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Our Ref: Date: 3 January 2023

Enquiries to: Organisational Support Team

Tel: 01473 263942

Email: [Edorgsupport@suffolk.gov.uk](mailto:Edorgsupport@suffolk.gov.uk)

To: All Headteachers and Chairs of Governors of Maintained Settings

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| **LMS Document No. 2023/01** |

Dear Colleague

**Staffing situations in schools**

The greatest resource to enhance the quality of education for our children and young people is your staff. At times, there will be difficult complex staffing situations to manage. We want to support you with any such situations to ensure they are managed to give the best possible outcomes for all.

We would ask to be made aware if you are facing any of the following in your setting:

* secondments of staff between LA schools and between LA schools and Academies
* dismissal due to ill health capability
* initial Settlement agreement discussions
* TUPE e.g. cleaning or catering staff
* sabbaticals
* proposed changes to the leadership structure
* proposed changes to contractual arrangements e.g. from annualised hours to weekly hours
* regrading of posts
* introduction of mobility clauses
* redundancies
* military covenants
* payment of redundancy when the employee is moving to another organisation as part of the Government Modification Order, despite a break in service.

The above is not an exhaustive list, so if there were any other uncommon staffing situations being considered at your school, we would also ask to be made aware of these too.

All of the above situations would require the Local Authority to agree as the employer. (A reminder for colleagues in Church of England Voluntary Aided Schools the school is the employer for teaching staff and for Roman Catholic primary schools the school is the employer for all staff).

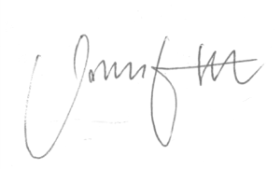
If you feel you are facing any of the situations listed, please contact the Education Officers in the Organisational Support Team ([edorgsupport@suffolk.gov.uk](mailto:edorgsupport@suffolk.gov.uk)) who will advise you of next steps. We can liaise with our HR and legal teams to ensure processes are managed effectively, which may include the completion of the organisational change toolkit. We will all work together to support the school

There is also a revised Organisational Change Policy which we have consulted with Unions on. This can be found attached to this letter as well as on the Suffolk Learning website.

[Suffolk Learning – This website is for leaders and staff in Suffolk schools and settings](https://suffolklearning.com/)

By involving the Local Authority at the earliest opportunity, it would enable us to ensure that there is no risk to the school or the Local Authority.

Yours sincerely



**Adrian Orr**

**Assistant Director – Education, Skills and Learning**

Children and Young Peoples Directorate

Suffolk County Council