

Staff Restructuring Proposal

Brooke Weston Trust

Consultation Starts: 14th June 2018

Consultation Ends: 28th June 2018, 5.00pm

Email address for responses: dtysoe@brookeweston.org

Nominated Senior Leader: Debbie Tysoe, Finance Director

Introduction

The Trust is proposing to introduce six new finance positions within the central team, in order to improve the efficiency and effectiveness of the finance provision. The new posts will comprise of three Finance Officer roles and three Finance Assistant roles. As a result of the creation of the new posts, a reduced finance service will be required at school level.

The centralisation of the finance function will result in a streamlined provision with economies of scale achieved. The proposed structure will facilitate improved communications between finance staff and enable further collaboration. A central team of Finance Assistants will achieve a high level of consistency in practice. This alignment of practice is in line with the widely adopted 'Competency Framework' available to Multi Academy Trusts and produced by industry experts.

The embedding of compliance to the structure will facilitate the long-term financial planning across the Trust ensuring sustainability into the future.

This restructure involves all finance employees across the Trust. The planned timeline for consultation and proposed implementation of the proposed new structure is set out in **Appendix 1**.

Existing and Proposed Structures

The current staff structure is attached at **Appendix 2** and the proposed new staff structure is attached at **Appendix 3**.

Whilst it is hoped that the implementation of the new structure can take place without compulsory redundancies, this will only be possible if suitable alternatives are identified, employees volunteer for redundancy or staff apply for the posts as advertised on reduced weeks and/or hours.

The roles in the structure have all been evaluated using the BWT pay standardisation process by a member of management and a member of the unions.

The Trust aims to proceed with the implementation of the new structure after the formal consultation, with full implementation expected to be achieved by 1st September 2018.

Overview of changes/posts in scope

It is proposed that given the current situation across the Trust, as listed above

1. That the following positions are **removed** from the finance structure:
School Business Manager Beanfield Primary School
School Business Manager Compass Primary School
School Business Manager Oakley Vale Primary School
School Business Manager Corby Business Academy

2. That the hours/weeks for the following positions are **changed** from 37 hours 52 weeks to 37 hours 41 weeks:
Finance Officer Corby Technical School
Finance Officer Kettering Science Academy

3. That the hours/weeks for the following positions are **changed** to 20 hours 39 weeks:
Finance Assistant Beanfield Primary School
Finance Assistant Compass Primary School
Finance Assistant Oakley Vale Primary School

4. That the hours/weeks for the following positions are **changed** to 25 hours 39 weeks:
Finance Assistant Corby Business Academy
Finance Assistant Kettering Science Academy

5. That the hours/weeks for the following positions are **changed** to 25 hours 40 weeks:
Finance Assistant Brooke Weston Academy
Finance Assistant Corby Technical School

6. That the following positions are **unchanged**:
Finance Officer Brooke Weston Academy
Finance Officer Gretton Primary School
Finance Officer Peckover Primary School
Finance Officer Thomas Clarkson Academy

7. That the following positions are **added** to the new structure:
Finance Officer Trust - Grade 10, 37 hours, 52 weeks
Finance Officer Operations - Grade 10, 37 hours, 52 weeks
Finance Officer Payroll – Grade 9, 37 hours, 52 weeks
Finance Officer Beanfield Primary School – Grade 6, 20 hours, 41 weeks
Finance Officer Corby Business Academy – Grade 7, 37 hours, 41 weeks
Finance Officer Compass Primary School – Grade 6, 20 hours, 41 weeks
Finance Officer Oakley Vale Primary School – Grade 6, 20 hours, 41 weeks
2 x Finance Assistant Trust – Grade 2, 37 hours, 52 weeks
Finance Assistant Operations – Grade 2, 37 hours, 52 weeks

Implementation of New Finance Structure

At the present time, there are the positions as outlined on **forms 1 and 2** for the post holders to express an interest in. These will be ring fenced for Trust finance post holders to apply for.

It can also be confirmed that outside of this restructure there are currently no suitable alternative posts being advertised across the Trust. Should any other suitable alternative posts be identified, post holders will have the first opportunity to apply for these roles where the alternative post is non-promotional.

Vacancies can be found on [The Brooke Weston Trust Careers](#) page and this will be continually updated.

Method of selection

Some colleagues will be at risk of having their hours and/or their weeks worked reduced. Where a suitable alternative is identified but this is offered on a lower salary, we will offer pay protection on the **hourly pay** for 18 months. Should the suitable alternative be offered at lower hours or weeks the hourly pay will be protected but **not** the hours and weeks.

For example: Original post £40,000, 37 hours, 52 weeks
Alternative post £20,000, 20 hours, 41 weeks
Protected salary (for 18 months) £40,000 x 20 hours x 46.96 (41 plus holiday) = £19,526

The Academy will consider any volunteers that put themselves forward for redundancy. However, if the redundancy cannot be mitigated in this way, then the Academy will need to go through a selection process.

We will ask post holders to express their preferences for the roles available ranking them in order. We will then use the selection criteria to identify successful post holders. The deadline for completing **form 1 and 2** expressing your preference is **5.00pm June 28th 2018**.

The selection process for the finance officer posts in the central office will be carried out by way of an interview. Prior to interview applicants will be asked to write a letter of application of no more than 2 sides A4Calibri 11 including the following:

- Why you are applying
- Why you are the right person for the post (including any previous experience)
- How this role is key in supporting the central functions of the Trust

The interview panel will consist of the Finance Director and a member of the Finance and Audit Committee (or equivalent external professional). During the interview process applicants will be asked to demonstrate their skills for report writing including the use of a spreadsheet.

The selection process for the other posts will be undertaken using the skills based matrix in **Appendix 4**. The post holder who has expressed an interest and scores the highest against the selection criteria will secure the post.

Ways in which the impact/number of redundancies could be reduced

The Trust intends to give staff who would otherwise be at risk of redundancy first opportunity to express interest in and be considered for roles within the Trust staffing structure. An offer of the alternative role will be made if it is considered the post holder meets the person specification for the vacancy. If the role applied for is a promoted position then the post holder will be expected to attend a competitive interview.

Any staff member who is facing redundancy can have reasonable time off to attend interviews and training and development and support with writing applications.

As stated above, the Academy has undertaken a thorough review of its non-pay spending and will continue to scrutinise planned savings in order to minimise the reductions it needs to make to staffing levels.

The Academy's policy on making staffing reductions are attached at **Appendix 6** which will apply should pay protection or redundancies occur.

Method of calculating redundancy pay

The proposed method of calculating redundancy pay will be in accordance with the statutory calculator but using actual weeks' pay (appropriate to all staff irrespective of protected terms and conditions at the point of TUPE).

Attached documents

Appendix 1 – Proposed Timeline
Appendix 2 - Current Staffing Structure
Appendix 3 – Proposed Staffing Structure
Appendix 4 – Selection Criteria
Appendix 5 – Job Description and Person Specification
Appendix 6 – Redundancy Policy

Consultation

The formal consultation on the proposed staffing structural changes will commence on 14th June 2018. Responses and comments are encouraged as soon as possible but the deadline for comments is **5pm on 28th June 2018**.

The completed **Form 1** and **Form 2** indicating the posts you would like to be considered for must also be returned by **5pm on 28th June 2018**.

Correspondence should be addressed to:

Mrs Debbie Tysoe, Finance Director, Brooke Weston Trust, Coomb Road, Corby, Northants. NN18 8LA. dtysoe@brookeweston.org

For PDF copy on website:

Appendix 1 – Timeline

Appendix 2 – Current Staff Structure

Appendix 3 – Proposed Staff Structure

Appendix 4 – Selection Criteria

Appendix 5 – Job Descriptions and Person Specifications

Appendix 6 – Redundancy Policy

These can be found in the Staff Information Area on the BWT website.