2 "selection proposal meeting" for review of the process.

704 Where the decision is upheld, this is the end of the redundancy procedure.

705 Once a decision has been made relating to a redundancy, we will ensure that appropriate action is taken relating to the termination of contract to ensure any payments are made to employees through normal procedures with their SLA providers.

Annex 1 – Procedure for undertaking a school restructure

Advice will always be sought from our school HR service provider regarding the level of consultation with staff and external trade unions/professional associations. However, we have agreed that such consultation will follow the minimum as outlined in the options shown below[11].

Organisation	Significant change in structure	Partial change in structure	Minor Changes to Structure
Schools within NCC	These refer to change of a whole school restructure - examples could be that of amalgamation of schools or where at least 20% of staff are being directly affected by the proposals.	These surround potential revision of the school management structure or specific service areas (including contracting arrangements etc) - or amendment/deletion/addition of TLR posts/ restructure of school office staff etc.	Minor changes to grading and job descriptions of an individual post/creation of additional post - an example could be the review of the ISR or say job description of the Headteacher to reduction in hours for designated staff or appointment of additional TA etc.
	<u>Option 1</u> Our school will undertake a minimum 30 calendar days consultation . This consultation to be within school to staff and externally to recognised Trade Unions / Professional Associations.	<u>Option 2</u> Our school will undertake a minimum 14 calendar day consultation. This consultation to be within school to staff and externally to recognised Trade Unions / Professional Associations.	<u>Option 3</u> Advice to school would be to undertake a 7 calendar day consultation with staff affected and, where recognised, any school-based Trade union / Professional Association representatives.

<u>Restructure Checklist</u>

☐ Headteacher supported by our HR service provider will assess the impact of a planned restructure on staff prior to referring draft proposals to ourselves as the Governing Body[12].

☐ As Governors we will consider the rationale for change and accompanying implementation plan for restructure prepared by Headteacher, together with the impact on staff in school, prior to agreeing proposals for consultation.

☐ Based upon the above assessment governors will confirm one of the following options as the basis of consultation. Option Agreed:

- ☐ Option 1
- ☐ Option 2
- ☐ Option 3

The Headteacher working with our HR service provider will, in accordance with the option above, will undertake appropriate consultation arrangements as agreed above by Governors.

[11] Please note that this simplified restructure procedure only applies where an assessment has been made that there is no risk of staff redundancy.

[12] Except where we have agreed as a Governing Body that formal delegation has been passed to a governor committee such as the staffing committee or to the chair of governors – this committee/chair then takes on the role of
the Governing Body.

Annex 2: Redundancy Hearing & Appeal Procedure[13] – suggested format

Introductions
The Chair of the Panel introduces all parties present and explains how the meeting will be conducted and what is being considered – including adjournments, refreshment breaks, expected behaviour, documentation, etc.

Presentation
By the Headteacher (or Chair of Panel where it is an Appeal). Witnesses[14] called as/where necessary.

Please note: where more than one witness is to be called as part of the presentation it is important that all parties are given the opportunity to question each witness

Questions
The parties may ask questions relating to the presentation given by the Headteacher (or Chair of the Hearing Panel where it is an Appeal) in the following order:

- Employee (or Trade Union/Professional Association representative or their work colleague)
- Panel Members

Presentation
By the Employee (or Trade Union/Professional Association representative or their work colleague). Witnesses* called as/where necessary.

Please note: where more than one witness is to be called as part of the presentation it is important that all parties are given the opportunity to question each witness prior to their being excused.

Questions
The parties may ask questions relating to the presentation given by the Employee (or Trade Union/Professional Association representative or their work colleague) in the following order:

- Headteacher (or Chair of the Hearing Panel where it is an Appeal)
- Panel Members

Final statements
Will be taken in the following order:

- Headteacher (or Chair of the Hearing Panel where it is an Appeal)
- Employee (or Trade Union/Professional Association representative or their work colleague)

All parties then withdraw to allow the Panel to reach a decision. The representative from our HR service provider supporting the Panel will remain during this stage as will the minute/note taker.

[13] Order of presentations/final statements to be reversed at appeal stage

[14] Each witness will be required to attend on an individual basis to answer questions from all parties and are expected to make themselves available to be called for further questioning should this be necessary.

The parties may be asked to remain available for possible clarification of matters and be advised of the decision of the Panel.

Annex 3: School Redundancy Checklist

Ensure and identify genuine reason for redundancy (identify applicable option):	
School has ceased or intends to cease, carrying on the business or kind of work within which the employee is employed OR	☐
The requirement for employees to carry out work of a particular kind has ceased or diminished (or is expected to) OR	☐
The business or kind of work for which the employee was employed is no longer to be undertaken in the place where the employee is employed	☐
Inform Governing Body of potential need for redundancies	☐
Equality Impact Assessment in place?	☐
Governing Body meet and agree delegation arrangements for formal redundancy process (once LA approval is received) and consult on proposed selection pool, draft selection criteria and timescales etc	☐
STAGE 1 Avoiding Compulsory Redundancies:	
Headteacher to arrange briefings with staff to run through rationale for change to structure and identification of selection pool, draft criteria and compensation package	☐
Headteacher begins a 30-day period of formal consultation (broken down into 2 stages: 2 weeks concentrating upon alternatives to compulsory redundancy, any comments, suggestions relating to proposed selection pool, together with points raised concerning additional criteria for selection if redundancy becomes unavoidable, second stage is a further 2 weeks consultation concentrating on any revisions made to proposals above)	☐
Draft proposals have been issued to:	
• All staff of the school	☐
• All recognised Trade Union / Professionals Associations	☐
Headteacher, supported by our HR service provider has identified time for workshops and briefings to staff (if requested) during 30 days consultation.	☐
Following consultation process the Headteacher supported by our HR service provider to confirm alternatives to Compulsory Redundancy (within 5 working days of consultation ending) confirming: • Alternatives to redundancy (non staffing) • Alternatives to redundancy (staffing) • Confirm selection criteria • Voluntary redundancy requests	☐

If sufficient voluntary redundancy requests are received:

Headteacher to hold a staff meeting to inform of outcome ☐

Headteacher to Issue correspondence to staff, TU / Professional Associations & Strategic Director to confirm outcome ☐

If insufficient voluntary redundancy requests etc, move to compulsory redundancy below otherwise this is the end of the process.

Proceed to compulsory redundancy:

Headteacher to hold staff meeting to inform them of outcome and confirm compulsory redundancy next steps ☐

Headteacher to Issue correspondence to staff, TU / Professional Associations & Strategic Director to inform of outcome and next steps in compulsory redundancy process ☐

STAGE 2 Selection for compulsory redundancy:

Headteacher to obtain information required to identify staff proposed for redundancy (for example undertake skills audit etc) ☐

Headteacher to hold selection proposal meeting supported by our HR service provider and apply agreed criteria for selection ☐

Headteacher to verbally inform staff “at risk” of outcome of selection proposal meeting ☐

Headteacher to provide opportunity for informal discussion with staff initially proposed for selection ☐

Alternative employment:

Our HR service provider will work with staff to consider any suitable alternative employment within school following their proposed selection, as well as provide support/advice on external employment opportunities for example with other local schools ☐

STAGE 3 Hearing Against Selection (preparation):

Clerk to Governors to Issue letter confirming proposed selection for redundancy, including date and details of hearing with appointed panel ☐

In addition, the letter Must include:

- documentation relating to decision (including anonymised selection criteria scores) ☐

- Confirm right to be accompanied by work colleague or TU representative ☐
- Provide opportunity to supply additional information / witnesses ☐
- Confirm procedural format for hearing ☐

Hearing takes place with the hearing Panel and relevant parties ☐

Hearing against selection (outcome):

Chair of Panel verbally advises the employee of the decision and confirms in writing: ☐

- reasons for the decision ☐
- Advise of right to appeal ☐
- Confirm appropriate notice period ☐
- Confirm (if applicable) details of redundancy payment and pension ☐

If proposal to select is overturned, refer back to a stage 2 and hold further selection proposal meeting

STAGE 4 Appeal Against Selection:

Following receipt of appeal letter:

- Issue acknowledgement letter confirming details of the appeal and providing opportunity for employee to supply additional information / witnesses ☐
- Confirm right to be accompanied by work colleague or TU representative ☐

Appeal hearing:

Panel (consisting of 3 different governors, supported by HR) to meet with staff member and conduct appeal hearing ☐

Chair of appeal panel verbally advises the employee of the decision and confirm in writing ☐

Confirm no further right of appeal ☐

If proposal to select is overturned, refer back to stage 2 and hold further selection proposal meeting

School to ensure they action the termination of contract to ensure payments are made via BMS etc ☐

Paid time off to look for work / attend training to continue throughout any notice period ☐

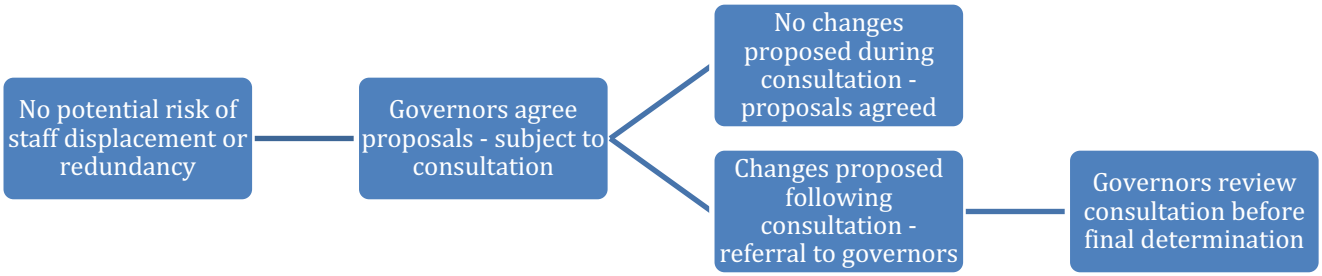
Annex 4: Restructure and Redundancy Flowchart

Planning a Restructure

Headteacher to assess impact on staffing to determine any potential risk of desplacement or redundancy

Option 1	Option 2
No potential risk of staff displacement or redundancy Follow Restructure Prosess	Potential risk of staff displacement or redundancy Follow Redundancy Procedure

Option 1 - Restructure Process



Option 2 – Redundancy Process

Stage 1: Avoiding Compulsory Redundancies

Period of consultation (minimum 30 calendar days) with staff and Trade Unions on restructure proposals inclusive of attempts to seek alternative solutions and therefore avoid compulsory redundancies

Stage 2: Compulsory Selection Process

Where compulsory redundancies are unavoidable then a "Selection Proposal Meeting" will be held to implement agreed selection criteria until the desired number of staff have be identified.

Stage 3: Hearing Against Selection

Staff proposed for compulsary redundancy may attend a Hearing with governors to confirm (or not) the proposal for selection. Where the proposal is overturned then it will be referred back to stage 2 for review.

Stage 4: Appeal Against Selection

Where selection for compulsory redundancy has been confirmed, this will be subject to an appeal to Governors. Where the proposal is overturned then it will be referred back to stage 2 for review

Annex 5: Equality Impact Assessment

1. Name of the change, strategy, project or policy:	Restructure and Redundancy Framework
2. Name of person completing this form:	Schools HR Service

3. Has the policy/practice been assessed to consider any negative impact on the key groups?

Yes. The framework is based upon ACAS good practice

4. Where negative impact has been identified, please complete questions 5-9, if none is identified, please sign and proceed to question 9.

Equality Target Group (circle):	Negative impact – it could disadvantage	Reason/Mitigation against impact
Race	***No evidence of negative impact***	
Religion/belief	***No Evidence of negative impact***	
Disability	***Possible impact***	Any method of selection for reviewing school staffing structure and selection for redundancy will be assessed to ensure that it is compliant with the equality act.
Gender	***No evidence of negative impact***	
Gender Reassignment	***No evidence of negative impact***	
Sexual Orientation	***No evidence of negative impact***	
Age	***Possible Impact***	Any method of selection for reviewing school staffing structure and selection for redundancy will be assessed to ensure that it is compliant with the equality act.
Pregnancy/Maternity	***Possible Impact***	Any method of selection for reviewing school staffing structure and selection for redundancy will be assessed to ensure that it is compliant with the equality act and legislation specific to pregnancy/maternity.
Marriage & Civil Partnerships	***No evidence of negative impact***	

5	Yes	No
(a) Is the impact legal/lawful? Seek advice from your HR Provider if necessary	N/A	N/A
(b) Is the impact intended?	N/A	N/A

6 Could you minimise or improve any negative impact? Use the space below to detail how.
Note references above. In addition, selection criteria can be reviewed to ensure it takes account if impact on protected equality characteristics.
7 Is it possible to consider a different policy/strategy/action, which still achieves your aim, but avoids any adverse impact on equality?
No: school needs a policy in place and this framework has been consulted upon with recognised trade unions as a basis for consultation/adoption
8. In light of all the information detailed in this form; what practical actions would you take to reduce or remove any adverse / negative impact?
School will ensure that its data collection is as accurate as possible to identify staff that may have one or more equality characteristic to consider in any decision making.

PART B) To be completed when assessment and consultation has been carried out

9a) As a result of the assessment and consultation completed in Part A above, state whether there will need to be any changes made to the policy, project or planned action. **9b) As a result of this assessment and consultation, does the school need to commission specific research on this issue or carry out monitoring/data collection?**				
No changes necessary				
9) Have you set up a monitoring/evaluation/review process to check the successful implementation of the policy, project or change?	**Yes**	✓	**No**	**As described above**

Signed: Paula Cummings Date: Autumn 2022