

CYNGOR SIR *POWYS* COUNTY COUNCIL

Schools

Redundancy Procedure

For Teachers

Ysgol Cedewain

Cyngor Sir Powys County Council

Schools (for Teachers)

Redundancy Procedure

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Cyngor Sir Powys County Council

Schools (Teachers)

Redundancy Procedure

Introduction

The Powys County Council's policy is to ensure as far as possible, security of employment for all its employees. It should however, be recognised that there may be changes in economic conditions, organisational requirements and technological developments which might affect staffing needs. The Council and Schools Governing Bodies, in consultation with the Trade Unions and Teacher Associations will seek to minimise the effect of redundancies including the provision of sufficient time and effort to finding alternative employment for displaced staff.

It should be noted that this policy is supported by a redeployment policy.

It should also be reviewed with the teachers' retirement / access to pension policy.

It is recognised that this policy, including financial entitlements, will be reviewed on an annual basis

1.0 Definition of Redundancy

Under the Employment Rights Act 1996, redundancy arises when employees are dismissed in the following circumstances:

- where the employer has ceased, or intends to cease, to carry on the business for the purpose for which the employee was employed; or
- where the employer has ceased, or intends to cease, to carry on the business in the place where the employee was employed; or
- where the requirements of the business for employees to carry out work of a particular kind have ceased or diminished or are expected to cease or diminish; or
- Where the requirements of the business for employees to carry out work of a particular kind, in the place where they were so employed, have ceased or diminished or expected to cease or diminish.
- Redundancy may also arise where the Authority no longer has the resources to maintain employees to carry out work of a certain kind.

2.0 Procedure

Governing Bodies initiating redundancy procedures should consult with the Authority from the start of and throughout the process. Failure to do so may result in a school having to meet any of the costs of the redundancy process or any subsequent costs arising at Employment Tribunal.

This policy is supported by a Redeployment Policy, copies of which are available from the Head Teacher or Chair of Governors.

3.0 Consultation

- 3.1 Consultation must precede any decision to terminate employment on the grounds of redundancy. It should be noted that there is no statutory requirement to consult staff associations and trade unions where such proposals affect less than 20 staff, but the Authority recognises that it is good practice to do so and therefore encourages consultation in all cases.
- 3.2 Consultation will take place between the Governing Body, teacher associations and teachers. The Head Teacher will write to staff potentially affected at the school and local representative of each recognised teacher association, at the earliest opportunity. Normally this will be when the staffing and the finance committee of the governing body consider that a redundancy situation should be declared. (A list of all Teaching Union representatives is contained in appendix 8 of this policy). At the same time, the head teacher or chair of governors will notify the Council's HR Department. Consultation will be undertaken in good faith by the Head Teacher with assistance from HR with a view to reaching an agreement with elected representatives of the teaching staff and/or their recognised trade union.

In the case of potential redundancies arising from the Schools Modernisation Programme, responsibility for consultation will rest with the County Council's HR department.

- 3.3 Written details will be sent to teacher associations outlining matters for discussion and will include the following information:
- the reason for the redundancy proposals, including budgetary and school development information giving details of expenditure, commitments and forecasts of income and the level of reduction required;
 - the number of teachers who are expected to be affected;
 - the total numbers in each establishment concerned;
 - confirmation of discussions on appropriate selection criteria with recognised teaching associations;
 - the proposed method of carrying out the redundancies, with due regard to the period over which the redundancies are to take effect;
 - the formula for calculating severance payments.
- 3.4 A consultation meeting will be arranged by the Head Teacher with teacher association representatives. The Head Teacher will confirm the arrangements for this meeting in writing with staff, informing HR at the same time. The purpose of this meeting is:
- to discuss reasons for potential redundancies;
 - to consider ways of avoiding redundancies;
 - where appropriate, to disclose all relevant information;
 - To discuss the timetable.
- 3.5 The head teacher should make arrangements for detailed notes should be taken of this meeting and confirmation of the outcomes placed in writing to the relevant teacher associations.

- 3.6 Consultation commences with trade unions before employees, and all relevant teacher associations should be consulted.
- 3.7 Immediately after commencing consultation with the trade unions and teacher associations, teachers must be consulted and the Head Teacher should arrange these meetings either individually or in groups. From a group meeting, teachers should be advised that they can have individual consultation. Teachers should be advised that they have the right to be represented by a teacher association official at any consultative meeting.
- 3.9 An HR Officer should be invited to all the consultative meetings. Written notes of these meetings should be made.
- 3.10 At consultative meetings, teachers should be advised of the following:
- reasons for the redundancies;
 - that this is a formal consultation period in which the teacher has an opportunity to offer comments/thoughts/ideas etc. on ways of avoiding redundancies;
 - the criteria to be used to select staff for redundancy and given the opportunity to raise any questions they have on the application of the criteria;
 - the ways in which the School will be trying to avoid redundancies such as redeployment, etc.;
 - that there will be a right of appeal if selected for redundancy;
 - that they may arrange further meetings as necessary to ensure that all relevant avenues are explored.
- 3.11 Following these meetings, written confirmation will be given to each teacher confirming the points discussed and advising them of the date that the consultation period finishes.

4.0 Consultation periods

- 4.1 Consultation will be in accordance with the timetable at Appendix 2. However, in all cases, consultation will commence at least 30 or 90 days before the first dismissal takes place as follows:
- 30 days before where the employer is proposing to dismiss less than 100 employees;
 - 90 days before where the employer is proposing to dismiss 100 or more at one establishment.
 - Notice periods for teachers must always be observed during the consultation period.
- 4.2 The consultation period will commence with the initial meeting between the Head Teacher and teacher associations.
- 4.3 The outcome of the consultation process should be reported back to the Governing Body.

5.0 Measures to avoid compulsory redundancies will include:

- seeking volunteers;
- voluntary reduction in hours, including overtime working and job-sharing;
- a complete skills audit of teaching staff;
- reasonable re-training to meet requirements of posts vacant internally, teaching and non teaching;
- early restriction on recruitment and non-replacement of posts;
- termination of temporary/agency employees (with less than one year's service);
- natural wastage;
- making details available of any early retirement or voluntary redundancy package that may be available;
- internal reorganisation, leading to internal redeployment within the school;
- redeployment to suitable alternative employment within the Authority with retraining.
- A bumped redundancy, where a teacher in another school (with the agreement of the LEA and governing body) effectively swaps places with a teacher in a redundancy situation. If this is not possible details will be provided as to the reason why, and there shall be no right of appeal.

6.0 Selection Criteria be used for Teachers

- 6.1 In the case of a school closure the person(s) identified for redundancy will either be self selected where no new school is opening, or determined by non-appointment to positions in any new school.
- 6.2 In the case of annual budget setting where a need to reduce staffing levels has been identified, the head teacher will set down the criteria to be used in writing.
- 6.3 The criteria are set out in full in Appendix 4. The criteria will be objective, fair and explicit and will be provided to all staff. The selection criteria will be based on the necessity to maintain a balanced workforce after the redundancies have taken place that has the appropriate skills and commitment to ensure the continued success of the school. Skills will also need to reflect the different teaching and management requirements in the school.
- 6.4 After consultation, if it is decided to reduce the number of teachers, the schools development plan, staff review and audit process will be considered in relation to the selection process. If after the application of the criteria, there is more than one teacher who could equally be chosen, consideration should be given to competitive competency-based selection interview as a further step.

7.0 Selection Process

7.1 Asking for Volunteers for Redundancy and/or Early Retirement

Under the present legislation for schools with a delegated budget, participation in any redeployment system must be voluntary and by agreement. Whilst applications for voluntary redundancy may be considered, such applications will be subject to and based upon the requirements of the school. In the first instance, volunteers for redundancy will be requested and details of redundancy payments, and where

appropriate pension benefits, will be made available. Voluntary redundancy and compulsory redundancy do not differ in terms of the procedure or benefits available to teachers. If asking for volunteers attracts more than required, or teachers with specific skills that the School needs to retain, then the Head Teacher has the right not to accept a teacher's request.

7.2 Applying the criteria

Factors that would enable one sex or race to meet the criteria more easily must be avoided. Similarly, factors that could discriminate against a disabled person must also be avoided. Teachers selected for redundancy as a result of the above, have a right of access to those records.

8.0 Informing Employee of Provisional Decision to Dismiss for Redundancy and Appeals.

- 8.1 As soon as possible after the provisional decision to make an employee redundant has been made, the Governing body must write to the employee advising of the provisional decision and informing the employee of the right within 10 days to make written representations to the Staff Dismissal Committee or to request a meeting with the Staff Dismissal Committee and to make such oral and/or verbal representations that the employee may wish to make. The Staff Dismissal Committee will convene to consider any written or oral representations made within 15 working days of receipt of the written submissions or receipt of a request for a meeting.
- 8.2 Teachers are entitled to be represented at the hearing procedure by either a colleague of their choice or an appropriate Trade Union official.
- 8.3 The decision of the staff dismissal committee shall normally be given orally at the meeting and confirmed in writing within 7 days. Where the committee decides that a teacher should cease to work at the school, the committee shall include a written statement of the reasons for the committee's decision in its letter of confirmation to the teacher and advise the teacher of the right to appeal within 15 days of the date of receipt of the decision to the Staff Dismissal Appeals Committee.
- 8.4 Should the teacher wish to appeal against the decision of the Staff Dismissal committee to make their post redundant, their appeal will be heard by the Staff Dismissal Appeals Committee comprising of no fewer members of the Governing Body than the Staffing Committee. No member of the Appeals Panel can have participated in earlier stages of the selection. The appeal will be heard within 15 working days of registration. The teacher will be given not less than 5 working days' notice of the date of the hearing and may call witnesses and produce documents relevant to the appeal. The documentary evidence will be made available to all parties.
- 8.5 The grounds for an appeal may include: (This list is not exhaustive)
- the selection criteria procedure used
 - the application of the procedure, (questions, scores etc)
- 9.6 Where the appeal is not upheld, the teacher will be informed in writing within 5 working days of the hearing and the Governing Body will then notify the employing

authority of the decision. The authority will then consider whether redeployment will be possible in accordance with the redeployment policy.

- 8.7 Teachers are entitled to be represented at any stage of their respective appeal hearing procedure by either a colleague of their choice or an appropriate Trade Union official.
- 8.8 It is important to stress that transparency throughout the process from all parties involved is essential, this will ensure that all employees are treated in a fair and equitable manner.

9. Notice Periods for Teachers

9.1 The notice of redundancy must be issued by the LEA at a Statutory Dismissal (Redundancy) Interview and confirmed in writing to each individual affected and should include:

- Reasons for the redundancy;
- Effective date of redundancy;
- Redundancy payment and how that has been calculated;
- Right of appeal.

9.2 Notices of dismissal will be issued by the Authority on the instruction of the head teacher.

9.3 The actual period of notice to be provided to teachers will be in accordance with the School Teachers' Pay and Conditions Document (the "Burgundy Book"). Notice of redundancy for teachers must be provided no later than:

31st October for termination of employment on 31st December

28th February for termination of employment 30th April

31st May for termination of employment on 31st August

The whole process relating to redundancies need to be completed by the end of the notice period. Notwithstanding the above, all headteachers shall be under a minimum of three months' notice and in the Summer term four months, terminating at the end of a school term as defined above.

9.4 *Where a school is subject to closure, staff terms and conditions will vary (teaching and non-teaching staff). In the interest of consistency, all staff will be entitled to the longer notice periods provided to staff on teaching terms and conditions.*

9.5 If, following the issue of dismissal notices, the school is able to find appropriate ways of avoiding redundancy, the Governing Body undertakes to adopt such measures and withdraw dismissal notices.

10.0 Misconduct by Employees during Notice

10.1 If an employee is found to be in breach of standards of conduct that would justify dismissal, the teacher loses their right to a redundancy payment.

10.2 The School is then entitled to terminate the teacher's contract by reason of the teacher's conduct and can terminate it in one of the following ways:

- without notice
- by giving proper notice
- by giving shorter notice than the teacher's original entitlement

10.3 The above does not apply if connected with misconduct relating to taking part in lawful strike action.

10.4 For any misconduct during a notice period, the due disciplinary process should be applied

11.0 Assisting Employees

11.1 The following list is not exhaustive but gives guidance on the areas of assistance that may be given to teachers whose posts have been declared redundant.

Employment:

- Redundancy counselling
- CV writing
- Interview skills
- Advice on retraining
- Circulation of internal vacancy details
- Ensuring the employees have access to suitable resource to access information or vacancies
- Circulation of CVs to appropriate bodies
- Where possible advice on external vacancies/organisations
- Reasonable paid time off to attend formal selection / assessment centres or interviews

Retirement:

- Redundancy counselling
- Pre-retirement counselling
- Financial planning
- Pension details
- Investments
- Tax/NI
- State pension forecasts
- Benefits Agency
- Redundancy payments

11.2 A teacher who is under notice of redundancy is entitled to reasonable time off during working hours to look for new employment or make arrangements for training for future employment. This activity must be agreed in advance by the head teacher and in principle this should not negatively impact on the educational provision within the school. Such an employee is entitled to be paid at the appropriate contractual rate for the period of absence. The LEA has agreed to pay up to 3 periods of supply

cover over the period of notice, which will include the cost of the supply cover and the training course where appropriate.

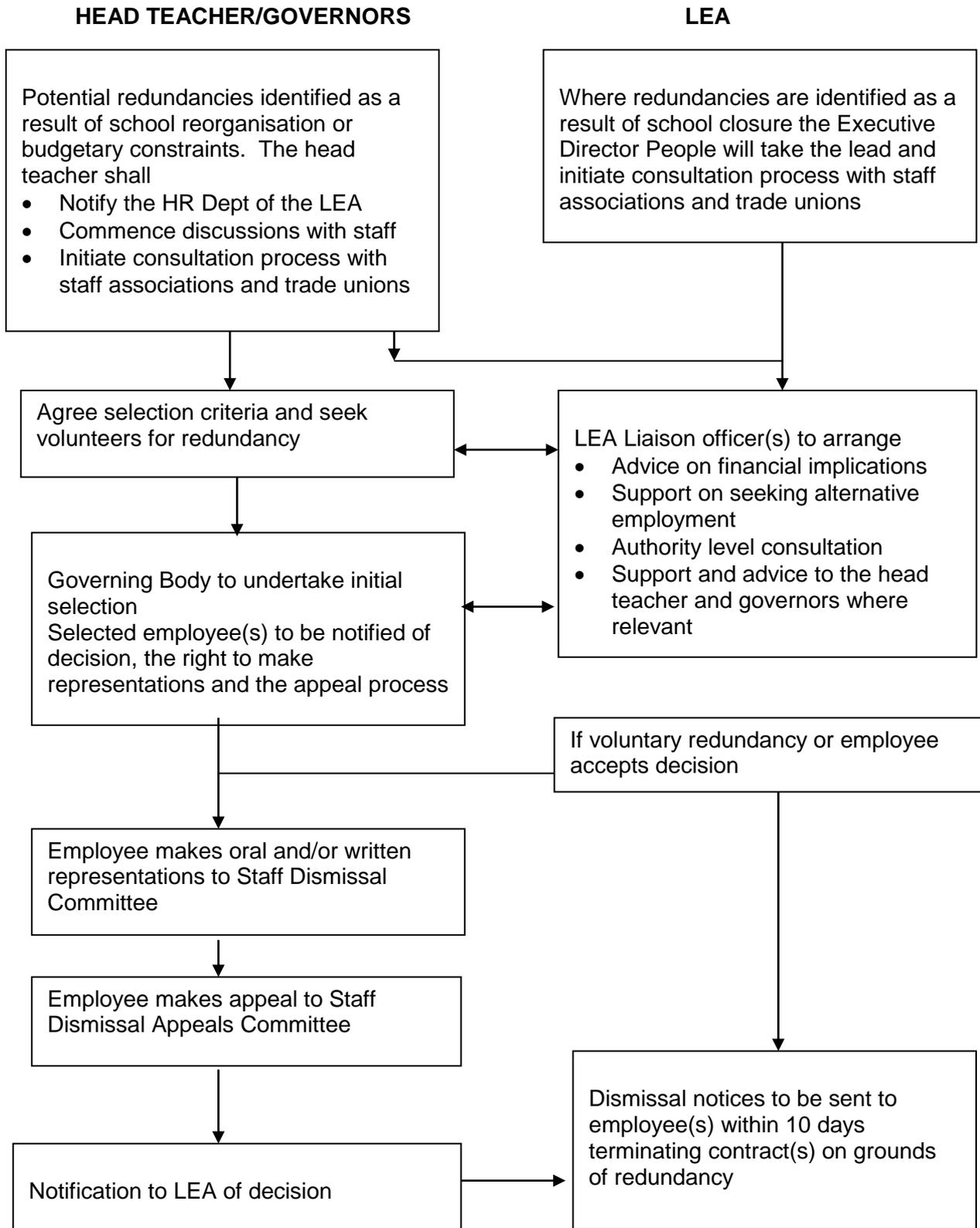
- 11.3 If the head teacher determines that supply cover will be required to support the teacher who is a redundancy situation to look for alternative employment, for example for that teacher to attend recruitment / selection centres or interviews, the head teacher must notify their Finance and HR adviser that additional funding is required.

12.0 Redundancy Payments

- 12.1 The Authority will base redundancy payments on actual pay, this payment will be calculated using the actual pay at the date of termination of employment.
- 12.2 Teachers with two year's continuous service are entitled to a redundancy payment as detailed in Appendix 6 Ready Reckoned for Redundancy Payments.
- 12.3 The School Standards and Framework Act 1998 provides for the Authority to meet the cost of redundancy, unless there is good reason to charge the school's budget share. Good reason may include a lack of appropriate consultation by a school, specifically:
- not making the Authority aware of the need for a redundancy exercise
 - not agreeing with the Authority the reduction option to be followed
- 12.4 A redundancy payment will not be paid if, before the end of their employment, the employee has received an offer of a suitable comparable job to start within 28 days of the end of the previous employment. The employee will be required to sign a disclaimer to this effect. All teaching staff should refer to the local government modification order, which can be found within the burgundy book. This order details all the employers to whom the order applies; specifically if you take up employment with one of the employers listed you will not be paid your redundancy payment.

APPENDIX 1

THE REDUNDANCY PROCESS FLOW CHART



APPENDIX 2

REDUNDANCY TIMETABLE (All dates are estimated and can be moved with the exception of appropriate notice periods and actual termination of employment)

LATEST DATES FOR END OF TERM

	SPRING	SUMMER	AUTUMN
Review of budget plan	<i>Early November</i>	<i>Early March</i>	<i>Mid July</i>
Discuss with Governing Body	<i>Early November</i>	<i>Early March</i>	<i>Mid July</i>
Consult with staff associations and trade unions for at least 28 days	<i>Mid November</i>	<i>Mid March</i>	<i>Mid July</i>
Arrange date to consider voluntary redundancy requests	<i>Mid December</i>	<i>Mid April</i>	<i>Mid August / September</i>
Identify which post(s) is redundant via agreed criteria	<i>Mid December</i>	<i>Mid April</i>	<i>Mid August / September</i>
Notify member of staff and their right to a personal hearing to make representations	<i>Mid December</i>	<i>Mid April</i>	<i>Mid August / September</i>
Notify member(s) of staff of decision and arrangements for appeal			
Arrange Appeals Committee meeting	<i>Early January</i>	<i>Early May</i>	<i>Early September / October</i>
Notification of dismissal(s) to the Authority	<i>Early January</i>	<i>Early May</i>	<i>Early October</i>
Last date for LEA to issue notice*	<i>Early February</i>	<i>Late May</i>	<i>Early October</i>
Date of dismissal	<i>April 30</i>	<i>August 31</i>	<i>December 31</i>

* Allows for 12 weeks notice for employees with 12 or more years continuous service

APPENDIX 3

REDUNDANCY PROCEDURE CHECKLIST

Referred to HR	Date:.....
Consultation: Report to Service Committee	Date:.....
Report to Governing Body for Schools	Date:.....
Written reasons sent to teacher associations	Date:.....
Date of meeting with teacher associations	Date:.....
Individual meetings arranged with employees	Date:.....
Written reasons sent to individual employees	Date:.....
Notified Secretary of State for employment	Date:.....
Notified Department of Trade and Industry	Date:.....
Requested volunteers for redundancy/ early retirement	Date:.....
Considered all measures to avoid compulsory redundancies	Date:.....
Block on recruitment within Schools in areas where alternative employment maybe available	Date:.....
GB write to employee indicating intentions and inviting employee to make written representations or request a meeting with Staff Dismissal Committee	Date:.....
Staff Dismissal Committee meeting with Employee	Date:.....
Letter to employee with outcome of Staff Dismissal Committee meeting and advising on right of appeal	Date:.....
Appeal Notice received	Date:.....
GB write to employee inviting employee to meeting of Staff Dismissal Appeal Committee	Date:.....
Staff Dismissal Appeal Committee meeting with employee	Date:.....
Letter to employee with outcome of Staff Dismissal Appeal Committee meeting	Date:.....
Letter to LEA recommending dismissal for redundancy	Date:.....
Selection: Redundancy Selection Assessment completed and redundant employees identified	Date:.....
HR completes and sends written notice to individual teachers.	Date:.....
Closing date for representations and appeals for School Teaching Staff	Date:.....
Alternative offers of employment investigated	Date:.....

Notes: Detail what posts available and to whom offered and when.

Retraining investigated:	Date:.....
HR Officer responsible	

APPENDIX 4

SELECTION CRITERIA

When deciding which teachers should be considered for selection for redundancy, the "pool" from which the selection is to be made needs to be established, taking into consideration factors such as whether:

- other teachers are effectively doing the same job as those initially selected;
- all appropriate locations have been taken into consideration.

Once the pool has been established, an objective selection method must be applied to select the teachers who are to be made redundant. The criteria must be well defined and capable of being applied in an independent way, thereby being able to show that a teacher selected has been compared in relation to the agreed selection criteria with all those others in the pool and as a result be able to show that the teacher(s) has been fairly selected.

The criteria will be objective, fair and explicit and will be provided to all teachers. The selection criteria will be based on the necessity to maintain a balanced workforce that has the appropriate skills and commitment to ensure the continued success of the service after the redundancies have taken place.

Criteria to be used for selecting staff for redundancy are described below.

1. Skills and qualifications

This will help to ensure the retention of a balanced workforce which means that objective selection criteria related to the needs of the school(s) are reasonable. Teachers should be able to see what criteria are being used and how they are to be applied. Formal qualifications and advanced skills can also be considered, where they are of direct relevance to future education provision and/or skill-mix requirements.

2. Standard of work performance and aptitude

The school must be able to show that there is objective evidence to support a selection based on this by criteria.

3. Attendance Records

It is imperative that appropriate records have been maintained in order to use this criterion. On no account should the school take into consideration absence occasioned by pregnancy or childbirth when calculating absence. Similarly, account should not be taken of any absences which are as a result of an employee's recognised disability or industrial injury.

The school must be careful not to penalise a teacher who has had a recent problem but before this had a good attendance record. Examples of this could include absence for one-off occurrences such as surgery.

4. Disciplinary Records

Only current disciplinary records should be taken into account. Expired disciplinary warnings should not be considered.

Example Selection Criteria County Primary

Statement of Criteria for Redundancy

Proposed Class Structure

The Governing Body meeting held on [Date] discussed the class structure which would be required from [Date] and agreed that this would be:-

Class 1– Nursery, Reception and Year 1

Class 2 – Year 2- 3

Class 3 – Year 5-6

Class 4 etc

Note: All Class Structures should be detailed including the Head and deputy head

Criteria for selection

Governors discussed the criteria for selection for redundancy and agreed the following:-

First Criteria

Qualifications, experience and other skills as set out below, determined by reference to a skills audit form to be completed by all members of the teaching staff.

Post 1 Ability to teach Early Years and Key Stage 1
(Full time) Ability to work with and organise work for NTA and student nursery nurses

Post 2 Ability to teach Key Stage 2
(Full time) Administer Key Stage 2 SAT's
 Ability to effect smooth transition for Year 3 children into Key Stage 2

Post 3 *etc.*
(Part time 0.4)

Second criteria – All Posts

The following are areas where experience, skills and/or qualifications would be valuable to the school and are graded according to importance.

- Numeracy, Literacy, Science and ICT experience across the curriculum.
- Skills in Foundation subject areas
- Demonstrate knowledge and understanding of positive behaviour strategies
- Demonstrate an understanding of different learning styles
- Demonstrate the ability to work as a member of a team
- Ability to foster good relations with parents
- Experience of specialist skills to support the learning environment.

APPENDIX 5

SCHOOL SKILLS AUDIT

Please complete the form answering the questions outlined and including all skills, qualifications, experience and training which you would wish the head teacher to be aware of. This can include skills and experience you do not currently use in school. You may continue on a separate sheet if necessary.

Please return the completed form to the head teacher by no later than **[Date]**

The contents of the form are **CONFIDENTIAL** and will be used only for the purposes of selection with regard to the current redundancy situation.

NAME	
1) Please indicate by placing a tick next to the box, which post you are interested in. You may tick more than one	Post No. 1 <input type="checkbox"/> Post No. 2 <input type="checkbox"/> Post No 3 <input type="checkbox"/> Etc.
2) Please state your qualifications and experience, including dates, for the posts you have expressed an interest in.	

<p>3) Please state relevant experience, training, and/or qualifications in Numeracy, Literacy, Science and ICT across the curriculum.</p> <p>**This section is a changing environment with a move from knowledge to skills base. Therefore this section must be agreed in advance on a case by case basis with the representative trade unions.</p>	<p>Numeracy</p> <p>Literacy</p> <p>Science</p> <p>ICT</p>
<p>4) Please state relevant experience, training, and/or qualifications in teaching the Foundation subjects.</p>	

<p>5) Please give examples of your ability to work as a member of the school team e.g. approach new challenges positively, actively contribute to staff meetings, show initiative within designated roles and responsibilities, examples of working together, other skills or experience you can bring not covered in curricular activities.</p>	
<p>6) Please state the ability and qualities you have to foster good relations with parents, giving examples of how you do this.</p>	
<p>7) Please state relevant experience or skills you have that you consider support the learning environment.</p>	

Please add any other information you would wish the Governing Body to be aware of with regard to your skills, experience, abilities, training or qualifications.

REDUNDANCY SELECTION FORM

Name of Staff Member:

CRITERIA KEY:

1 – EXCELLENT 2 – V GOOD 3 –GOOD 4 – ADEQUATE

	Experience	Qualifications	Training	Knowledge	Skills	Overall Assessment
CRITERIA						
1						
Qualification and experience						
2						
Relevant experience key areas						
3						
Knowledge of behaviour strategies						
4						
Learning styles						
5						
Work with others and organise staff						
6						
Specialist skills to support the learning environment.						
7						
Work in team						

**APPENDIX 6 (Calculate number of weeks entitlement)
(Post 1st October 2006)**

Age	Service (Years)																			
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
18*[1]	1																			
19	1	1½																		
20	1	1½	2																	
21	1	1½	2	2½																
22	1	1½	2	2½	3															
23	1½	2	2½	3	3½	4														
24	2	2½	3	3½	4	4½	5													
25	2	3	3½	4	4½	5	5½	6												
26	2	3	4	4½	5	5½	6	6½	7											
27	2	3	4	5	5½	6	6½	7	7½	8										
28	2	3	4	5	6	6½	7	7½	8	8½	9									
29	2	3	4	5	6	7	7½	8	8½	9	9½	10								
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11							
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12						
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13					
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14				
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15			
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16		
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17	
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½	
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18	
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½	
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19	
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½	
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24	
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½	
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25	
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½	
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26	
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½	
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27	
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½	
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28	
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½	
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29	
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½	
61*[2]	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30	

18* [1] - It is possible that an individual could start to build up continuous service before age 16, but this is likely to be rare, and therefore we have started Table 2 from age 18.

61* [2] - The same figures should be used when calculating the redundancy payment for a person aged 61 and above.

APPENDIX 7 Sample Letters

Sample Letter Notifying Staff of Potential Redundancies

Dear Colleague,

I write to inform you of the decision of the full Governing Body on the [Date] to proceed, reluctantly, with the process of the redundancy of a post(s) of **** from within the school. The redundancy will need to take effect from [Date]

Please find attached to this letter a copy of the draft criteria and skills audit form that will be applied to enable a decision for the redundancy to be made. I would value any comments or views either you, or your representatives, have on these, in writing, by [Date]

You will be aware of the opportunity that you have to apply for voluntary redundancy, job share or early retirement and if you would like to pursue one of these avenues then could you please make your application in writing by [Date] The granting of such a request would be subject to and based upon the requirements of the school.

You can obtain estimates of benefits by contacting the Central Support Services Section of the LEA on 01597 826406.

Outlined below for your information is the timetable proposed for this procedure.

Action	Date
Draft Criteria and skills audit form sent to staff and Trade Unions	
Comments on the criteria and skills audit form, and applications for voluntary redundancy, job share or early retirement to the Head teacher by:	
Agreed criteria and skills audit form sent out to staff	
Skills audit forms returned to the Head teacher by	
Date of initial selection against criteria	
Member(s) of staff to be informed of decision	
Date of meeting to hear representations	
Meeting of Appeals Committee to hear appeal	
Formal notice of redundancy to be received by individual selected by	

Please forward any comments on the criteria or any applications for voluntary redundancy, job share or early retirement by

Yours sincerely,

Head teacher

County Hall / Neuadd y Sir,
Llandrindod Wells,
Powys.
LD1 5LG.

If calling please ask for / Os yn galw gofynnwch am

Tel / Ffôn:

Fax / Ffacs:

Mobile / Ffon symudol:

Email / Llythyru electronig:

Your ref / Eich cyf:

Our ref / Ein cyf: HR/

Date / Dyddiad:

Dear «Title» «Last_Name»

Re: Consultation on xxxxxxxxxx posts

I am writing to notify you that your attendance is required at a consultation meeting to discuss the future requirements of xxxxxxxxxxxxxxxxxx posts. There is an expectation that these posts may be subject to redundancy. The purpose of this consultation is to explain the situation to you, explain what this means to you and to give you an opportunity to ask any questions you may have. If you are unable to attend please contact me on the above number.

The meeting will be chaired by xxxxxxxxxx, Head of xxxxxxxxxx. (List other staff attending i.e. Line Manager and HR Representative and any Union Representatives).

(**Optional Paragraph**) You can claim mileage for this meeting. The distance claimed should be between your home to the meeting and from the meeting home again. Please complete the attached expenses form and have it authorised on the evening of the meeting. This will be paid at a rate of 13.8 pence per mile.

Yours Sincerely

**Corporate and Democratic Support Services
Directorate Cyfarwyddiaeth Gwasanaethau
Cymorth Canolog a Democrataidd**

County Hall / Neuadd y Sir,
Llandrindod Wells,
Powys.
LD1 5LG.

Head of HR/ Pennaeth Adnoddau Dynol

If calling please ask for / Os yn galw gofynnwch am

Tel / Ffôn: 01597 – 82
Fax / Ffacs: 01597 – 826215
Mobile / Ffon symudol:
Email / Llythyru electronig
Your ref / Eich cyf:
Our ref / Ein cyf: HR
Date / Dyddiad: 2006

Dear

Re: Consultation on xxxxxxxxxxxxxxxx posts

As you are aware a meeting was held on (DATE), to discuss the expectation that the post of xxxxxxxxxxxx will cease to continue and therefore current staff in this post will be facing redundancy. We entered into consultation over this on xxxxxxxx and this consultation period will be coming to an end on xxxxxxxxxxxx. The purpose of the consultation period is to offer an explanation to those staff who will be effected by redundancy, to talk through any issues you may have and to look at any other options such as redeployment to an alternative post.

If you were unable to attend either meeting, we will be telephoning you to arranging to meet with you on a one to one basis within the next two weeks. I would like to confirm that after the consultation period you will be given your statutory notice period which is xxx at the end of which your employment with Powys County Council will be terminated on the basis of dismissal due to redundancy. However, the final date for notice is ----- . Any members of staff who have notice that runs beyond this date will be given a payment in lieu of notice.

According to our records, your date of birth is xxxxxxxx and your start date in the post of xxxxxxxxxxxx is xxxxxx. Based on this the number of weeks' redundancy pay you will be entitled to receive will be xxxxxxxx. If you disagree with any of this information please contact me on the number shown above as soon as possible. If I have shown no entitlement to redundancy pay, this will be because you have less than two years' service within the role of xxxxxxxxxxxx. Any member of staff falling into this category is not eligible for redundancy pay. For those staff who have other posts with the Authority, these are not affected by the dismissal due to redundancy for the xxxxxxxxxxxx post.

If you expressed an interest in being considered for redeployment to another post, and for those staff we have not managed to meet with yet who might be interested in redeployment, we have enclosed information about vacancies that are currently available.

If you are interested in any of the attached vacancies and you are invited for interview and are successful at the interview you will be considered for the vacant post prior to any employee who is not facing redundancy from their current post. You will be able to trial the post for four weeks, at the end of this time, if you feel you are not suited to the post, you may continue to be entitled to take your redundancy pay, unless Powys County Council feels you are suited to the post and query your decision. Alternatively Powys County Council may decide that you are not suited to the post and will then give you your redundancy payment as originally agreed. If you are successful with a redeployment post but this is at a lower rate, you will receive a one off compensatory payment.

If you have any queries with regard to this information, please don't hesitate to contact me on the number shown.

Yours Sincerely

County Hall / Neuadd y Sir,
Llandrindod Wells,
Powys.
LD1 5LG.

If calling please ask for / Os yn galw gofynnwch am

Tel / Ffôn:

Fax / Ffacs:

Mobile / Ffon symudol:

Email / Llythyru electronig:

Your ref / Eich cyf:

Our ref / Ein cyf: HR/

Date / Dyddiad: 2006

Dear ,

**Re: Final meeting to discuss details of ending your employment as a
XXXXXXXXXXXXXX.**

As part of the Schools redundancy policy we are required to hold a final meeting with you to discuss the details of ending your employment, known as a 'dismissal meeting'. This meeting gives you the opportunity to raise any final concerns you may have regarding your redundancy and allows us to give you the final details from payroll regarding your final payment.

The meeting has been arranged at xxx on xxxxxxxxxxxxxxxxxxx at XX time XX.

You may bring a colleague or representative to this meeting if you so wish.

If for any reason you cannot attend this meeting or do not wish to meet please let xxxxxxxxxxxxxxxxxxx (on Tel No) know and we can make alternative arrangements to get the documentation to you.

Yours Sincerely

Head Teacher

County Hall / Neuadd y Sir,
Llandrindod Wells,
Powys.
LD1 5LG.

If calling please ask for / Os yn galw gofynnwch am

Tel / Ffôn:

Fax / Ffacs:

Mobile / Ffon symudol:

Email / Llythyru electronig

Your ref / Eich cyf:

Our ref / Ein cyf: HR/

Date / Dyddiad: 2006

Dear ,

Re: Confirmation of redundancy details from your xxxxxxxxxxxx post

You will be aware that the rationalisation proposals for xxxxxxx School have been approved, which includes the role of the xxxxxxxxxxxx. You were also made aware as part of the consultation process, which ended on (Date), that it was proposed as part of the rationalisation, your post be made redundant from the (Date).

If you have less than 2 years continuous service by (Date) you will not be entitled to redundancy pay.

All calculations used in this letter are based on the start date we have for you in this post, or if this is your only remaining post with the authority, continuous service. I confirm this date as XXX.

All payments are taxable, with the exception of your redundancy payment. Any advance of salary owing and any other monies outstanding to the authority will be taken from your final payment.

You are entitled to XX weeks' statutory redundancy payment, which has been estimated as £XXXX. This calculation is based upon your age, length of service and weekly pay, and is a tax-free payment. You will also be entitled to your untaken annual leave entitlement for this leave year (pro rata to xxxxxx).

You are entitled to a period of notice to end your employment through redundancy, which is calculated on the basis of a week for every completed year of service. As you have been continuously employed within local Authority for a period of XX complete years you are entitled to a notice period of XX weeks. This notice is effective from the date following consultation, which is (date). Any notice outstanding at (Date) will be paid in lieu in your final salary payment.

If you are a member of the Local Government Pension Scheme the pensions section will write to you separately. Please contact XXXXXXXXXXXXXXXXXXXX for further information.

In accordance with the Authority's Redundancy Policy you are entitled to appeal against this decision to the Head of Human Resources. Should you wish to exercise this right you should write to the Head of Human Resources, at the above address, within ten working days of receipt of this letter.

Should you be offered a re-deployment opportunity before the xxxxxxxx you may lose your entitlement to redundancy pay. However, you are free to undertake a one-term trial in a new post without it affecting your entitlement to redundancy. Should you choose to take on a new post you may be entitled to a compensatory payment, calculated as the difference between your current and new salary multiplied by the number of weeks notice you would be have been entitled to receive. This will only apply if your current salary is higher than your new salary.

I should like to take this opportunity to thank you on behalf of your managers and Powys County Council for the contribution you have given over the period of your employment in this post.

Should you have any queries on this or any other matter please do not hesitate to contact me.

Yours Sincerely

Appendix 8

Summary of Financial entitlements

- Redundancy payments are based on actual pay, and can be calculated using the ready reckoner at appendix 6.
- If premature retirement is an option exercised by the Teacher aged over 55, (to avoid a compulsory redundancy situation) the teacher will also be entitled to a redundancy payment.
- All teachers who are in a redundancy situation, either voluntary or compulsory can exercise one of the options below as compensation for loss of office:
 1. The granting of one added year to compensate for pension benefit lost as a result of their decision to retire before normal retirement age. (or)
 2. The equivalent of 12 weeks pay, as an additional, taxable, payment to the redundancy payment.

Appendix 9

Schools Trade Union Contact list

Barbara Adams

(NAHT) National Association of Head teachers
Mount Street C.P. Junior School
Brecon
Powys
LD3 7LU

Regional Office Contact :

Neil Butler

(NASUWT) National Association of Teachers Union of Women Teachers
Welshpool High School
Welshpool
Powys
SY22 7RE

Dr Philip Dixon

(ATL) Association of Teachers and Lecturers
Atl Cymru
First Floor, Empire house
Mount Stuart Square
Cardiff Bay
CF10 0SB

Graham Haslock

(NUT) National Union of Teachers
Llandrindod High School
Dyffryn Road
Llandrindod Wells
Powys
LD1 6AW

Contact 01597 851 556

Mr Eryl Owain

(UCAC) Undeb Cenedlaethol Athrawon Cymru
Pen Roc
Rhodfa'r Mor
Aberystwyth
Ceredigion
SY23 7AZ

Contact 01970 639 950

Mr John Till

Voice
Star Malling
Kingsland Road
Shrewsbury
SY37AF

Contact 01332 378 031

Mr John Hopkins

(ASCL) – Association of School and College Leaders
Gwernyfed High School
Three Cocks Brecon
Powys
LD3 0SG