

**Strictly Private & Confidential**

Dear,

**Re: Confirmation of Individual Consultation Meeting.**  
**Referral to closed ring-fence selection pool**

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

As discussed at that meeting, you are at risk of redundancy either because your substantive post of **(insert post title)** is being deleted or your post is within a group of posts of a broadly similar nature where the number of those posts is being reduced in number. This is as a result of the decision under delegated authority by the School Governors.

As explained to you in the meeting, you are now being given **(insert notice period)** weeks' notice of dismissal on the grounds of redundancy. Your termination date will be **(insert notice date)**. However, the notice of termination will be withdrawn if, during your notice period, you are appointed to a post within the School.

It was also explained to you in the meeting that you have been placed in a closed ring-fence selection pool for the post of **(insert post title)** in school/department. A copy of the job description and person specification for the post you have been ring fenced for is attached to this letter. The new post is at grade **(insert new grade)**, and your present post is at grade **(insert grade)**.

You are eligible to be placed in the ring fence because:

1. the essential requirements of your present job description and person specification are broadly similar to those of the ring-fenced post;
2. there is no more than 1 grade difference between your present post and the ring-fenced post; and
3. you would be eligible for assimilation to the post but for other employees who have a comparable claim to the ring-fenced post.

I refer you to the Organisation Change and redundancy procedure, which outlines the ring-fencing selection process and the requirement for you to complete an application form for the new post. (Appendix 13)

Your application for the ring fenced position should be submitted to your manager. Please contact them to confirm when the form should be submitted and interviews will take place as soon as possible.

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 **(insert contact details)**.

In the event that you are successful in your application to this ring-fenced post, it is anticipated you will commence work in the new post on or about **(insert date)** (or if there is no change from your present post your duties will continue as usual). If the duties of the new post differ from those of your substantive post then you will be given a 4 week trial period in the new post.

If you are not successful in being appointed to this ring-fenced post, then you will continue to be at risk of redundancy and will be classified as a redeployee. You will be invited to a further Individual Consultation Meeting, the purpose of which is:

- I. to confirm the employee is still at risk and under notice of redundancy;
- II. to discuss the next steps;
- III. to outline the School's approach to redeployment into suitable alternative employment;
- IV. to outline the School's approach to compulsory redundancy;
- V. to consider any alternative options that may be available to avoid the employee being made redundant.

The period for a redeployment search would be your remaining notice period. I enclose a redeployee profile form which you will need to fill out and hand in to **(Provide contact details)**

Salary protection arrangements will apply where employees, as an alternative to redundancy, accept a new post on a lower grade than their substantive post. You are referred to the Organisation Change and Redundancy Procedure (page 15).

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.

I also need to inform you if you receive an offer of employment to start work within 4 weeks of the termination date from a County Council, District Council, London Borough or any other body as described or listed in Schedule 1 of the Redundancy Pay (Continuity of Employment in Local Government Etc)(Modification) Order 1999 available at <http://www.lge.gov.uk/lge/core/page.do?pagelid=119733#contents-8> you will not be entitled to a redundancy payment.

If you disagree with the proposal to place you into this ring-fence, and/or consider you should have been assimilated/ring fenced for a different post, then you may submit an appeal. (Appendix 14).

If you propose to appeal please email the completed form to: **(insert appeal contact details)**

Affected employees have only been placed in the ring-fence that Head teacher considers is the best potential match. However, if you consider you also have a comparable claim to be one or more other ring-fence selection pool(s), then you should submit the appeal form.

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.

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 pension scheme you can

access pensions advice by contacting our pension provider, Capita Hartshead on 01737 366 039 or by email at [lbwf.pensions@capita.co.uk](mailto:lbwf.pensions@capita.co.uk). For teachers Pensions, please telephone: 0845 6066166 or email: [tpmail@teacherspensions.co.uk](mailto:tpmail@teacherspensions.co.uk)

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

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, please call Freephone 0800 243 458, Email : [assistance@workplaceoptions.com](mailto:assistance@workplaceoptions.com) or access their Website : [www.workplaceoptions.com](http://www.workplaceoptions.com).

With best wishes,

Yours sincerely,

Enc

Job Description and Person Specification

Application Form

Redeployee Application Form