Grove Learning Trust

Redundancy Model Policy

Date Ratified:

Spring 2026 – reviewed centrally

Version – Final 03 (no changes)

Vision

As one organisation, our vision for Grove Learning Trust is unapologetically bold. We are all about **creating remarkable futures.** For our children, our people, our places of work, we want the very best. We know that strong connections will enable us to achieve our vision, in a world where purposeful collaboration, based on mutual respect and trust, helps us to achieve more together.

Trust >> Connect >> Collaborate

Our policies underpin our vision and set out clearly our expectations of each other.

Principles

1. This is the redundancy policy of Grove Learning Trust (the Trust).

2. This policy applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

3. When making any decisions under this policy senior leaders must be aware of the particular needs and circumstances of each employee and must actively consider the duty not to discriminate on the basis of a protected characteristic. If there are any concerns about discrimination (or any other issues under the Equality Act 2010) (or if any issues are raised by an employee) then further advice should be taken. For example, for people on maternity leave special considerations apply.

4. In addition, parttime employees and employees on fixed term contracts must not be treated unfavourably during a redundancy process because they work part time or because they are on a fixed term contract.

5. When making decisions under this policy senior leaders must always act in a way that treats an employee (or anyone else involved in the process) fairly. This means giving them adequate information to be able to be able to express a view and properly considering that view.

6. This redundancy policy does not form part of any terms and conditions and may be amended by the Trust.

7. While this policy should be followed, it may be varied to meet the needs of the particular situation. For example, while timescales should be followed, if they cannot be met then reasons will be given why. If any other variation of the policy is necessary, then reasons will be given for any change, but senior leaders must take appropriate advice first.

8. When this policy is being followed detailed notes should be kept of meetings and communications with any relevant person.

9. Decision making in respect of redundancies shall be made in accordance with the Articles of Association and/or the scheme of delegation (where relevant).

10. This policy has also had regard to the ACAS guide available on the ACAS website.

11. The Trust values and welcomes the role of the Trade Unions when following this policy and staff are encouraged to seek appropriate advice.

12. The Trust recognises that a redundancy process is a difficult experience for staff and will seek to support staff throughout the process. Further, staff are encouraged to seek additional support as required.

General

13. Redundancy is a legal reason for termination of an employment contract and is a reason for a dismissal.

14. The Trust will seek to avoid the need for compulsory redundancies but there may be times where the Trust will need to change the way in which it works. For example, the Trust may need to restructure or make changes because of funding constraints or for wider strategic reasons.

15. The purpose of this policy is to ensure that, whenever reduction in employee numbers may become necessary that the Trust:

- Communicates clearly with all affected employees and ensure that they are treated fairly;
- Seeks to find ways of avoiding compulsory redundancies;
- Consults with employees and with recognised Trade Union representatives;
- Any selection for compulsory redundancy is undertaken fairly, reasonably and without discrimination.

Avoiding compulsory redundancies

16. The Trust will seek to avoid compulsory redundancies and the following are examples of how the Trust will seek to achieve this. However, the Trust will need to make strategic decisions on a case by case basis and therefore the Trust may not be able to apply each of the considerations below in every case. The Trust will always give reasons for its decisions. The Trust will always have to make decisions on the basis of what is in the best interests of providing education and business efficiency.

17. The Trust will consider the following points:

- Restricting recruitment in affected categories of employee and in those areas into which affected employees might be redeployed.
- Reducing overtime.
- Considering job-sharing or other flexible working arrangements, where these are practicable.
- Identifying suitable alternative work that might be offered to potentially redundant employees.
- Inviting applications for early retirement or voluntary redundancy. In all cases the acceptance of a volunteer for redundancy will be a matter of discretion and The Trust reserves the right not to offer voluntary redundancy terms or to refuse an application, where it is not in the interests of the Trust to do so.

Overview of process to be followed

18. When it is not possible to avoid making compulsory redundancies, the Trust will advise all affected employees and, where appropriate, recognised trade unions that compulsory redundancies cannot be avoided. The Trust will consult recognised trade unions employee representatives on the procedure that will then be followed and the criteria that will be applied.

19. In carrying out any redundancy exercise, the Trust will not discriminate directly or indirectly on grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. Part-time employees and those working under fixed-term contracts will not be treated differently to permanent, full-time comparators.

20. The criteria used to select those employees who will potentially be made redundant will be objective, transparent and fair and based on the skills required to meet the Trust's existing and anticipated business needs.

21. The Trust will then consult individually with those employees who have been provisionally selected for redundancy. Employees should be made aware that they can request an estimate of redundancy payments.

22. At all times, the Trust will undertake the process fairly and objectively. No final decision will be made until the consultation process has concluded.

23. Where selection for redundancy is confirmed, employees selected for redundancy will be given notice of termination of employment in accordance with their contracts and written confirmation of the payments that they will receive. Employees will be given the opportunity to appeal against this decision. The amount of minimum statutory redundancy pay employees will be entitled to will depend on their length of continuous service, age and pay. For employees for each year of service below age 22 will be calculated at 0.5 weeks pay, for each year of service from age 22-40 will be calculated at 1 weeks pay and for each year of service from age 41 and over will be calculated at 1.5 weeks pay. The maximum number of years of employment

that can count is 20 years. One Weeks pay is capped at an amount set by the Government.

24. The formula used to calculate redundancy pay is: Years of employment x multiplier x weeks pay (up to the statutory limit)

25. In the case of a teacher, the provision of the School Teachers Pay and Conditions Document will apply.

26. The Trust will continue to look for alternative employment for redundant employees and inform them of any vacancies that we have until their termination dates. The manner in which redundant employees will be invited to apply for and be interviewed for vacancies will be organised depending on the circumstances existing at the time. Alternative employment may be offered subject to a trial period where appropriate.

    Where the Trust unable to offer alternative employment, the Trust will assist employees to look for work with other employers. Eligible employees under notice of redundancy will be entitled to take a reasonable amount of paid time off work to look for alternative employment or to arrange training for future employment.

Provision of information timescales

27. The Trust will endeavour to provide as much information as possible in order to assist employees and their representatives to make meaningful representation as part of a meaningful consultation process. While each situation will depend on its own circumstances this will normally include the following:

    - Relevant financial information such as budget constraints.
    - Summary of options considered.
    - Description of future trends leading to decision (for example pupil numbers and/other changes in legislation/policy).
    - Reasoning behind a restructure.

- The number and category of staffing reductions that may be needed.
- Whether a category of employees will be abolished.
- Which category of employee will be included in the 'pool' of staff to be considered.
- Where there is a need to reduce the number of employees in a particular category, the proposed criteria to differentiate between the employees of the same category or the proposed method of selection.
- If appropriate, the proposed staffing restructure that will lead to a reduced number of employees.
- The proposed method of calculating redundancy pay.

28. The timescales for a redundancy consultation process will be determined based on the specific circumstances of the case, however, the Trust would normally expect a consultation process of four weeks to take place. If less than four weeks is necessary, then reasons will be given. The Trust would normally intend to give five working day's notice of any meeting before it takes place. This would include both collective and individual decision-making.

Appeals

29. An employee who has been given notice of redundancy will be informed of the right to appeal. The Trust will provide for an appeal to be made to someone who has had no prior involvement in the specific decision making for an individual who has been made redundant. Appeals will be heard fairly and with an open mind. Employees will determine the grounds for their appeal, but this may include:

- That the role was not redundant.
- That the process has not been followed correctly.
- That alternatives were not properly considered.

Redundancies of more than twenty employees

30. In the event that the Trust intends to make more than twenty employees redundant, the Trust will then follow the principles set out in this policy. However, the Trust will undertake such additional consultation and/or adapt this policy as required in order to comply with the requirements of section of the Trade Union and Labour Relations (Consolidation) Act 1992 (TULR(C)A 1992).

Additional Information

31. The Trust recognises that redundancy is a difficult process to go through and would therefore like to make employees aware that should redundancy occur, support in terms of counselling will be made available. Details of which would be shared at the time of the employee being notified of redundancy.