

School

STAFFING RESTRUCTURE

IMPLEMENTATION TIMELINE & PROCESS

PLEASE REFER TO AND WORK IN CONJUNCTION WITH THE BCC ONGOING STATUTORY DUTIES DOCUMENT AND THE MANAGING ORGANISATIONAL CHANGE PROCEDURE

DATE	PROCESS	COMMENTS
	Discuss proposals with BCC SFS	If staff 55 years or older ask HR/payroll provider to request Pension Strain costs (this can be expensive and the cost has to be met by the school – FIGURES ARE NOT TO BE SHARED WITH STAFF)
	HT prepares business case/proposal Complete due diligence process – Equality Impact Assessment, up to date Job descriptions	
	Preliminary discussions with GB Appoint MOC Committee and Appeals Committee	Full details of the business case not shared with full GB only relevant MOC committees
	In accordance with the BCC Ongoing Statutory Duties document, HT submits business case to SFS to approve and follow process for spend review board to sign off. BCC IR to also approve the business case	No MOC process can commence until final approval from spend review board has been received by school
	Upon approval, HT meets with the MOC Committee and finalises detailed business case/proposal including selection process, if applicable and not already covered	
	During meeting with MOC Committee and seek approval as a basis for consultation	
	HT invites all teaching and support staff unions to first consultation meeting including Section 188 notice	Offer three dates giving 2-3 weeks' notice and enclose a copy of the business case and supporting documentation and

		Form HR 1 for notification to BIS
	Consultation meeting with unions, chaired by OC Committee with support from Headteacher as relevant This will start the statutory period of consultation	Advise unions you will meet with directly affected staff first then have whole school meeting
	Start of 30 day consultation period (45 days if more than 100 employees)	Calendar Days excluding holidays
	Meetings with staff	• Directly affected staff 1:1 • Groups/Departments • Whole school staff • Share business case or direct staff to where this saved
	Inform staff of key dates	• Implementation Date – (insert date) • Selection process • Hearing with MOC Committee will take place on (insert date), if known
	Advise staff 1:1 meetings will be available with HT/SMT during consultation period	• This is available regardless of whether staff require representation • Get redundancy figures from HR Provider where requested by staff • Keep staff updated after 1:1 meetings
	Request expressions in VR	• Get redundancy figures from HR Provider where requested by staff • If staff 55 years or older ask HR Provider to request Pension Strain costs (this can be expensive and the cost has to be met by the school) • Receive expressions by the end of the 30 day

		consultation period at the latest(insert date)
	Expressions in VR to be received	Consider pension strain costs if applicable
	Give staff Skills Audit (optional to give earlier or later – this is to give staff adequate time to complete and/or if enough VR expressions received you may not need to proceed with selection process)	- Advise staff of selection process - Copies of JD and Person Specs should be provided - Completed for (insert date)
	30 calendar days consultation period ends	End of the formal consultation period
	MOC Committee Meeting	- Quality assure process to date - Discuss and agree VR expressions
	Serve notice to staff wishing to take VR	ER to provide letter so school can send
	Receive completed Skills Audits (if still applicable)	Assess against selection criteria
	Undertake Selection Process	- SMT undertake this process - An impartial panel of scorers (minimum 3 members)
	Panel arrange to meet with the headteacher and make recommendations	Panel provide relevant evidence
	Headteacher to inform staff of selection process outcome	- Issue letter giving 5 working days to make representation - Information is to be redacted for data protection purposes
	Serve Notice to staff made provisionally Compulsory Redundant Offer right to meeting before OC committee	- Issue Notice for CR - School to manage Employee should confirm or decline the offer of a meeting with OC

		committee within 5 working days
	Organise Hearings for those staff wishing to make representation	- Letter of Invite sent with appropriate notice - Hearing with MOC Committee 15 working days notice
	Hearings with MOC Committee and staff who wish to make representation	- Outcome Letter - LA representative in attendance to support MOC Committee
	Implementation Date	
	Organise Appeals (if not already concluded prior to implementation date)	Invite to Appeal
	Appeal Hearing/s with Appeals OC Committee	- Outcome Letter - Letter if successful at appeal
	Provide summary update of the outcome of the proceedings in the form of numbers of employees obtaining work elsewhere, accepting variations of contracts, accepting VR or made CR.	Update provide to unions and BCC officers

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.