The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Trust Redundancy and Restructure Policy 2026

The Bishop Konstant Catholic Academy Trust,
St Wilfrid's Catholic High School & Sixth Form College,
Cutsyke Road, Featherstone WF7 6BD

Telephone: 01924 802285 **X:** @theBKCAT
Email: admin@bkcat.co.uk **Website:** www.bkcat.co.uk

POLICY DOCUMENT	Trust Redundancy and Restructure Policy
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Change Control

Version	*Date*	*Author*	*Changes*
1.0	*23 September 2026*	Trust Board & Fusion HR	New policy and procedure

Mission Statement

All policies are written in line with our Trust Mission statement:

"Inspired by faith through love, friendship and joy."

We embrace the teachings of Jesus Christ, infusing every aspect of our trust with **love**. Our pupils, families, and staff are encouraged to show compassion, kindness, and respect to one another, creating nurturing environments where everyone feels valued and loved. We foster a deep sense of love for God, self, and others, empowering our pupils to make positive contributions to society.

We recognise the importance of relationships and the power of **friendship** in shaping lives. Our schools foster an atmosphere of genuine fellowship, where pupils form deep connections with their peers, teachers, and the wider community. We promote inclusivity, understanding, and empathy, cultivating an environment where diversity is embraced and friendships are built on mutual respect. Our pupils learn the value of teamwork, cooperation, and service, as they become compassionate leaders who forge lasting friendships rooted in faith.

We believe that **joy** is a reflection of God's presence in our lives. Our schools are places where joy abounds, where pupils are encouraged to find joy in learning, discovering their talents, and building meaningful relationships. Through engaging and innovative teaching, we inspire a lifelong love of learning, instilling in our students a sense of wonder and curiosity about the

world around them. We celebrate achievements, milestones, and special moments, ensuring that joy permeates our school communities.

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1.0 INTRODUCTION

1.1 The purpose of this policy is to provide a consistent and fair procedure for handling organisational restructure and redundancies. The Bishop Konstant Catholic Academy Trust will:

- Keep its staffing structures under regular review and plan effectively for future needs;
- Implement measures aimed at avoiding redundancy wherever possible;
- Ensure that effective communication and consultation takes place throughout;
- Ensure employees have the relevant information on redundancy and restructure arrangements;
- Support employees leaving the Trust through redundancy and provide a consistent and fair framework for redundancy payments;
- Provide support and retraining opportunities wherever possible, for affected staff;
- Ensure that 'at risk' staff have priority for any appropriate vacancies within the academy and across the Trust;
- Support staff in their attempts at obtaining suitable alternative employment beyond the academy.

1.2 The Trust may have a requirement to make redundancies or to restructure as a consequence of a reduction in school funding, as a result of a restructuring process, where for instance pupil numbers have declined or where the operational needs of the Trust reasonably dictate that there is a need to restructure, reorganise or reallocate staff in a particular area of the Trust.

Definition of Redundancy

1.3 Redundancy is defined by the Employment Rights Act 1996 as dismissal attributable wholly or mainly to:

1.3.1 an employer ceases, or intends to cease:

- to carry on the business for the purpose of which the employee was employed or
- to carry on that business in the place where the employee was so employed.

1.3.2 the requirement of that business:

- for employees to carry out work of a particular kind, or
- for employees to carry out work of a particular kind in the place where the employee was employed by the employer, have ceased or diminished or are expected to cease or diminish.

Selection Criteria

1.4 A dismissal on grounds of redundancy will only take place if a genuine redundancy situation exists. The criteria used for selection will be applied objectively and in a fair and consistent manner.

2.0 AIM OF THE POLICY

2.1 This policy is effective where there is a genuine redundancy situation. This policy is not contractual and the Trust may choose to vary the terms of this policy, provided a fair process is followed.

2.2 The Trust will take reasonable steps to avoid a redundancy situation by using alternative methods for reducing employee numbers, for example and where appropriate, non-replacement of leavers, recruitment restrictions, reduction in overtime working, and termination of external contractors. Ordinarily, the Trust will ask for volunteers from any pool of employees at risk of redundancy. However, the Trust is not obliged to accept any volunteer.

2.3 The Trust has a commitment to maintaining job security, where possible. Therefore, when there are potential redundancy situations, the Trust will endeavour to redeploy and retrain employees where this is reasonable and appropriate and does not unduly impact on learning at the Trust.

3.0 INITIATING A WORKFORCE CHANGE EXERCISE

Roles and Responsibilities

3.1 Where it is identified that there is a possible need to restructure and/or reduce staffing levels, advice must in the first instance be sought from the Trust HR and Trust Finance Teams (who will need to provide the potential costs of implementing the proposals) and the CEO/Directors of Education and Standards as appropriate.

Employees in "at risk" group / roles being restructured	**Identification and declaration of potential Redundancy Situation**	**Manage process and produce Business Case**	**Redundancy and Appeals Committees *(Different individuals/groups will deal with the two stages to ensure appropriate separation of function.)***
Employees in a single Academy	Trust Central Team	Trust Central Team and Head Teacher	Directors'/ Governors' Appeal Panel, appointed by the Vice-Chair of Governors If dismissal is a possibility, this panel must include at least one Director.
Head Teacher Role	CEO/Trust Board	Deputed Trustees/Trust Central Team	
Trust Employee (Central Services) Groups of employees across all academies	Trust Board	CEO / CFO	

In almost all cases, the process will begin with a draft proposal being put forward, in strictest confidence, by the Trust Central Team/ Headteacher for approval by the CEO and/or Trust Board as appropriate. Please note that minimal information should be given to the Academy Council at this stage, other than the reasons for the need to undertake a workforce change process, as Governors will be needed for the Redundancy, and Appeals committees. They should be informed of the need to maintain confidentiality.

3.2 The draft proposal will normally include:

- the rationale for the workforce change
- appropriate financial information
- information about the current staffing structure of the school
- a brief outline of any proposed new staffing structure
- a preliminary list of affected employees
- relevant job descriptions
- a draft timeline for implementing the workforce change should be provided

3.3 The Redundancy Committee and an Appeal Committee will usually be established at this stage.

3.4 It is the Trust's policy to fully consult with all affected employees and the recognised Trade Unions in all cases, even where no redundancies are expected as part of the process.

4.0 TYPES OF CONSULTATION

4.1 In redundancy there are two types of consultation – individual and collective.

Individual Consultation:

4.2 Where fewer than 20 roles are planned to be made redundant during a period of 90 days in a particular establishment.

Collective Consultation:

4.3 Where 20 or more redundancies are planned during a period of 90 days in a particular establishment. If between 20 and 99 roles are planned to be made redundant during this time a collective consultation period of 30 days will apply. If over 99 roles are planned to be made redundant during this time a collective consultation period of 45 days will apply.

5.0 INDIVIDUAL CONSULTATION PROCESS

Risk of Redundancy

5.1 When a redundancy situation has been identified, all employees affected will be notified that their roles are at risk of redundancy. Where a group of people are affected, the Trust/

Head Teacher may hold a group announcement. Affected employees will also receive confirmation that their role is at risk of redundancy in writing.

5.2 Ordinarily the Trust will contact the relevant trade unions and discuss the proposals to make redundancies. There is no obligation on the Trust to consult with trade unions over such redundancies however the Trust chooses to do so as a matter of good practice.

Pools or Individuals at Risk of Redundancy

5.3 In some redundancy situations, there will be a need to select employees for redundancy from a group of employees. The group of employees is referred to as a 'pool'.

5.4 Where applicable, each employee at risk of redundancy will be scored against selection criteria. The criteria may be assessed by selection matrix, interview or assessment centre. The Trust reserves the right to decide what is the most appropriate method in each situation. Following the selection process, affected employees will be informed of the outcome via a one to one meeting with the relevant manager.

5.5 Once a decision has been reached as to who has been provisionally selected for redundancy, the individuals whose roles are no longer being considered for redundancy will be notified.

5.6 Where an individual carries out a specific role which is to be made redundant on their own (i.e. not in a pool), this is referred to as an individual role at risk of redundancy.

Consultation

5.7 Once it has been confirmed that an employee, or a group of employees, is at risk of redundancy a period of consultation will follow.

5.8 The purpose of consultation is to try and establish any alternatives to the redundancy including potential redeployment. During the consultation period, employees at risk of redundancy will be given the opportunity to raise any issues and to discuss what alternative opportunities they would consider.

5.9 During the consultation period, the employee will have a minimum of one consultation meeting with the Trust. The consultation meeting should be documented, and a record should be kept of the meeting.

5.10 During the consultation meeting(s) the employee will have a right to be accompanied by a work colleague of their choice or a trade union representative.

5.11 Employees who are at risk of redundancy will be permitted reasonable time off with pay to attend interviews. Employees must request time off via their line manager, and all requests will be considered against the operational requirements of the Trust.

Final Consultation Meeting

5.12 Prior to the end of the consultation period, if no alternative to dismissal has been identified the employee will be invited to a Final Consultation Meeting.

5.13 The Trust will provide at least 5 working days' notice of the Final Consultation Meeting and will set out in writing:

- the purpose of the Final Consultation Meeting.
- that the employee's role is at risk of redundancy.
- that the outcome to the Final Consultation Meeting may be the employee's dismissal.
- when and where the hearing will be conducted.
- the right to be accompanied by a trade union representative or work colleague not involved in the case.
- the requirement for the employee to provide, in at least 2 working days before the hearing, all documents that he/she intends to present at the meeting.

5.14 The Final Consultation Meeting will be conducted by the Head Teacher/Trust Representative. Any documentation that the employee wishes to be considered should be submitted at least 2 working days prior to the hearing. The purpose of the Final Consultation Meeting is to consider whether the employee should be made redundant.

5.15 The Head Teacher/Trust Representative should consider the proposed redundancy and any issues raised by the employee before making a decision as to whether to make the employee redundant. The Head Teacher/Trust Representative's decision will ordinarily be provided verbally and then confirmed in writing.

Confirmation of Redundancy

5.16 The Trust will confirm the employee's redundancy in writing.

All employees who are served notice of redundancy will receive a letter which will ordinarily confirm the following:

- The effective date of the redundancy
- Treatment of the notice period (e.g. garden leave, working notice)
- Any redundancy payment due, and how this has been calculated
- Any outstanding holiday entitlement
- Right of appeal and who to address any appeal to (see section below on appeals).

6.0 COLLECTIVE CONSULTATION PROCESS

Announcement

6.1 When a collective redundancy situation has been identified, trade unions and all employees who are affected will be notified. This will normally be done via a group presentation and then confirmed in writing.

Consultation

6 .2 The Trust will consult with trade unions who will feedback the information to the affected staff they represent.

Number of employees affected	Minimum length of consultation period
Where less than 20 redundancies are proposed	Decided on a case-by-case basis
Where between 20 and 99 redundancies are proposed in a 90 day period in an establishment	30 days
Where over 99 redundancies are proposed in a 90 day period in an establishment	45 days

6.3 The objective of the collective consultation period is to review the reasons for the redundancies, the number of redundancies necessary, ways to minimise the redundancies where possible, and the selection methods for those redundancies.

6.4 At the commencement of the collective consultation period trade unions will be provided with the following information:

- The reason for the proposed roles being made redundant
- The numbers and categories of roles involved
- The numbers of employees in these categories
- The selection criteria proposed
- An explanation as to the procedure that it is proposed will be followed, outlining timescales
- An explanation as to how redundancy payments will be calculated

6.5 The purpose of consultation is to seek to reach agreement. Whilst this may not be possible, the Trust will enter into such consultation with a view to reaching agreement.

Selection

6.6 At the end of the collective consultation period all those employees in pools will be scored against the selection criteria (if possible) to determine who will be confirmed at risk of redundancy.

6.7 Once a decision has been reached as to who has been selected for redundancy, the individuals whose roles are no longer being considered for redundancy will be notified.

6.8 Anybody who carries out an individual role at risk of redundancy (i.e. not in a pool) will not be scored.

Selection Notification

6.9 Those employees who receive the lowest scores within pools will be informed that they are formally 'at risk of redundancy'. This will be done via a one to one meeting with their line manager and confirmed in writing.

Individual Consultation

6.10 Each employee at risk of redundancy will have a period of individual consultation.

6.11 During this period of individual consultation, employees whose roles are at risk of redundancy will be given the opportunity to challenge their scores, raise any issues and to discuss what alternative redeployment opportunities they would consider. The period of consultation will be used to try and identify any alternative employment within the Trust.

6.12 During the consultation period, the employee will have a minimum of one consultation meeting with the Trust. The consultation meeting should be documented, and a record should be kept of the meeting.

6.13 During the consultation meeting(s) the employee will have a right to be accompanied by a work colleague of their choice or a trade union representative.

6.14 Employees who are at risk of redundancy will be permitted reasonable time off with pay to attend interviews. Employees must request time off via their line manager, and all requests will be considered against the operational requirements of the Trust Final Consultation Meeting.

6.15 Prior to the end of the consultation period, if no alternative to dismissal has been identified the employee/s will be invited to a Final Consultation Meeting.

6.16 The Trust will provide at least 5 working days' notice of the Final Consultation Meeting and will set out in writing:

- the purpose of the Final Consultation Meeting.
- that the employee's role is at risk of redundancy.
- that the outcome to the Final Consultation Meeting may be the employee's dismissal.
- when and where the hearing will be conducted.
- the right to be accompanied by a trade union representative or work colleague not involved in the case.

- the requirement for the employee to provide, in at least 2 working days before the hearing, all documents that he/she intends to present at the hearing.

6.17 The Final Consultation Meeting will be conducted by the Head Teacher/Trust Representative. Any documentation that the employee wishes Head Teacher/Trust Representative to consider should be submitted at least 2 working days prior to the hearing. The purpose of the Final Consultation Meeting is to consider whether the employee should be made redundant.

6.18 The Head Teacher/Trust Representative should consider the proposed redundancy and any issues raised by the Head Teacher/Trust Representative's decision will ordinarily be provided verbally and then confirmed in writing.

Confirmation of Redundancy

6.19 The Trust will confirm the employee's redundancy in writing.

6.20 All employees who are served notice of redundancy will receive a letter which will ordinarily confirm the following:

- The effective date of the redundancy
- Treatment of the notice period (e.g. garden leave, working notice)
- Any redundancy payment due, and how this has been calculated
- Any outstanding holiday entitlement
- Right of appeal and who to address any appeal to (see section below on Appeals)

7.0 APPEALS

7.1 If employees have questions or concerns about any part of the redundancy process they should be raised and where possible resolved during the consultation period. However, where there are outstanding issues which have not been resolved during the consultation period these will be heard as part of an appeal process.

7.2 All employees who are served notice of redundancy will be informed of their right to appeal against the redundancy. Employees who wish to exercise this right must put their appeal in writing, clearly stating the grounds for appeal. The appeal must be made within ten working days of receipt of their notice of redundancy. The name of the person the appeal should be submitted to will be confirmed in the letter serving notice of redundancy.

7.3 When an appeal letter is received the following procedure applies:

- A meeting will be scheduled to hear the appeal with the appropriate panel members within the Redundancy and Appeals Committee table on page 5 of this document.
- The employee will be provided with at least 5 working days' notice of the meeting in writing and will be informed of their entitlement to be represented at the meeting by a colleague or trade union representative.

- The employee will be asked to provide details on the grounds of their appeal at the appeal meeting and will be asked questions by the Appeal Committee to establish all the facts.

- The Appeal Committee will (if necessary) conduct an investigation into the points raised in the appeal meeting.

- The Appeal Committee will confirm their findings in writing. The Chair of the Appeal Committee's decision will be final.

8.0 REDEPLOYMENT

8.1 The Trust will seek to find affected employees a redeployment opportunity within the Trust.

8.2 Alternative employment opportunities will be subject to a four weeks trial period. The trial period is in order that the Trust can assess the employee's performance in the role, and the employee can decide whether the alternative role is acceptable.

8.3 The four weeks trial period can be extended by written agreement between the Trust and the employee. In all cases the trial period can only be extended for up to a further four weeks.

8.4 If an employee accepts the role after the trial period they will be treated as no longer at risk of redundancy and will no longer be entitled to a redundancy payment.

8.5 If the alternative role is not acceptable to either party, then the employee's employment will be terminated on the grounds of redundancy and the relevant redundancy payment will be made.

Temporary Roles

8.6 An alternative to redundancy may be redeployment to a temporary (fixed term) role within the Trust. In such circumstances, once the temporary role has finished, the employee will be served notice of redundancy.

9.0 REDUNDANCY PAYMENTS

9.1 The Trust bases redundancy payments on the statutory guidelines set out in the Employment Rights Act 1996.

9. 2 The redundancy payment due to each employee under the statutory redundancy payment scheme depends on the employee's age and length of service (up to twenty years). This determines the number of weeks' pay due, which is then subject to a limit on weekly pay.

9 .3 To calculate the number of weeks' pay due, the following amounts are used –

- 0.5 week's pay for each full year of service where age during year is less than 22
- 1 week's pay for each full year of service where age during year is 22 or above, but less than 41
- 1.5 weeks' pay for each full year of service where age during year is 41+

9.4 The statutory weekly pay cap used in this calculation is uprated each April. For information on the redundancy payment calculation and current statutory limit on weekly pay, please contact Trust HR Team at HRAdvice@BKCAT.uk, or visit the following link - Calculate your statutory redundancy pay - GOV.UK rather than relying on a fixed figure in this policy.

9.5 Any redundancy payment due will normally be paid on the next available payroll date following the last date of employment. Payment dates will normally be confirmed to employees in the letter confirming their redundancy.

10.0 SECONDMENTS

10.1 Where an employee is on secondment and their original role becomes redundant, the seconded role will be treated as alternative employment and the employee will continue in the seconded role until the end of the secondment. This means that:

- The employee should be included in the redundancy consultation process for their original role.
- If, at the end of the secondment, it is necessary to put the employee at risk of redundancy, the period of consultation will follow the rules outlined in this policy.

10.2 Where an employee is on secondment and the seconded role becomes redundant they will ordinarily return to their original role.

11.0 RELATED POLICIES AND DOCUMENTATION

11.1 Trust Flexible Working Policy and Procedure
11.2 Trust Capability Policy and Procedure
11.3 Trust Disciplinary Policy

Monitoring and Review of this Policy
The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 08253770, whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone WF7 6BD