**MEETING TO CONFIRM SELECTION FOR REDUNDANCY/APPEAL AGAINST SELECTION FOR REDUNDANCY**

**Outline structure for meeting**

1. Introductions

Introductions of those present will take place, giving names/job titles and roles (whether advisory or decision making) and advising that notes may be taken of the meeting.

2. Purpose of Meeting

 The Assistant Director (or nominated Senior Manager)/Headteacher/Dismissal Committee of the governing body will explain the purpose of the meeting:

* To determine the outcome of a proposed dismissal on the grounds of redundancy; or
* To hear an appeal against a decision to make the employee's post redundant.

3. Submission by the Senior Manager/Presenter on behalf of the School:

1. Description of the managing change procedure which has been followed
2. Reason for Proposal or Decision

(c) Method of Selection for Redundancy

(d) Proposed date of termination

4. Questions on the Submission may be asked by:

(i) the Employee

1. the Employee’s Representative
2. the Committee
3. the LA/Diocesan Adviser (as appropriate)

5. Representations by (or on behalf of) the Employee:

May be made orally and/or in writing

6. Questions on the Employee's representations may be asked by:

1. the Senior Manager/ Presenter on behalf of the School
2. the Committee
3. the LA/Diocesan Adviser (as appropriate)

7. Senior Manager/Presenter on behalf of the School

(i) to have a right of reply to the Employee's representations

(ii) may make a closing statement- but may not introduce any new matter.

1. Employee or her/his Representative

 May make a closing statement but may not introduce any new matter.