

Hunters Hill School - Residential
STAFFING RESTRUCTURE 2019

IMPLEMENTATION TIMELINE & PROCESS

DATE	PROCESS	COMMENTS
Feb 2020	Discuss proposals with ER	If staff 55 years or older ask HR Operations to request Pension Strain costs.
Feb 2020	HT prepares business case/proposal Complete due diligence process (where applicable)	
Feb 2020	Preliminary discussions with GB Appoint Redundancy Committee and Appeals Committee	
Feb 2020	HT meets with the Redundancy Committee and shares detailed business case/proposal including selection process, if applicable	
Feb 2020	Meeting with Redundancy Committee and seek approval as a basis for consultation	
w/c 17.02.2020	HT invites all teaching and support staff unions to informal consultation meeting	Offer three dates giving 2-3 weeks' notice and enclose a copy of the business case and supporting documentation
2 March 2020 9.30am, 3 rd March, 9.30am or 5 th March 2pm	Informal consultation meeting with unions	Advise unions you will meet with directly affected staff first then have whole school meeting Agree date for formal consultation meeting with unions and redundancy committee
5 th March 2020	HT meets with Redundancy Committee and drafts the S188 and consider criteria for selection process, if required	
5 th March 2020	HT sends Draft S188 plus additional documents (if required) to the unions inviting them to a meeting with the HT and the Redundancy Committee If selection process required, agree what	The date for this meeting should already have been agreed with the unions at the informal meeting

16 th March 10am, 19 th March 1.30pm	Formal Meeting with Unions and Redundancy Committee Start of the 30 calendar days consultation process (excluding holidays)	Final S188 issued
16 th March or 19 th March	Meetings with staff	<ul style="list-style-type: none"> • Directly affected staff 1:1 • Groups/Departments • Whole school staff
16 th March or 19 th March	Inform staff of key dates	<ul style="list-style-type: none"> • Implementation Date – (insert date) • Hearing with Redundancy Committee will take place on (insert date), if known
16 th March or 19 th March	Advise staff 1:1 meetings will be available with HT/SMT during consultation period	<ul style="list-style-type: none"> • This is available regardless of whether staff require representation • Get redundancy figures from HR Operations where requested by staff
16 th March or 19 th March	Request expressions in VR (R4)	<ul style="list-style-type: none"> • Get redundancy figures from HR Operations where requested by staff • If staff 55 years or older ask HR Operations to request Pension Strain costs • Receive expressions by (insert date, then send R5)
Wc 27 th April 2020	Expressions in VR to be received	<ul style="list-style-type: none"> • Consider pension strain costs if applicable
Wc 27 th April 2020	30 calendar days consultation period ends	<ul style="list-style-type: none"> • End of the formal consultation period
Wc 27 th April 2020	Redundancy Committee Meeting	<ul style="list-style-type: none"> • Quality assure process to date • Discuss and agree VR expressions

Wc 27 th April 2020	Serve notice to staff wishing to take VR	<ul style="list-style-type: none"> ER to provide letter so school can send
Wc 27 th April 2020	Inform redundancy committee of any provisional selections for compulsory redundancy	<ul style="list-style-type: none"> Redundancy committee must approve any recommendations for provisional selections of compulsory redundancy
Wc 27 th April 2020	Inform staff of selection process	<ul style="list-style-type: none"> Issue letter giving 5 working days to make representation (r6)
Wc 27 th April 2020	Serve Notice to staff made Compulsory Redundant not wishing to make representations to the Redundancy Committee	<ul style="list-style-type: none"> Issue Notice (R9) for CR
May 2020	Organise Appeals	<ul style="list-style-type: none"> Invite to Appeal (R13)
w/c 1 st June	Appeal Hearing/s with Appeals Redundancy Committee	<ul style="list-style-type: none"> Outcome Letter (R15) Letter R16 if successful at appeal
1 st July 2020	Implementation date	

NB. YOU MUST CONSULT WITH ALL STAFF, INCLUDING THOSE ABSENT DUE TO SICKNESS, MATERNITY LEAVE, SUSPENSION, ETC.

NB. TEACHERS CAN BE SERVED NOTICE THREE TIMES IN A YEAR, THESE ARE:

31 OCTOBER 28 FEBRUARY 31 MAY

WHEN PLANNING YOUR TIMELINE YOU NEED TO ENSURE THE 30 DAY CONSULTATION PERIOD ENDS BY SEPTEMBER, JANUARY AND APRIL.