

**URGENT – Reductions & Reorganisations Training for Schools**

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| Session 1  Thursday 8th February 2018  at **09:00 – 12:15**  Edwinstowe House |  |  |

**Training for Head Teachers and School Business Managers**

Where a Governing Body determines that the number of staff within a school should be reduced or reorganised, there are a number of legal principles which must be observed. It is essential that all schools are fully familiar with all the statutory requirements, processes and polices in order to ensure they follow a fair and objective procedure.

This session will be interactive with opportunity for discussion and questions. The session will ensure delegates:

* Are aware of their legal responsibilities regarding staff and Trade Union consultation, fair selection and enabling processes.
* Understand the process that needs to be undertaken when the school need to make a reduction in staffing, or undertake a reorganisation of the staffing complement, including the relevant critical timescales, financial implications and methods of minimising compulsory redundancies.
* Work through practical examples and provide the opportunity for discussion and questions.

Sessions will be delivered by Andy Wilson, Senior HR Business Partner, Wanda Scott, HR Business Partner and Sue Angood, HR Business Partner.

To apply for a place, please contact either Rachel Kirkham on 0115 9772483 / [rachel.kirkham@nottscc.gov.uk](mailto:rachel.kirkham@nottscc.gov.uk) or Iris Bob-Jeffers on 0115 9774649 / [iris.bob-jeffers@nottscc.gov.uk](mailto:iris.bob-jeffers@nottscc.gov.uk).

**Cost per delegate £75.**

**Booking** – Is essential and it is anticipated that these events will be popular so early booking by the closing date Thursday, 1st February 2018, is required. We look forward to seeing you there.