

Hawridge and Cholesbury CE School



REORGANISATION AND PROCEDURE POLICY

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1. Introduction

- 1.1 This document sets out the Schools reorganisation policy and provides a structured approach where the school needs to review or re-organise its staffing structure. Its aim is to ensure that all reorganisations are handled professionally and minimise the anxiety experienced by those people affected by the change. Where the reorganisation may result in redundancies this policy should be used in conjunction with the Schools Redundancy Policy & Toolkit.

2. Scope

- 2.1 Once adopted by the Governing Body, this Reorganisation Policy and Procedure applies to all school based staff.

3. Roles and Responsibilities

- 3.1. The Governing Body and Headteacher have responsibility for approving significant changes to the organisational structure of the School.
- 3.2 The Headteacher has delegated responsibility to implement change as agreed with the Governing Body where appropriate.
- 3.3 The Headteacher/Chair of Governors will implement any reorganisation in accordance with the policy, but will pay particular attention to the following:
- a. Consult fully and in good time with Unions, Teachers' Professional Associations and individuals. There is a requirement for 5 weeks consultation with the trade unions. Please refer further to section 7 of the Policy & Toolkit.
 - b. Consider fully all suggestions/proposals regarding the restructure and respond accordingly
 - c. Set realistic timescales for the reorganisation
 - d. Communicate regularly to all involved about the reorganisation, explaining the rationale, outlining process, and updating on progress
 - e. Treat all those affected fairly

4. Principles

- 4.1 The Governing Body has overall responsibility for deciding the size and most efficient use of its workforce, advised by the Headteacher. By careful forward planning, the Governing Body will ensure as far as possible security of employment for its employees. It is recognised that occasions will occur nonetheless, when there is a need to change individual posts or to reduce the overall staffing numbers to meet changing School needs or financial constraints. As far as possible, the Governors and Headteacher will work with employees and their representatives to take effective measures to avoid the need for redundancies. Where this cannot be avoided, redundancies will be handled in a fair, consistent and sympathetic manner in accordance with the Schools Redundancy Policy.

- 4.2 The Governing Body will ensure that the relevant committees are in place, in accordance with the Governing Body terms of reference.
- 4.3 This policy seeks to ensure an appropriate balance between implementing business needs whilst minimising disruption to the school, staff and services.
- 4.4 A fair, consistent, objective and transparent approach will be adopted throughout. This will include appropriate consultation with the recognised trade unions and individual employees who are affected by the changes. Consultation will commence at the earliest opportunity.
- 4.5 The school will maintain communication with all employees throughout the reorganisation including those absent from the school. E.g. long term sick, secondment and maternity/adoption to ensure no one is disadvantaged by their absence.
- 4.6 The application of this policy will not discriminate against any individual on the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, maternity and pregnancy, race, caste, religion or belief, sex, sexual orientation, or other grounds protected in law (e.g. part-time worker status, trade union membership or HIV positive status).

5. Definition

- 5.1 A reorganisation can be a major review of the way the school is structured. In some cases it may be something more routine such as reviewing the allocation of responsibilities. The principles of reorganisation remain the same whatever the situation.

6. Planning

- 6.1 The Headteacher will lead the process with the support of governors and other staff members as necessary.
- 6.2 In accordance with ACAS guidelines an Equality Impact Assessment on the proposed review will be carried out to ensure that Equal Opportunities legislation is complied with.
- 6.3 Decisions on the grading of new or altered posts will be taken by the Governing Body after taking advice from the Headteacher and, where considered appropriate, external advice.

7. Communication & Consultation

- 7.1 The Headteacher leading the re-organisation will be responsible for managing the entire consultation process with an implementation team, where this has been set up, to provide support and advice. To ensure a structured approach to the consultation process, a communication plan should be developed.
- 7.2 The proposed changes will be discussed with the individuals concerned and formal consultation with the recognised trade unions will commence at the earliest opportunity.
- 7.3 Consultation will cover the purpose and scope of the reorganisation together with an explanation of why this is necessary. It will include details on how the reorganisation will be implemented and any financial considerations, together with timescales and the impact for all those involved.

- 7.4 Throughout the reorganisation, and on occasions of potential redundancy, continuing dialogue with individuals will be maintained. Employees have the right to be represented or accompanied by a trade union representative or a work colleague at formal meetings.
- 7.5 Headteachers will provide to the recognised unions written confirmation of the reasons for the consultation, any relevant background, the length of the formal consultation period and the potential timescales involved. In most cases the minimum consultation period required is five weeks, excluding school closure periods (refer to the Toolkit for further information).
- 7.6 The Trade Unions and all affected employees will be given sufficient time to provide feedback on the following:
- The revised staffing structure
 - The rationale for the restructuring
 - How each job has been affected by the reorganisation
 - Where employees have entered a selection pool, the proposed method for selecting those to be appointed to posts in the new structure
- 7.7 Where redundancies are possible, the Governing Body will fulfil statutory requirements by providing an “at risk” letter at the start of consultation to any staff whose posts might be made redundant as a result of the re-organisation. See Redundancy Policy for further information.
- 7.8 Prior to confirming the final structure, all points raised during consultation will be addressed. The Governing Body will confirm the decisions made and the rationale for such decisions.

8. Implementing the New Structure

- 8.1 The old and new structure will be compared in order to identify objectively the impact for each affected member of staff. This will include all members of staff, even if they are absent from the workplace e.g. long term sick, maternity leave, paternity leave, secondments, sabbatical leave.
- 8.2 The Governing Body will consider any expressions of interest in volunteering for redundancy and will take a decision whether or not to agree to any formal requests based on the business needs of the school.
- 8.3 Where a substantive job has changed a matching process will be used to determine whether the change is ‘significant’. Depending on how the employee’s job has been categorised, the Headteacher will individually advise each employee and confirm in writing that they are to be either:
- Appointed to a role in the new structure; or
 - Be ring fenced and enter a selection pool, i.e. these individuals will be in competition for a limited number of posts in the new structure;
- 8.4 A balanced approach will be used to assess employees in the selection pool using a range of weighted criteria (see Toolkit section 8.4). The overriding factor for selection is to retain those skills/competencies most essential for the new structure.
- 8.5 Following assessment, the Headteacher will individually advise each employee in the selection pool and confirm in writing whether:

- They have been appointed to a job in the new structure or
- Their post is redundant. If they are unsuccessful at securing alternative employment they will be given notice of redundancy.

8.6 Where a member of staff has been appointed to a post on a lower salary range, salary protection arrangements as set out in the relevant pay and employment legislation will apply.

9. Individuals on Long Term Absence

- 9.1 Appropriate consultation on proposed re-organisations must be undertaken with employees on long term leave. The Headteacher will ensure that correspondence with employees on long term absence is tailored appropriately and handled with sensitivity so as to maintain respect for their private and family life.
- 9.2 Special arrangements for placing employees in the new structure apply to those on maternity or adoption leave to ensure that they are not disadvantaged by their absence. Consideration will be given to the fact that the employee is on maternity leave and adjustments to the selection exercise, criteria and scoring may be appropriate to ensure they are not disadvantaged. Where an employee is affected by a reorganisation whilst on maternity or adoption leave, they retain their right to return to work. Further information is available in the Maternity, Adoption and Parental Leave guidance.
- 9.3 Employees on any other long term absence will be included in any selection exercise for suitable alternative posts.

10. Individuals on Fixed Term Contracts

- 10.1 Individuals employed on fixed term contracts will be treated no less favourably than those on permanent contracts of employment. Consequently they will be included in the exercise to place employees into the new structure as outlined in paragraph 8 above.

11. Appeals

- 11.1 Where appeal rights currently exist for specific aspects of the review (including job evaluation, selection for redundancy or pay appeals), these will be dealt with by the relevant appeals process.
- 11.2 Where a formal appeal process does not apply, any employee can raise a grievance through the Schools Grievance Policy and Procedure.