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REDUNDANCY POLICY AND PROCEDURE- NON TEACHING STAFF

(Schools with fully delegated budgets)

This procedure replaces the “Procedure for handling Redundancies in the Non-Teaching Sector of the Northern Ireland Education and Library Service. (General Council Circular No.7 refers)

Introduction

The Education and Library Boards commit themselves to take all reasonable steps to avoid redundancies. Where redundancies cannot be avoided the employer will undertake to allow sufficient time for proper consultation with the workforce and the recognised trade unions in accordance with the guidance as outlined in this procedure.

Under the Education Reform Order (NI) 1989 Schedule 4 Paragraph 5 it is within the remit of a Board of Governors of a school with a fully delegated budget to declare an employee redundant. A declaration of redundancy through notice to an individual employee is to be considered a dismissal.

Employees who may be affected by redundancy must be consulted individually, even if collective consultation is undertaken. Although there is no statutory requirement for collective consultation if fewer than 20 employees are likely to be affected by redundancies, the boards are committed to full and proper consultation with trade unions where it is proposed to dismiss as redundant any employee. There is a statutory requirement on employers to consult collectively with recognised trade unions if:

- between 20 and 99 employees may be dismissed from any one establishment within a 90 day period, consultation must begin at least 30 days before the first of those employees is dismissed;
- if 100 or more employees may be dismissed from any one establishment within a 90 day period, consultation must begin at least 90 days before the first of those employees is dismissed.

In order to provide for consultation at the earliest stage it is recommended that Boards of Governors commence this process as early as possible in the school year. Responsibility rests with the Governors for determining the level of staffing within their school whilst ensuring the school budget is sufficient to meet full staffing costs along with all other committed costs. Governors should always examine alternative strategies in an attempt to avoid redundancy however in cases where redundancy is unavoidable this policy and procedures should be complied with.

1 Definition of redundancy

An employee who is dismissed shall be taken as dismissed for redundancy if it is attributable wholly or mainly to:

- The fact that the employer has ceased, or intends to cease, to carry on the business for the purposes for which the employee was employed, or has ceased, or intends to cease, to carry on that business in the place where the employee was so employed, or
- The fact that the requirement of that business for employees to carry out work of a particular kind, for employees to carry out work of a particular kind in the place where

he was so employed, has ceased or diminished, or is expected to cease or diminish. (Section 174, Employment Rights (NI) Order 1996).

2 Definition of Employer

For the purpose of handling redundancies the Education and Library Board is the Employing Authority for all non-teaching staff in schools with fully delegated budgets and the Board of Governors is the employer.

3 Scope

The procedure applies to non-teaching staff in schools employed directly by the Board of Governors. Staff employed to meet the special educational needs of children, whose posts are funded by ELB, are employees of the Board of Governors. The School must therefore, apply this procedure in relation to this category of staff.

4 Is there a potential redundancy?

The Board of Governors should regularly review the staffing needs of the school in accordance with the School Development Plan and budget. The Board of Governors need to assess whether any changes they are proposing have an effect on staffing levels. If proposals are such that a reduction in staffing levels is required, steps to avoid a redundancy situation must be considered.

5 Avoidance of Redundancy

The Board of Governors should seek to avoid redundancies, where possible. Governors should consider the potential for achieving the required level of reduction through:

- predictable natural wastage, eg resignations, retirements etc;
- redeployment within the school, subject to the required qualifications and/or skills needed;
- retraining, where practicable;
- an immediate restriction on recruitment except where special skills are required for the continued effective operation of the school;
- non renewal or termination of contracts of temporary staff. NB Staff employed on temporary/renewable contracts may have an entitlement to be treated the same as permanent staff in the application of the criteria for selection for redundancy. This matter should be checked with Human Resources;
- alternative working patterns eg temporary variation of contract from full-time to part- time, job sharing, career breaks etc;
- reduction or elimination of overtime working.

6 Consultation

Where the Board of Governors determine that redundancy must be proposed, it has a duty to consult about potential redundancies with the relevant Trade Unions and staff.

Consultation must be meaningful and occur whilst the redundancies are still at the proposal stage. When dealing with redundancy situations, the Governors must ensure that all staff, including those who may be absent from work due to maternity leave, or on career breaks, are consulted and kept informed.

7 Selection Criteria

The Board of Governors should be clear as to the selection process it intends to use well before the consultation begins, therefore:

- the selection criteria must be clear, objective and precisely defined. The pool for selection and the selection criteria should be clear and understood by the Governors, staff and Trades Unions.
- any selection criteria, eg, qualifications, length of service must be applied in a reasonable, fair and objective manner and should not discriminate against staff on the grounds of age, sex, race, disability, religious affiliation, or employment status. Care should be taken to ensure that criteria are not indirectly discriminatory. (This may occur when a provision, criterion or practice is applied with which a considerably smaller proportion of the staff could comply and which cannot be justified).
- The above selection criteria for compulsory redundancy in respect of staff assigned to a pupil with a Statement of Special Educational Needs does not apply. It has been agreed that such staff will be selected for compulsory redundancy when the need for their continued employment ceases or diminishes.

8 Amalgamations

In circumstances where there is an amalgamation and the organisational structure of the new school results in a reduction in the number of non-teaching posts in a particular area, the interim Board of Governors of the new school may elect to conduct an internal trawl amongst the eligible staff and select those staff for appointment to the posts in the new structure on the basis of interview. Those staff who are unsuccessful at interview will be selected for redundancy if no suitable alternative positions are available.

9 Alternative Work

The ELB is willing to explore potential alternative employment for any member of staff declared compulsorily redundant. However, there is no guarantee that alternative work will be available. If a suitable post is found in terms of pay, grade, job description and location and the employee unreasonably refuses, there will be no liability on the employer to make a redundancy payment.

In the event that alternative work is found, the individual has the right to a statutory trial period of 4 weeks. If the employee leaves within the trial period, they will be considered redundant from the original date, provided the alternative work was unsuitable and/or they did not act unreasonably by leaving it.

10 Time off

Reasonable time off with pay will be granted to potentially redundant employees to attend for job interviews or to seek retraining.

11 Notice of termination of employment

The Employing Authority is required to issue notice of termination, upon the determination of the Board of Governors, to staff “employed to work solely at the school or other institution” who become redundant.

The amount of notice, which the employee is entitled to receive is that set out in Section 118 of the Employment Rights (NI) Order 1996, unless the contract of employment provides for a greater period.

12 Redundancy payment

The relevant date for calculation of the redundancy payment will be the date on which minimum notice is served or, where insufficient notice is provided, the date of termination of employment. In order to be eligible for a redundancy payment, the employee must have completed a minimum of 2 years continuous service by the relevant date. (Section 173,180 &190, Employment Rights (NI) Order 1996).

Employees who are offered alternative employment with the same or an associated employer may not be entitled to a redundancy payment provided that the new job is offered before the date of termination and starts within 4 weeks of that date. (When relevant, this period may be extended to account for periods of school closure).

Associated employers are defined in Statutory Rule 1999 No 409 Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order (Northern Ireland) 1999.

The ELB will write to each employee seeking confirmation that they have not started work in a suitable alternative post within 4 weeks of the termination date. (As above this period may be extended to account for periods of school closure). On receipt of such confirmation, the redundancy payment will be issued.

REDUNDANCY PROCEDURE

Boards of Governors are advised to seek the advice and guidance of the Human Resources Branch of the ELB before initiating the redundancy procedure.

The Chair, Chief Executive or other Officer of the Board may upon giving notice to the secretary, attend any meeting of the Board of Governors or a committee thereof in an advisory capacity, but shall not vote on any question

1.0 STAGE 1 PRELIMINARY MEETING

- 1.1** The purpose of the initial meeting of the Board of Governors is to consider the needs of the school and determine the staffing complement required to meet those needs.
- 1.2** At the end of the preliminary meeting, the Governors should be in a position to commence consultation with trade unions and staff on the proposals to reduce staffing levels. It is important that the proposals should be in terms of areas of work and posts and should not involve the identification of individuals. The Board of Governors may choose to delegate responsibility for the application of the procedure to a Staffing Sub Committee convened in accordance with the Scheme of Management. The Principal cannot act as a voting member of the Sub-Committee. The Staffing Sub-Committee should agree a date for the consultation meeting.
- 1.3** At the preliminary meeting the Board of Governors should:
 - 1.3.1** Establish and record the rationale for any proposed staffing reduction eg budgetary, enrolment, curricular, reorganisation, efficiency, diminution of work in a specific area etc.
 - 1.3.2** Establish and record the proposed unit of staff where a reduction in numbers may be required. eg admin support, technical support, building support, classroom/general assistance, lunchtime supervision. In determining the proposed unit, the Governors should take into account the non-teaching organisational structure relevant to the school.
 - 1.3.3** Consider the potential for achieving the required level of reduction using the measures to avoid redundancy identified in Paragraph 5 above. It should be recognised that governors may not have access to all required information at this point and it will be necessary to write to staff to establish if there is any interest in reduced hours. part-time working, job share career breaks etc. It will also be necessary to seek expressions of interest in voluntary redundancy in the event of being unable to achieve the required level of reduction through any other means.
 - 1.3.4** At this stage, Governors should also establish criteria that will be used to select volunteers for redundancy and in the event of insufficient or unsuitable volunteers, the criteria that will be used for the selection for compulsory redundancies. The needs of the school must be paramount in the definition of the criteria. The governors have the right to define criteria which ensures that suitably qualified/skilled staff are retained and the efficiency and effectiveness of services are maintained.

Selection criteria should be fair and objective and the following criteria shall normally be applied:

1.4 CRITERIA FOR THE SELECTION OF VOLUNTARY REDUNDANCIES:

1.4.1 Requirement to maintain the effectiveness and efficiency of the service through the retention of suitably skilled staff.

1.4.2 Least cost to the public purse.

1.4.3 In the unlikely event of all else being equal, random selection will be applied.

1.5 CRITERIA FOR THE SELECTION OF COMPULSORY REDUNDANCIES:

A score for each member of staff within the unit of redundancy will be calculated as follows:

1.5.1 Qualifications/Skills

Relevant qualifications/skills must be specified when defining criteria, prior to application.

Basic entry qualifications /skills required	3 points
Additional qualifications/skills relevant to the post	6 points

1.5.2 Experience

Experience relevant to the on-going needs of the school. Relevant experience gained in the current post or in previous employment may be considered.

0 - 2 years	2 points
3 - 4 years	4 points
5 +	6 points

1.5.3 Specific Expertise

Expertise gained through training, experience or qualifications which makes a valuable contribution to the successful operation of the school.

Easily transferable to other staff	1 point
Transferable in short term with training to other staff	2 points
Difficult to transfer to other staff	3 points

SUB-TOTAL

MAXIMUM AVAILABLE 15 POINTS

1.5.4 The member of staff with the lowest score is selected for redundancy. WORKED EXAMPLES (**ANNEX 1**)

1.5.5 In the event of equal scores, least cost will be applied. Where least cost does not result in the identification of an individual, random selection / selection interview will be arranged in order to select the most suitable candidate to remain in the post.

2.0 STAGE 2 LETTER TO TRADE UNIONS AND STAFF

2.1 Following the preliminary meeting, the Secretary of the Board of Governors should write to Trade Unions (List of relevant details attached – **ANNEX 2**) and staff initiating the consultation process by outlining the proposals. (**Appendices 1&2**) The Principal should meet with staff to advise of the proposals prior to the issue of the letter. The letter should include the following:

1. The reasons for the reduction in staffing.
2. The proposed unit of staff and the numbers and descriptions of posts that it is proposed to reduce.
3. The details of all non-teaching posts in the school including post title, grade, hours whether the post is temporary or permanent.
4. The measures which the governors will consider to avoid redundancies and an invitation to staff to contact the Principal if they wish to reduce their working hours or job share etc.
5. An invitation to staff to express an interest in voluntary redundancy.
6. The proposed criteria to be used in voluntary redundancy selection.
7. The proposed criteria to be used in compulsory redundancy selection.
8. The proposed method of carrying out any dismissals in accordance with the agreed redundancy procedure.
9. A date by which the Trade Unions and staff should respond in writing indicating whether or not they wish to attend the next meeting to make representations in relation to the proposals. The letter should also advise that if staff or Unions are unable or do not wish to attend in person, they may submit written representations.

2.2 In order to ensure that Governors are in possession of all relevant information to ensure fair and equal consideration of employees in the selection process, staff will be provided with a pro forma (Example provided **ANNEX 3**). **Staff should include all relevant information in relation to their qualifications/skills, experience and any specific expertise which would contribute to the ongoing effective operation of the school.** Completed pro forma must be returned to the Secretary to the Board of Governors by the date of the Consultation meeting. The information provided will be treated confidentially and will only be made available to the Sub-committee in the event that compulsory redundancies are unavoidable.

3.0 STAGE 3 CONSULTATION MEETING WITH STAFFING SUB-COMMITTEE

3.1 Staff and Trade Union responses should have been received prior to this meeting allowing any issues raised in writing to be available to the Staffing Sub Committee in advance. Trade Union representatives and/or members of staff may also choose to attend to make representations on the proposals in person.

3.2 The Staffing Sub Committee will consider all written and oral representations, a record of which should be included in the minutes and on the basis of all of the information available, decide if redundancy can be avoided.

3.3 If, after consideration of all representations, redundancy is unavoidable, the Sub Committee must consider volunteers and apply the agreed selection criteria in accordance with paragraph 1.4 above. Details of the criteria used and those staff selected or rejected for voluntary redundancy must be recorded in the minutes with the reasons for the decisions made. Staff should be notified accordingly of the

outcome of their applications including, where appropriate, their right of appeal to the Board of Governors. **(Appendices 3 & 4)**

- 3.4** In the event that there are insufficient or unsuitable volunteers to avoid compulsory redundancy, the criteria for compulsory selection should be applied to provisionally select the appropriate staff in accordance with paragraph 1.5 above. The criteria applied and the reasons for selection of staff for compulsory redundancy should be recorded in the minutes.
- 3.5** Trade Unions and staff must be informed in writing of the outcome of the meeting. **(Appendix 5)**. Each individual staff member who has been provisionally selected must be informed in writing **(Appendix 6)** and given the opportunity to make individual representations, either in writing or in person, to the Sub Committee. The opportunity to make individual representations should be arranged by the Sub Committee and should, where practicable, take place within 10 working days of the individual being advised of their provisional selection. They should be advised of their right to be accompanied by a Trade Union representative or a work colleague.
- 4.0 STAGE 4 INDIVIDUAL CONSULTATION MEETINGS**
- 4.1** This meeting provides each member of staff provisionally selected, with the opportunity to make representations in relation to their selection.
- 4.2** Where a member of staff chooses not to make representations against their selection for redundancy to the Staffing Sub-Committee within the time frame specified, they should be advised in writing of their right to appeal against the Sub-Committee's decision. **(Appendix 7)**
- 4.3** Where a member of staff chooses to make representations, full consideration must be taken of any representations made, clarifying and exploring any points raised. If information comes to light during the course of the meeting to change the basis of selection, the Sub-Committee should inform the member of staff accordingly in writing. **(Appendix 8)** An alternative member of staff may then be selected, but if so, they will also have the right to make individual representations as to why they should not be selected. Only after all reasonable options have been examined and eliminated will the final list of staff selected for redundancy be compiled.
- 4.4** When the final list is completed, it shall be the duty of the Staffing Sub-Committee to provide their recommendations to the Board of Governors to make the determination to dismiss. Following this determination, the Secretary of the Board of Governors will write to each member of staff informing them of their selection and affording them the opportunity of appealing against the determination that they should be dismissed on the grounds of compulsory redundancy **(Appendix 9)**.

Section included by WELB

As this procedure is not compliant with the Statutory Dismissal Procedure it is necessary at this stage in the process to make provision to afford each member of staff selected for compulsory redundancy the opportunity to have their appeal heard internally (Appeals Committee of the Board of Governors) against the determination that they should be dismissed on grounds of compulsory redundancy.

4.4 (a) Where a member of staff chooses to lodge an appeal such an appeal will be to the Appeals Committee of the Board of Governors. The appeal must be made in writing to the Secretary to the Board of Governors within 5 working days of notification of the determination to terminate their employment on grounds of compulsory redundancy.

The Appeals Committee of the Board of Governors must give full consideration of any representations made, clarifying and exploring any points raised. If information comes to light during the course of the meeting to change the basis of selection the Appeals Committee should inform the Chairperson of the Board of Governors who shall inform the member of staff accordingly in writing (*Appendix 10*).

If, after consideration of all representations, the Appeals Committee decides not to uphold the appeal they shall recommend to the Board of Governors to proceed to implement the termination of employment by reason of redundancy. Following the Board of Governors determination, the Chairperson of the Board of Governors will write to each member of staff informing them of the outcome of their appeal together with their reasons for their decision (*Appendix 11*) and affording them a further right of appeal (see paragraph 4.5)

4.4 (b) Where a member of staff chooses not to lodge an appeal against the Staffing Sub Committee recommendation that their employment should terminate by reason of redundancy the Secretary of the Board of Governors will advise the Board of Governors that the member of staff did not exercise their right of appeal. The Staffing Sub Committee shall then provide their recommendation to the Board of Governors to make a determination to dismiss. Following this determination, the Chairperson of the Board of Governors will write to the member of staff (*Appendix 12*) to inform them of their selection and afford them the opportunity to appeal against the determination that they should be dismissed on the grounds of compulsory redundancy before it is notified to the SELB (see paragraph 4.5).

- 4.5** Such an appeal will be to an Independent Appeal Committee established under the auspices of the Labour Relations Agency and must be made within 5 working days of notification of the determination to dismiss. Appeals must be made in writing, explicitly setting out the grounds to the Principal of the school who will forward the request to the Labour Relations Agency, to make the necessary arrangements for a hearing (**Appendix 13**). The appeal request will be acknowledged by the Principal. (**Appendix 14**) The appeal will be conducted in accordance with the arrangements for Independent Appeals prescribed within the Disciplinary Procedure.

The following are the terms of reference of the Independent Appeals Committee:

(a) The appeal is not a rehearing of the case but is an opportunity for the member of staff to challenge issues raised at the previous hearing. It also provides them with the opportunity to make representation to an independent committee not involved in the original decision to dismiss.

(b) It is not necessary to rehear all the evidence but the Appeal Committee should satisfy itself that:

- (1) Adequate information was available to enable the original Committee to make a measured decision.

(2) The member of staff was given the right to make representations and that those representations were weighed with the original information available.

(3) Having regard to all the circumstances, the decision to select the member of staff for redundancy was reasonable.

4.6 In the event that a member of staff has not lodged an appeal within the specified time frame, the Secretary of the Board of Governors will notify the ELB to issue notice to dismiss. **(Appendix 15).**

4.7 The member of staff will be informed in writing of the outcome of the appeal by the school. **(Appendices 16 & 17).**

5.0 STAGE 5 NOTIFICATION TO EDUCATION AND LIBRARY BOARD

5.1 Following completion of the process including any appeals, the Board of Governors shall notify the Education and Library Board's Human Resources Branch of the names of the staff who it has determined will no longer be employed in the school by reason of redundancy. **(Appendix 18).** The WELB will issue the dismissal letter **(Appendix 19)** which will include, any notice period, the effective date of dismissal, the details of any redundancy payment and any other payments due including superannuation benefits if payable.

Section included by WELB

If the circumstances in a school changes, for example through a reduction in staff through natural wastage or if additional resources become available the notice to dismiss may be withdrawn **(Appendix 20).**

WORKED EXAMPLE 1 SELECTION FOR COMPULSORY REDUNDANCY - CLERICAL OFFICERS

Criteria for post of Clerical Officer

5 GCSE's Grade A – C or equivalent or 1 years relevant experience in office environment
Qualifications or experience in the use of computers including word processing desirable

Current staffing 3 posts require reduction to 2, no volunteers.

Details of 3 staff

	<u>Qualifications/Skills</u>	<u>Experience</u>	<u>Spec Expert</u>
A	Basic entry	10 yrs 4 mths	LMS/Budget
B	Bus Studies Degree		
	Stage 3 Word processing	2 yrs 3 mths	CLASS
C	Basic entry		
	Stage 3 Word processing	4 yrs 9 mths	Word processing

Scoring applied as follows:

	A	B	C
Qualifications/Skills	3	6	6
Experience	6	2	4
Specific Expertise	3	3	1
Sub total	12	11	11

CANDIDATE C SELECTED

WORKED EXAMPLE 2 SELECTION FOR COMPULSORY REDUNDANCY BUILDING SUPERVISORS

Criteria for post of Building Supervisor

Previous experience of caretaking/cleaning essential

Experience of staff supervision, knowledge of Health & Safety issues desirable

Current staffing 2 posts require reduction to 1, no volunteers.

Details of 2 staff

	Qualifications/Skills	Experience	Spec Expert
A	Basic entry	8 yrs 3mths	Qualified Plumber Trained in Boiler Main
B	Basic entry	3 yrs 3 mths	None

Scoring applied as follows:

	A	B
Qualifications/Skills	3	3
Experience	6	4
Specific Expertise	3	0
Sub total	12	7

CANDIDATE B SELECTED

WORKED EXAMPLE 3 SELECTION FOR COMPULSORY REDUNDANCY - CLEANERS

Criteria for post of Cleaner

Previous experience of cleaning in a school or industrial setting desirable

Current staffing 4 posts, require reduction to 3, no volunteers.

Details of 4 staff

	<u>Qualifications/Skills</u>	<u>Experience</u>	<u>Spec Expert</u>
A	Basic entry	7 yrs 1 mth	None
B	Basic entry	2 yrs 2 mths	None
C	Basic entry	13 yrs 6 mths	None
D	Basic entry	1yr 8 ths	None

Scoring applied as follows:

	A	B	C	D
Qualifications/Skills	3	3	3	3
Experience	6	4	6	2
<u>Specific Expertise</u>	-	-	-	-
<u>Sub total</u>	9	7	9	5

CANDIDATE D SELECTED

**RECOGNISED TRADE UNIONS
NON-TEACHING**

ANNEX 2

NIPSA

Nipsa Regional Office
30 Great James Street
DERRY
BT48 7DB

Mrs Joan Munton

Tel: 028 71374977
Mobile: 07889057750
E-mail: joan.munton@nipsa.org.uk

GMB

Victoria House
1a Victoria Road
Holywood
BT18 9BA

Mr Michael Mulholland

Tel: 028 9039 3340
Fax: 028 9042 7360
E-mail: michael.mulholland@gmb.org.uk

UNISON

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165 York Street
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Mr Michael Maguire

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Fax: 01226 383427
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NON-TEACHING STAFF REDUNDANCY PROCEDURE

EMPLOYEE INFORMATION

Name: _____

Date Commenced in School: _____

Current Post Held:

Date Commenced in Current Post:

SECTION 1 - QUALIFICATIONS

Please list all qualifications attained to date including those acquired during employment

Level of exam and name of examining body	Subjects obtained	Grade	Year Obtained

SECTION 2 - SKILLS AND SPECIFIC EXPERTISE

Please give details of any skills and specific expertise which you possess (refer to point 5 overleaf for guidance)

Skills/Specific Expertise	Specify how your Skills/Specific Expertise was acquired

SECTION 3 – EXPERIENCE

Please give details of your paid experience starting with your present post (refer to point 6 overleaf for guidance)

Name Address Employer	and of	Dates (From/To)	Job Title	Duties

I declare that the information contained in this form is true and accurate.

Signed: _____ **Date:** _____

NOTES OF GUIDANCE ON COMPLETION

- 1 The information provided by you on this form will be used during the application of the redundancy procedure to determine which employee(s) should be selected for redundancy in the event of such a course of action being necessary.
- 2 It is important that you complete the form fully and accurately so as to ensure that management has all the necessary information to assess your qualifications, skills, expertise etc against any predetermined redundancy criteria.
- 3 Should you provide details which are found to be false within your knowledge you will be liable to disciplinary action.
- 4 In Section 1 you should specify all qualifications attained.
- 5 In Section 2, column 1 you should provide details of any skills or specific expertise which you possess and which you feel will benefit the school. In Section 2, column 2 you should detail how you developed your skill/expertise. (Was it developed through an apprenticeship, qualification, training or work experience? The following are examples skills/specific expertise which individuals may possess and which may be of benefit to a school. The list is for example purposes only and is neither prescriptive nor exhaustive:
 - A Building Supervisor may have joinery skills which were acquired through either an apprenticeship, vocational training or through experience;
 - An employee working in administration may have specific skills/expertise in operating a schools financial management systems gained through his/her experience of working in a school office;
 - A classroom assistant may have skills/expertise in undertaking specific procedures relevant to the requirement of special needs pupils.
- 6 In Section 3 you should provide details of any relevant work experience which you have gained and which you deem beneficial to the ongoing needs of the school. Experience in previous employment should also be provided where you consider it to be relevant or beneficial to the ongoing needs of the school.

NOTIFICATION TO STAFF OF REDUNDANCY

Dear

RE: REDUNDANCY - SCHOOL

In accordance with the Procedure for Handling Redundancies in the Non-Teaching Sector of the Northern Ireland Education and Library Boards, I now write to formally advise you that the Board of Governors at their meeting on **(specify date)** identified the need to reduce the non-teaching staff establishment by **(specify the number of posts which the school is proposing to declare redundant)** due to **(specify whether financial, curricular, reorganisation, efficiency, diminution of work, other reasons)**

The current non-teaching establishment is as follows:

(provide details of all non-teaching staff posts in terms of Job Titles, hours, grade etc).

The Board of Governors is proposing that the unit of redundancy should be **(specify unit of redundancy eg Administrative Support, Technical Support, Building Support, Classroom/General Support, Lunch Time Supervision etc)**, **(and that the following post(s) should be reduced with effect from (specify the Job Title of the Post(s) which you are proposing to make redundant along with the proposed effective date of the redundancy))**.

The Governors would wish to consult with the Staff and Trade Unions at the earliest opportunity on this proposed reduction and potential redundancies arising. Accordingly, a meeting for that purpose has been arranged to take place on **(specify date of meeting)**.

The Governors are willing to consider all suggestions from staff on measures, which could be taken to avoid redundancy. If any member of staff:

- is interested in alternative working patterns including permanent or temporary variation of contract from full-time to part-time, career break, or job sharing etc, or
- has alternative suggestions on any other measures to avoid redundancy,

please provide details in writing to me to be received not later than **(specify date)** for consideration at the next Governors' meeting.

In the event that it proves necessary to effect the reduction by way of redundancy, I would ask any member of staff who may be interested in voluntary redundancy to inform me in writing by **(specify date)**. Information on redundancy pay and pension entitlements if appropriate is available from Ms Marina McAlary (tel: 02882411340) Human Resources Department, Western Education and Library Board .

I would emphasise that at this stage an expression of interest implies no commitment on either the employee's part or on the part of the Board of Governors to effect voluntary redundancy. The needs of the school will be paramount in the Board of Governors'

consideration of whether any volunteers can be offered voluntary redundancy or premature retirement. As a consequence the following criteria will be applied for the selection of volunteer(s):

(specify the criteria for selecting volunteers as previously agreed by the Board of Governors in accordance with the procedure).

In the event that it becomes necessary to effect compulsory redundancies, the following criteria will be applied:

(specify the criteria for selecting staff for compulsory redundancy as previously agreed by the Board of Governors in accordance with the procedure).

In order that Governors are in possession of all relevant information and to ensure fair and equal consideration of employees in the selection process, you are required to complete the enclosed Annex 3 pro forma. This pro forma should be returned to me by **(specify date)**. The information provided will be treated confidentially and will only be made available to Governors participating in this process.

If it is your intention to attend the consultation meeting with the Staffing Sub Committee on **(specify date)** please confirm your intention to attend in writing by **(specify date)**. If you do not wish to attend you may make written representations to be received not later than **(specify date prior to consultation meeting)**.

Yours sincerely

Secretary to Board of Governors

NOTIFICATION TO TRADE UNIONS OF REDUNDANCY

Dear

RE: REDUNDANCY - SCHOOL

In accordance with the Procedure for Handling Redundancies in the Non-Teaching Sector of the Northern Ireland Education and Library Boards, I write to inform you that the Board of Governors of ---- School at its meeting **(specify date)** identified the need to reduce the non-teaching staff establishment by **(specify the number of posts which the school is proposing to declare redundant) due to (specify whether financial, curricular, reorganisation, efficiency, diminution of work, other reasons)**

The current non-teaching establishment is as follows:

(Provide details of all non-teaching staff posts in terms of Job Titles, hours, grade etc.)

The Board of Governors is proposing that the unit of redundancy should be **(specify unit of redundancy eg Administrative Support, Technical Support, Building Support, Classroom/General Support, Lunch Time Supervision etc)**, and that the following post(s) should become redundant with effect from **(specify the Job Title of the Post(s) which you are proposing to make redundant along with the proposed effective date of the redundancy)**.

The Staffing Sub Committee would wish to consult with the Staff and Trade Unions at the earliest opportunity on this reduction and potential redundancies arising. Accordingly, a meeting for that purpose has been arranged to take place on **(specify date of meeting)**.

(sufficient notice should be provided to enable Trade Unions to consider the information and consult with the staff. It is recommended that a minimum 2 weeks notice be given of this meeting from the date of issue of this letter. The date for the meeting should be after the date for receipt of responses from staff).

The Staffing Sub Committee is currently seeking information from staff which may assist them in achieving the reduction through other means. Additionally staff have been asked to indicate if they are interested in voluntary redundancy or premature retirement on the grounds of redundancy. A copy of the notice issued to all staff is enclosed for your information.

The needs of the school will be paramount in the Board of Governors' consideration of whether any volunteers can be offered voluntary redundancy or premature retirement. As a consequence the following criteria will be applied for the selection of volunteer(s):

(specify the criteria for selecting volunteers as previously agreed by the Board of Governors)

In the event that there are insufficient or unsuitable volunteers, the following criteria will be applied in accordance with the procedure.

(specify the criteria for selecting staff for compulsory redundancy as previously agreed by the Board of Governors)

Please note that due to the traditionally tight timescale for this exercise it is important that you are in a position to make your full representations to the Staffing Sub Committee at its meeting on **(specify date)**. Accordingly, if you require any further information prior to the consultation meeting, please do not hesitate to contact me.

In the meantime I would ask that you confirm in writing by **(specify date)** whether or not a representative from your union will be in attendance on **(specify date)**. . Alternatively If you do not wish to attend you may make written representations to be received not later than **(specify date prior to consultation meeting)**.

Yours sincerely

Secretary to Board of Governors

**NOTIFICATION TO EMPLOYEE
NOT SELECTED FOR VOLUNTARY REDUNDANCY**

Dear

RE: REDUNDANCY – SCHOOL

I refer to your letter of **(specify date)** indicating your wish to be considered for voluntary redundancy/premature retirement on grounds of redundancy.

The Staffing Committee at its meeting on **(specify date)** having considered the needs of the school, decided that your offer could not be accepted for the following reasons:

(specify reason(s))

I must advise you of your right to appeal against this decision to the Appeals Committee of the Board of Governors and to be accompanied, if you so wish, by a Trade Union representative or work colleague. Should you choose to exercise this right, a meeting will be held on **(specify date)** at **(specify time)** in **(specify venue)**.

Yours sincerely

Secretary to the Board of Governors

**NOTIFICATION TO EMPLOYEE
SELECTED FOR VOLUNTARY REDUNDANCY**

Dear

RE: REDUNDANCY – ----- SCHOOL

I refer to your letter of **(specify date)** indicating your wish to be considered for voluntary redundancy.

The Staffing Sub Committee at its meeting on **(specify date)** agreed that they are in a position to offer you voluntary redundancy subject to Board approval. Accordingly the Governors are recommending to the Western Education and Library Board that your employment as **(specify Job Title)** in **(specify school)** should terminate on the grounds of voluntary redundancy with effect from **(specify date)**.

I have to advise you that should the needs of the school change e.g. through a reduction in staff for whatever reason or if additional resources become available or for some other substantial reason, this notice may be withdrawn up to your date of termination **(specify date)**.

This offer is on the basis of the estimate of benefits already provided to you. The offer, on acceptance, will be in full and final settlement on termination of your contract of employment and will not be subject to alteration as a result of any ongoing or subsequent job evaluation for this post.

If you wish to accept this offer, please complete the attached slip and return it to me by **(specify date)**. Please note in the event of accepting this offer, notice of the termination of your employment will be considered to have been issued from the date of this letter **(insert date of letter)**.

Yours sincerely
Secretary to the Board of Governors

CC Human Resources (WELB)

ACCEPTANCE OF OFFER OF VOLUNTARY REDUNDANCY

NAME: _____ POST: _____

SCHOOL: _____

I *accept/decline this offer of voluntary redundancy in accordance with the terms and conditions specified above and I accept formal notice of the termination of my employment on **(specify date)** from the date of your letter **(specify date of this letter)** subject to Board approval.

* Delete as appropriate

NOTIFICATION TO STAFF AND TRADE UNIONS CONFIRMING THE CONTENT OF THE CONSULTATION MEETING

Dear

RE: REDUNDANCIES – SCHOOL

I am writing on behalf of the staffing Sub Committee ----- School to confirm the content of the consultation meeting which took place on -----in accordance with paragraph 3 of the Procedure for Handling Redundancies in the Non-Teaching Sector of the Northern Ireland Education and Library Boards.

During the meeting you were advised that:

- 1 ***State the main points addressed at the consultation meeting which may include the following if appropriate:***
- 2
 - *The rationale for effecting reductions, including the school's budgetary position, enrolment trends, why the unit of redundancy was selected etc,*
 - *The measures considered to avoid redundancy and whether or not they were sufficient.*
 - *Application of criteria.*
 - *Whether or not there were any volunteers.*
- 3 ***Include any points raised during the meeting by the Trade Union officials and/or staff and the Governors response to them.***
- 4 ***Inform the Trade Unions about the stage reached in the procedure, eg:***
 - *Position resolved without having to proceed with redundancy; OR*
 - *Confirmation of criteria to be used for selecting volunteers; AND/OR*
 - *Confirmation of criteria to be used for selecting employees for compulsory redundancy, the resulting outcome and that each individual staff member who has been provisionally selected will be notified individually and afforded the opportunity for individual consultation.*

Yours sincerely

Secretary to Board of Governors

**NOTIFICATION TO EMPLOYEE
PROVISIONAL SELECTION FOR COMPULSORY REDUNDANCY
AN INVITATION TO MEETING**

Dear

RE: REDUNDANCY – ----- SCHOOL

I am writing on behalf of the Staffing Sub Committee of ----- School in relation to the Governors' decision to reduce staff. The Staffing Sub Committee has now consulted with Staff and Trade Unions and considered all measures to avoid compulsory redundancy including seeking volunteers. There have been insufficient/no suitable expressions of interest in voluntary redundancy. Consequently it has been necessary to apply the following criteria for compulsory selection as previously notified to you on **(specify date of initial letter to staff)**.

<<This letter should set out the reasons for the redundancy as well as the selection criteria and methodology>>

Having carefully applied the criteria, I regret to have to inform you that the Staffing Sub Committee is contemplating nominating to the Board of Governors that your employment as a **(specify Job Title)** in **(specify name of school)** **should terminate** by reason of redundancy with effect from **(specify the proposed date taking due account of the employee's entitlement to notice)**

The Staffing Sub Committee invite you to meet with them on:

Date: <<date>>

Time :<<time>>

Venue :<<venue>>

The purpose of this meeting is to provide you with the opportunity to discuss the situation and allow you to make representation, including written representation, with regard to the contemplated termination of your employment by reason of redundancy.

You have the right to be accompanied to this meeting if you so wish by your Trade Union Official or work colleague.

If you wish to exercise your right to make representations, please inform me in writing on/before **(specify date)**.

Although no decision regarding a termination of your employment has yet been taken I would advise you that the Board of Governors in conjunction with the WELB will, if and when

a determination has been made attempt to identify redeployment opportunities for you. However, there is no guarantee that alternative work would be available. You will be kept informed of any developments regarding redeployment.

In the event that you choose not to make representations, the Governors will place you on the final list of staff selected for redundancy and you will be notified accordingly and afforded the right to appeal to an Independent Appeals Committee established under the auspices of the Labour Relations Agency.

I am aware that this development may cause you to feel anxious at this time and accordingly I wish to advise you of the Care Call Service which is a free confidential counselling service (Tel: 0808 800 0002) available to employees of the WELB. Support is also available to you through Ms Marion Ferguson, Health and Welfare Services (direct line: 028 3751 2559/028 8241 1344).

Yours sincerely

Secretary to the Board of Governors

cc: Human Resources Branch

Relevant Trade Union – representing the Non Teaching employee

Enc: Procedure for Handling Redundancies in the Non Teaching Sector

**NOTIFICATION TO EMPLOYEE
NO REPRESENTATIONS MADE
DECISION – PROCEEDING WITH REDUNDANCY AND RIGHT OF APPEAL**

Dear

RE: REDUNDANCY – SCHOOL

I refer to my letter of **(specify date)** advising you of the Staffing Sub Committee's proposal that a determination be made to terminate your employment as **(specify Job Title)** in **(specify name of school)** by reason of redundancy.

I note that you have chosen not to make representations against your selection for redundancy and the Board of Governors has now made a determination that your employment in the school should cease with effect from **(specify date)** or such later date as may be required by your notice period. However, before notifying the Western Education and Library Board (the employing authority), and requesting it to effect the termination of your employment, I must inform you that you have the right to appeal this determination to an Appeals Committee of the Board of Governors.

If you wish to appeal the determination, you should do so by submitting your request in writing to me within 5 working days of receipt of this letter stating explicitly your grounds for appeal.

I would advise you that you have the right to be represented at the appeal by your trade union representative or a non-teaching colleague.

I am aware that this development may cause you to feel anxious at this time and accordingly I wish to advise you of the Care Call Service which is a free confidential counselling service (Tel: 0808 800 0002) available to employees of the WELB. Support is also available to you through Ms Marion Ferguson, Health and Welfare Services (direct line: 028 8241 1344/028 3751 2559).

Yours sincerely

Secretary of the Board of Governors

**NOTIFICATION TO EMPLOYEE
RESPONSE TO INDIVIDUAL REPRESENTATIONS
DECISION – NOT TO PROCEED WITH DETERMINATION**

Dear

RE: REDUNDANCY – SCHOOL

I refer to consultation meeting which you attended on **(specify date)** at which you made representations against your selection for compulsory redundancy. The Staffing Sub Committee, having considered the points raised by you, have decided not to proceed with the recommendation that your employment should terminate on the grounds of redundancy.

Yours sincerely

Secretary to the Board of Governors

**NOTIFICATION TO EMPLOYEE
NOMINATED FOR COMPULSORY REDUNDANCY – OUTCOME OF MEETING
AND RIGHT OF APPEAL TO APPEALS PANEL OF BOARD OF GOVERNORS**

Dear

Re: REDUNDANCY SELECTION

I refer to your attendance at the meeting of <<date>> regarding the fact that the Staffing Sub Committee was contemplating recommending to the Board of Governors that your employment in the school be terminated by reason of redundancy with effect from <<date>>.

At the meeting you were provided with the opportunity to make representations against the above proposal. The Staffing Sub Committee gave careful consideration to the representations made by you <<and your TU Rep/colleague>> but have no alternative but to recommend to the Board of Governors that your employment at the school should terminate with effect from <<date>> by reason of redundancy.

In accordance with the Procedure for Handling Redundancies in the Non Teaching Sector, I must advise you of your right to appeal against this recommendation, including written representations to the Appeals Committee of the Board of Governors, and to be represented, if you so wish, by a Trade Union Representative or colleague.

If you wish to exercise your right of appeal please do so in writing to the Principal, as Secretary to the Board of Governors, within 5 working days of the date of this letter setting out the grounds for appeal.

I would advise you that the Board of Governors in conjunction with the WELB will attempt to identify redeployment opportunities for you. However, there is no guarantee that alternative work would be available.

Should circumstances in the school change, for example through a reduction in staff through natural wastage or if additional resources become available this notice may be withdrawn up to and including << date>>

I am aware that this development may cause you to feel anxious at this time and accordingly I wish to advise you of the Care Call Service which is a free confidential counselling service (Tel: 0808 800 0002) available to employees of the WELB. Support is also available to you through Ms Marian Ferguson, Health and Welfare Services (direct line 028 8241 1344/028 3751 2559).

Yours sincerely

Chair of Committee

cc: Human Resources Branch

Relevant Trade Union – representing the Non Teaching employee

Enc: Procedure for Handling Redundancies in the Non Teaching Sector

**NOTIFICATION TO EMPLOYEE
OUTCOME OF APPEAL**

APPEAL UPHELD

Dear

Re: REDUNDANCY SELECTION

I refer to the meeting of the Appeals Committee which you attended on <<date>> and at which you appealed against the Staffing Sub Committee's recommendation that your employment in the school be terminated by reason of redundancy with effect from <<date>>.

The Appeals Committee has **upheld your appeal** and has made a recommendation to set aside the redundancy and dismissal.

Notice of the intention of the Board of Governors to dismiss you by reason of redundancy has been withdrawn.

Yours sincerely

Chairman, Board of Governors

cc Human Resources
 Relevant Trade Union – representing the teacher

NOTIFICATION TO EMPLOYEE OUTCOME OF APPEAL

APPEAL NOT UPHELD

Dear

Re: REDUNDANCY SELECTION

I refer to the meeting of the Appeals Committee which you attended on <<date>> and at which you appealed against the Staffing Sub Committee's recommendation that your employment in the school be terminated by reason of redundancy with effect from <<date>>.

The Appeals Committee has **not upheld your appeal** and has made a recommendation to the Board of Governors to proceed to implement the termination of your employment by reason of redundancy.

The Board of Governors met on <<date>> and carefully considered the recommendations of the Salary Appeals Committee, together with the reasons for their decision.

Regretfully, having reviewed all of the circumstances and the representations made, I have to inform you that the Board of Governors has decided to reject your appeal for the following reasons:

(i)

(ii)

etc

I must inform you therefore, that the Board of Governors has made a determination that your employment in the school should cease with effect from << date >>by reason of redundancy.

However, before notifying the Western Education and Library Board (the Employing Authority) accordingly and requesting it to effect the termination of your employment, I must inform you that you have the right to appeal this determination to an Independent Appeals Committee established under the auspices of the Labour Relations Agency.

If it is your wish to appeal this determination, you should do so by submitting your request to the Principal within 5 working days of receipt of this letter stating explicitly your grounds of appeal. The Principal will forward the request to the Secretary of Arbitration, Labour Relations Agency, 2 – 8 Gordon Street, Belfast, BT1 2LG to make the necessary arrangements for a hearing.

I would advise you that you have the right to be represented at the appeal by your trade union representative or a non teaching colleague.

I would also advise you that the Board of Governors in conjunction with the WELB will attempt to identify redeployment opportunities. However, there is no guarantee that alternative work would be available.

Should circumstances in the school change, for example through a reduction in staff through natural wastage or if additional resources become available this notice may be withdrawn up to and including << date >>

I am aware that this development may cause you to feel anxious at this time and accordingly I wish to advise you of the Care Call Service which is a free confidential counselling service (Tel: 0808 800 0002) available to employees of the WELB. Support is also available to you through Ms Marian Ferguson, Health and Welfare Services (direct line 028 8241 1344/028 3751 2559).

Yours sincerely

Chairman, Board of Governors

cc: Human Resources

Relevant Trade Union – representing the Non Teaching employee

Enc: Procedure for Handling Redundancies in the Non Teaching Sector

NOTIFICATION TO EMPLOYEE NO INTERNAL APPEAL LODGED**DECISION OF BOARD OF GOVERNORS.****PROCEEDING WITH REDUNDANCY****RIGHT OF APPEAL TO LRA**

You were notified by letter dated <<date>> that the Staffing Sub Committee recommended to the Board of Governors that your employment at the school should terminate with effect from <<date>> by reason of redundancy.

You were afforded the right of appeal against this recommendation to an Appeals Committee of the Board of Governors.

The Board of Governors has been informed that you did not exercise your right of appeal.

I must inform you therefore, that the Board of Governors has made a determination that your employment in the school should cease with effect from << date >> by reason of redundancy.

However, before notifying the Western Education and Library Board (the Employing Authority) accordingly and requesting it to effect the termination of your employment, I must inform you of your further right to appeal this determination, to an Independent Appeals Committee established under the auspices of the Labour Relations Agency.

If it is your intention to appeal the determination, you should do so by submitting your request in writing to the Principal within 5 working days of receipt of this letter stating explicitly your grounds of appeal.

I would advise you that you have the right to be represented at the appeal by your trade union representative or a non-teaching colleague.

I would advise you that the Board of Governors in conjunction with the Western Education and Library Board will attempt to identify redeployment opportunities for you including the possibility of transferred redundancy. However, there is not guarantee that alternative employment would be available.

Should circumstances in the school change, for example through a reduction in staff through natural wastage or if additional resources become available this notice may be withdrawn up to and including <<date>>

I am aware that this development may cause you to feel anxious at this time and accordingly I wish to advise you of the Care Call Service which is a free confidential counselling service (Tel: 0808 800 0002) available to employees of the WELB. Support is also available to you through Ms Marian Ferguson, Health and Welfare Services (direct line 028 8241 1344/028 3751 2559).

Yours sincerely

Chairman, Board of Governors

cc Human Resource Branch
Relevant Trade Union – representing the non teaching employee

Enc: Procedure for Handling Redundancies in the Non Teaching Sector

NOTIFICATION TO LRA OF EMPLOYEE'S REQUEST

Labour Relations Agency
2-8 Gordon Street
Belfast
BT1 2LG

Date:

Dear

Re: Independent Appeals Committee- Procedure for Handling Redundancies in the Non Teaching Sector

I would appreciate if you could make arrangements to organise an Independent Appeals Committee to hear the appeal in accordance with Paragraph 4.5 of the above procedure.

<<NAME>>, <<POST>>, <<LOCATION>>, has lodged an appeal under Paragraph 4.5 of the above procedure. A copy of her letter of appeal is attached.

<<NAME>>has been represented by <<NAME OF TRADE UNION REPRESENTATIVE>>

I have attached a copy of the procedure for your information.

If you require any further information please do not hesitate to contact me.

Yours sincerely

Secretary Board of Governors

Encs Procedure for Handling Redundancies in the Non Teaching Sector

NOTIFICATION TO EMPLOYEE – ARRANGEMENTS FOR APPEAL

Dear

RE: REDUNDANCY – SCHOOL

I refer to your letter of ***(specify date)*** appealing against the determination that your employment as ***(specify job title)*** should terminate on the grounds of redundancy. Your request has been submitted to the Labour Relations Agency and you will be notified by them in due course as to the arrangements for hearing your appeal.

Yours sincerely

Chairman of the Board of Governors

**NOTIFICATION TO EMPLOYEE ADVISING OF DETERMINATION
NO APPEAL TO LRA**

Dear

I refer to my letter dated << >> advising you of the Board of Governors determination that your employment in the school should cease with effect from << >>by reason of redundancy.

I wish to confirm that the Board of Governors took the following action prior to determining that your employment in << LOCATION>> should cease with effect from<<DATE >>.

1. The Staffing Sub Committee advised you that they were contemplating nominating to the Board of Governors that your employment should cease and you were invited to a meeting (Appendix 1)
2. You were notified of the Staffing Sub Committee's proposed recommendation to the Board of Governors and right of appeal (Appendix 2)
3. You were notified of outcome of appeal (Appendix 3) and of the Board of Governors determination and the opportunity to appeal to Labour Relations Agency (Appendix 4)

Therefore I must inform you that the Board of Governors will notify the Western Education and Library Board (the Employing Authority) accordingly and request it to effect the termination of your employment that your employment in the school should cease with effect from << DATE>> by reason of redundancy.

Yours sincerely

Chairperson of the Board of Governors

**LRA APPEAL UPHELD
EMPLOYEE NOTIFIED
NOT PROCEEDING WITH REDUNDANCY**

Dear

RE: REDUNDANCY – SCHOOL

The school has received notification from the Labour Relations Agency that your appeal against the Board of Governors determination was upheld. Accordingly I am pleased to inform you that the Board of Governors will not be proceeding with your redundancy.

Yours sincerely

Chairman of the Board of Governors

**LRA APPEAL NOT UPHELD
PROCEEDING WITH REDUNDANCY**

Dear

RE: REDUNDANCY NOTICE - SCHOOL

The school has received notification from the Labour Relations Agency that your appeal against the Board of Governors determination was dismissed.

It is with regret therefore that I must inform you that the Board of Governors has notified the Western Education and Library Board (the employing authority) to issue you with notice that your employment as **(specify job title)** in **(specify name of school)** will cease on grounds of redundancy in accordance with paragraph 5(1) of Schedule 2 to the Education (NI) Order 1998 with effect from **(specify date)**.

On behalf of the school I would like to take this opportunity to thank you for your service and I wish you every success for the future.

Yours sincerely

Secretary to the Board of Governors

**NOTIFICATION FROM SCHOOL TO WELB INSTRUCTING BOARD TO ISSUE NOTICE
APPEAL DISMISSED**

**Human Resources Branch
Western Education and Library Board
1 Hospital Road
OMAGH
Co Tyrone
BT79 7UE**

(specify date)

Dear

RE: (specify name)

I am writing to inform you that notification has been received from the Labour Relations Agency indicating that the above-named employee's appeal has been dismissed.

The Board of Governors would now request the Western Education and Library Board to terminate **(specify name of employee)** employment as **(specify post and location)** on the grounds of redundancy in accordance with paragraph 5.1 of Schedule 2 to the Order.

Yours sincerely

Chairman of Board of Governors

LETTER FROM WELB TERMINATING THE EMPLOYEE'S EMPLOYMENT BY REASON OF REDUNDANCY FOLLOWING NOTIFICATION FROM THE CHAIRPERSON OF THE BOARD OF GOVERNORS

Dear

I have been notified by<<name>> , Chair of the Board of Governors, <<location>>, that the Board of Governors has determined that your employment should cease with effect from <<date >> by reason of redundancy.

Therefore I must inform you that your employment as << post >> in <<location>> will cease with effect from by reason of redundancy.

I must also advise that you are entitled to the following benefits:

1. << >>redundancy payment (payable from the Board)
2. << >>annual pension (payable from NILGOSC)
3. << >>retirement grant (payable from NILGOSC)

I have been informed by the Principal that you are entitled to payment of <<>>annual leave. This will be paid to you in addition to your redundancy payment and any other outstanding payments in your final salary on<< >>.

Your P45 will be issued to you after all monies due to you by the Board has been paid.

Any information required from the Board with regard to your pension will be forwarded to NILGOSC following your final salary on<<>>.

If you require any further information please contact << NAME>> on << 028 37 >> or if you require any clarification regarding your pension benefits please contact NILGOSC on 0845 308 7344

Finally, on behalf of the Board of Governors of << LOCATION>> I would like to take this opportunity to thank you for your service since << DATE>>.

Yours sincerely

Helen Duffy (Ms)
HEAD OF HUMAN RESOURCES ACROSS SELB/WELB

**NOTIFICATION TO EMPLOYEE
REDUNDANCY WITHDRAWN**

Dear

I refer to my letter dated <<date>> concerning the determination of the Board of Governors that your post will terminate by reason of redundancy from <<school>> with effect from <<date>>.

It was indicated in my letter that should circumstances in the school change, for example through a reduction in staff through natural wastage or if additional resources become available this notice may be withdrawn up to and including 31st August 20____.

The circumstances in the school have now changed which will directly impact on the need to declare a redundancy within the school on 31 August 20__.

I am therefore formally notifying you that the notice of redundancy effective from 31 August 20____ is now being retracted by the school.

I would however wish you continued success in your post in <<school>>

Yours sincerely

Chairperson, Board of Governors