

## HR principles

The following principles are to be negotiated with school, trust, diocesan and local authority leaders involved in the area review. These principles are intended to complement the Voluntary Code of Conduct all parties have signed up to and recognises the impact the review will have on those staff working in the schools.

- School, trust, diocesan and local authority leaders will uphold high standards of conduct and integrity at all times.
- School, trust, diocesan and local authority leaders will take all reasonable measures to avoid redundancies throughout the process.
- School leaders will facilitate activities and communications to introduce their school community to staff in other schools likely to most affected by the restructure to assist the transition process and enable staff to make informed decisions about the options open to them.
- Any decisions taken regarding the appointment of staff to the new structure will be based on objective assessment, ensuring the most suitable candidate is appointed. Assessment and selection criteria will be common across schools wherever possible and negotiated with all relevant employers.
- A vacancy freeze will be implemented at the earliest opportunity once a decision to effect the change has been taken place. School leaders will take recruitment decisions during the consultation period under advisement. Recruitment within the freeze period would be approve by a joint panel of HR advisors by exception and negotiation only.
- An HR helpline/dedicated mailbox will be established to respond to individual HR matters related to the restructuring process.
- Where vacancies are created as a direct result of the restructuring process, these posts will be ring-fenced to those postholders who have been identified as being at risk. The details of how the ring-fence would operate will be negotiated with employers and trade unions, however, as a general guide, common areas for negotiation relate to the criteria for determining:
  - Appropriateness of the role relative to the existing postholders responsibilities

- Thresholds for redeployment upwards and downwards from current grades
  - Training needs for postholders whose current roles are not a precise match but where training could enable them to fulfil the role
- Where vacancies are created as a direct result of the restructuring process, external advertisement of roles will only be permitted when all avenues for placing postholders at risk have been exhausted.
- All decisions affecting staff will be made based on operational need and within the financial capabilities of each setting to ensure the future structure is affordable and sustainable.
- All decisions affecting staff will be made having considered the impact of these on any staff group with a protected characteristic as defined within the Equalities Act 2010.
- School leaders will operate within the framework of the school's HR policies which have been consulted on and agreed with the recognised Trade Union and Professional Associations. Any variation to these policies during the area review must be consulted on with staff and recognised Trade Unions & Professional Associations, having sought advice from HR first.
- School leaders will seek advice from their designated HR Adviser on staffing matters that cannot be resolved via standard HR process and procedure.
- School leaders will share relevant HR information with key parties as part of the area review process as appropriate to ensure a fair and transparent process, having due regard to GDPR requirements.
- School leaders will share information with their staff at the agreed stages within the project programme to ensure information is cascaded in a controlled and timely manner.
- School leaders will support their staff throughout the process and provide a forum where staff are able to discuss their individual concerns/employment situation in a confidential environment.