

### Overview of the staffing adjustment process in schools

PLANNING	Problem identified - predicted budget deficit, falling roll, removal of funding, etc.		two months
	Clarity on existing staffing and potential natural turnover.		
	Possible solutions considered - adjusting staffing levels, changing roles, removing specific posts, financial savings.		
	Preferred solution identified.		
	Initial notification of problem to affected staff group(s).	Search for voluntary solutions	
	Decision by governing body on possible delegation of authority to dismiss.		
	Consultation documents and general voluntary options information prepared and issued.		
CONSULTATION	Consultation with affected staff group(s) and recognised trade unions/professional associations.		four weeks
	Voluntary option information provided to individuals if requested and appropriate.		
	Meetings arranged with affected staff group(s) and recognised trade unions/professional associations if requested. Further particulars		
	Possible voluntary solutions explored before commencing selection stage.		
	Responses to consultation considered.		two weeks
	Changes finalised and affected staff groups notified.		
SELECTION	Method of selection established through consultation confirmed - could be skills audit, application/interview, automatic selection, expressions of interest, 'across the board' reductions.		two weeks
	Arrangements made, as appropriate, to select staff according to the chosen method.		
	Evidence gathered and considered and selection(s) made.		two weeks
	Individual(s) notified of provisional selection for redundancy or other change.		
IMPLEMENTATION	Formal redundancy hearings arranged and conducted as appropriate.		four weeks
	Notice of dismissal or change issued.		
	Appeals hearings arranged and conducted as appropriate		
	Payroll notified of dismissal or change.		
	Payments made where appropriate (after effective date of change).		

Regular Budget revision to confirm school's financial position

Prepared by HR Employee Relations. Note that timescales are indicative and steps in the process have been abbreviated for the purposes of this overview document. Refer to the Staffing Adjustment procedural advice for further information