**DIAGRAM ILLUSTRATING REDUNDANCY PROCEDURE FOR SCHOOLS**

Head Teacher holds preliminary discussion with governing body/trustees

Re-structuring/re-rganisation – see separate school/trust guidance

Governing body decides that the head teacher should hold more detailed discussions with the redundancy committee

Other action, e.g. make other savings

No further action

Head teacher prepares proposals for consideration by redundancy committee, involving HR as necessary, as a basis for statutory consultation

If redundancy committee approves proposals as a basis for statutory consultation, head teacher notifies all unions and employees of the decision to consult and how consultation will take place with both unions and employees – mitigation of redundancies applies

Employee appeals successfully – dismissal withdrawn), back to process for selection

Employee appeals but without success

Committee decides to make employee redundant, subject to right of appeal. Employee informed

Committee accepts representations from employee(s), and reviews/re-applies selection criteria if redundancies are still necessary

Formal hearings for all employees, both those volunteering and those provisionally selected for compulsory redundancy

Informal consultation with individuals provisionally selected

If the number of suitable volunteers does not match the number to be made redundant, selection criteria applied provisionally to other employees, results reported by head teacher to redundancy committee

Consultation meeting of redundancy committee with unions. Committee considers representations by unions and individual employees and decides what to do

No further action on redundancy

Head teacher supported by HR holds first consultation meeting with the unions, which is the start of the statutory consultation.

Head teacher reports back to the redundancy committee and discusses the options. If necessary, the head teacher and HR assists the committee to prepare a section 188 notice (intention of redundancy) and invite the unions to a consultation meeting

Local authority informed if necessary (for payment)

If there are suitable expressions of interest in voluntary redundancy committee accepts these

Further consultation with staff, collective and individual, including invitations to express interest in voluntary redundancy

All staff informed

Consultation with all employees, in groups or individually, especially those at potential risk