

## Appendix 16

### Strictly Private & Confidential

Dear

**Re: Confirmation of Individual Consultation Meeting,  
Notice of Termination of Employment and Referral to Redeployment Process.**

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

As discussed at that meeting, your substantive post of «Post\_Title» in «Department» is being deleted as a result of the decision under delegated authority by School Governors.

As explained to you in the meeting, you are now being given «Notice\_Period» of dismissal on the grounds of redundancy. Your termination date will be «Service\_in\_Years». However, the notice of termination will be withdrawn if, during your notice period, you are appointed to a post within the school.

You are now classified as a redeployee and, for the duration of your notice period, a job search will be undertaken to identify suitable alternative employment for you within the Council. May I assure you the School will make every effort to match you to suitable alternative vacancies as they arise and will consult you and your Head teacher/line manager about potential matches. To enable us to do this please complete the attached redeployee profile form and return it to the (**enter contact details**) as soon as possible.

The Council is providing training to affected employees on application and interview techniques in relation to internal selection processes. If you wish to apply for this training please contact ... **name and contact details**

In the event you are offered suitable alternative employment, you will receive a 4 week trial period in the new post, if the duties of the new post differ from those of your substantive post.

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 school's Organisation Change and Redundancy model policy.

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?pagelD=119733#contents-8> you will not be entitled to a redundancy payment.

If you disagree with the decision that you should be classified as a redeployee, and/or consider you should be assimilated/ring fenced for a particular post, then you may submit an appeal. If you propose to appeal please email the completed appeal form to **contact details**

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If you consider you should be assimilated into a post or placed within one or more ring-fence selection pool(s), 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 unless the post is open to any internal applicants generally.

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) or teachers pensions [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 the **(insert contact details)**.

I appreciate this is 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 Organisational Change and Redundancy Policy.

With best wishes,

Enclosures: Appeal Form  
Redeployee Profile Form