

PROCEDURE FOR TRANSFER OF NON-TEACHING STAFF

In Dumfries & Galloway, we have around 40% of our workforce who support learning and the central service – both in the classroom and in the support functions around the school.

Non-teaching staff make an important contribution to the learning of our pupils. As part of the learning team, they are not only vital to the smooth running of the organisation but also often offer important mentoring roles to pupils, support for families and provide links to the wider community. In our smaller schools, many people hold more than one role, and we recognise and value this flexibility and support this can bring to the school.

Dumfries and Galloway Council work to a formula for all support staff based in schools. Different areas of the Service may review formula at different times – e.g., Supporting Learners carry out an annual review, but may also require transfers at short notice to meet the needs of learners. Applying the formula may result in several surplus staff in schools across the region, or a deficit in some areas that requires to be covered.

The following procedure outlines the stages that will be followed when supernumerary staff has been identified within a school.

Procedure

Stage 1 – Application of Formula

The formula will be applied to all schools across the region.

Stage 2 – Changes to Allocations

2.1 All Headteachers and line managers will be notified of their support staff allocation. If this does not change, no further action is required.

2.2 If the required staffing allocation decreases resulting in surplus staff:

- Central teams will inform Joint Trade Unions regarding the proposed reduction in staffing levels. This will be by email to identify there is surplus and confirm the steps of this policy are being followed. In relation to the Supporting Learners Service, this will be where the annual audit hours required is less than the total number of staff hours available. A record will be kept of staff who are happy to move to another location.
- Central teams will then contact the Headteacher/s/line managers involved and up-date them on the process so far. The Headteacher/line manager will implement the following stages with support from the appropriate manager at the Centre.

Stage 3 – Temporary Staff

Where **temporary** members of staff (with less than two years continuous service) are identified as surplus, relevant notice will be given in line with their contract of employment to bring their contract to a close.

Stage 4 – Identify Options

Central teams will identify (if available) any suitable alternative positions for surplus staff to be considered for transfer, either voluntary or compulsory.

Stage 5 – Notify Staff

5.1 The Headteacher/line manager will arrange to meet with the staff concerned to communicate verbally the following:

- The reason(s) for the surplus staff.
- The Council's current commitment to 'no compulsory redundancies.'
- The process that will be followed to identify possible voluntary/compulsory transfer to another school.
- If voluntary/compulsory transfer to another school is not possible, that the Council's redeployment process would be followed to identify a potential suitable alternative position within the Council. Reference should be made to the Council's Redeployment Policy and Procedure (a copy should be provided to member of staff if required).

5.2 Headteachers/line managers should also issue staff concerned with a copy of this Transfer Procedure.

5.3 Headteacher/line manager will share with staff any suitable alternative positions that have been identified.

5.4 Headteacher/line manager will inform staff that a period of 5 days (including weekends) will be given for staff to consider the options presented. By the end of day 5, staff are asked to communicate either to central team:

- their voluntary interest in a move of school
- factors or circumstances that should be considered why they should not be asked to move

Stage 6 – Voluntary Transfer

6.1 When members of staff volunteer to transfer a meeting will be organised with the members of staff to go over:

- set out the hours of work
- confirm the steps outlined in the policy offering information on excess mileage/travel due to compulsory transfer (if applicable).
- a start date will be agreed

6.2 Central office will issue a letter by email to the member of staff transferring, detailing:

- the school they are being transferred to
- the date from which the transfer will take effect (minimum for four weeks' notice unless otherwise agreed); and
- any excess mileage entitlement (for a maximum period of four years following a compulsory transfer, expended for additional mileage incurred between

home and base school will be paid at the agreed rate which is currently 25p per mile).

6.3 Central office will complete all relevant paperwork for the member of staff being transferred and send this to Pay and Employment Services.

6.4 Staff will be provided with any relevant training required for the new placement.

6.5 Where no volunteers for a transfer are forthcoming, central office will initiate compulsory transfer procedures and steps outlined within Stage 7 below will be followed.

Stage 7 – Compulsory Transfer

7.1 When alternative positions at Stage 5 have been identified and no volunteers are forthcoming; central teams will select a member of staff for compulsory transfer based on:

- Number of hours worked
- Miles from home to current base, miles from home to proposed base
- Ability to travel including access to public transport
- Number of transfers within the last 3 years (considering staff that have previously been transferred) least number of transfers first
- Length of continuous service, least length of service first within that role.
- Needs of service in particular the needs of the child/young person where the member of staff is working directly with a child/young person including training completed, skills and experience of staff suited to the particular needs of the child/young person
- Any employees' special circumstances previously made known to the Appropriate Manager may also be taken into consideration.

7.2 The Trade Unions will be consulted regarding the selection criteria if other criteria are considered from those outlined above.

7.3 There is no preferred order in the above criteria, but all aspects should be considered, and travel costs minimised as far as possible.

7.4 When a member of staff has been identified for a compulsory transfer, they will first have a conversation with the central team, then details of the contractual change will be issued to the member of staff in writing as outlined at Stage 6.

Stage 8 - Exceptional Circumstances

8.1 Where a transfer to another base is required to meet the needs of the service, this may be required at short notice. This is most likely to be in the support staff roles directly working with children/young people.

8.2 It may be necessary to move straight to the Compulsory Transfer Stage and would follow the criteria set out in Section 7 above.

8.3 In such cases, maximum notice will be given to all involved, but may be out with that set out above in order to meet the needs of the service, child, or young person.

Stage 9 - Redeployment

When no alternative positions are identified for voluntary/compulsory transfer central office will liaise with Human Resources. Where appropriate, the employee concerned will be issued a letter to confirm the Council's current committed to 'no compulsory redundancies.' Details of the Council's Redeployment policy and procedure that will be applied should be provided to the employee.

The Director, Education Services or his/her appointed representative will ensure that the member of staff concerned is involved in discussions on conditions relating to the transfer. The member of staff will have the right to have present at such discussions a Trade Union representative or work colleague.

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