

**Strictly Private & Confidential**

Dear,

**Re: Confirmation of Individual Consultation Meeting.**  
**Provisional Offer of Assimilation.**

I am writing to confirm the outcome of your Individual Consultation Meeting with your head teacher/manager **(insert name)** on **(insert date of ICM)**.

As discussed at that meeting, your substantive post of **(insert post title)** in **department/ school** is being deleted as a result of the decision under delegated authority by School Governors to implement the new structures.

However, I am pleased to confirm, (subject to the next paragraph below), the school proposes to offer you assimilation into the post of **(insert post title)** in **department** without interview. A copy of the job description and person specification for the new role is attached to this letter. The new post is at grade **(insert new grade)** and your present post is at grade **(insert current grade)**. I refer you to the Organisation Change and Redundancy Procedure.

You are eligible for assimilation because:

1. the essential requirements of the job description and person specification of your substantive post and the new post are broadly similar;
2. to the best of my knowledge there are no other employees who have a comparable claim to the new post by reason of assimilation; and
3. there is no more than 1 grade difference between your present post and the new post.

It is possible one or more affected employee(s) may submit an appeal claiming comparable assimilation rights to the same new post. If that appeal is upheld, then instead of being offered assimilation, you will be served with your statutory notice of termination of employment on the grounds of redundancy and placed in a ring-fence selection pool for the new post. Notice of redundancy would be withdrawn if during your notice period you are appointed to a new post within the School.

With regards to ring-fencing, I refer you to the Organisation Change and Redundancy Procedure (page 9), which details the ring-fencing selection process and the requirement for employees in a ring-fence to complete an application form.

In the event that no other affected employee submits a comparable claim to the new post, the intention is that on **(insert date)** you will formally be offered assimilation into the new post and you will commence work in the new post on or about **(insert date)**.

For the avoidance of doubt, employees who decline an offer to be assimilated, appointed to a ring-fenced post or redeployed into suitable alternative employment do not have a right to a redundancy payment.

If the post you have been offered is at a lower grade than your present post, I refer you to the School's policy on protection of salary which is in the Organisation Change and Redundancy procedure (page15).

If you disagree with the proposal to assimilate you into the new post and/or consider you should be assimilated/ring fenced for a different post, then you may submit an appeal. The process for making an appeal is in the Organisation Change and Redundancy Procedure – (Appendix 12). I enclose a copy of the form.

If you propose to appeal please email the completed form to provide **(school name and contact)**

If you consider you should be assimilated into/ring fenced for another post, you should not wait until the outcome of your appeal to submit an application form for that post. However, if your appeal is not upheld your application for that particular post will not proceed.

The school is providing training to affected employees who are in a ring-fence or redeployment situation on application and selection techniques for internal selection processes. If you wish to apply for this training please contact **(Name and contact details)**

We are aware financial considerations are of key concern to employees. If you want financial advice you can contact Fluent on 0870 099 4130 or by e-mail on [info@fluentifa.co.uk](mailto:info@fluentifa.co.uk). If you are a member of the School's/Teachers' pension scheme you can access pensions advice by contacting our pension provider, Capita Hartshead on 020 8972 6050 or by email at [lbwf.pensions@capita.co.uk](mailto:lbwf.pensions@capita.co.uk) or for teachers pensions please contact Teachers' Pensions, Mowden Hall, Darlington DL3 9EE or telephone 0845 6066166. The email address [tpmail@teacherspensions.co.uk](mailto:tpmail@teacherspensions.co.uk).

Please complete the section at the end of the duplicate letter attached, indicating whether you agree to being assimilated into the position that is being provisionally offered to you. **(Please return this to school name and contact)**

If you have any questions or concerns please contact your manager. If any enclosures referred to in this letter are missing, please contact **(school name and contact)**

I appreciate this process may be a difficult and stressful time for you. Should you wish to contact your trade union for advice or support, or the Workplace Options confidential counselling service, their contact details can be found on the last page of the Appendix 5 consultation meeting invite letter.

Yours sincerely,

I confirm if I was offered the post of **(insert new post title)** (please tick)

I would accept this

I would not wish to accept this

Name:

Signed:

Dated:

Enc

Job Description and Person Specification

Appeal Form

Duplicate Letter