**Subject:** SG 61-16 Update: Budget Savings 2016/17-Review of Admin & Clerical Support in Schools and Reduction of Classroom Assistants in Schools

**Sent on behalf of James McKinstry, Head of Resource Solutions – 6th October 2016**

Dear Colleagues

**Update: Budget Savings 2016/17 – Review of Admin & Clerical Support in Schools and Reduction of Classroom**

**Assistants in Schools**

At present the service continues to progress the implementation of the budget savings surrounding the review of admin and clerical within schools and the reduction of classroom assistants. Whilst this is ongoing, affected staff will continue to work in their current establishments and undertake their contractual hours. The implementation timescale has changed and is now anticipated for Monday 9th January 2017.

Please find below an overview of the next steps.

***You must meet with the affected staff group and provide a copy of this communication. Please ensure you contact staff not in school and arrange a copy of this information to be provided.***

* **Voluntary Severance**

The implementation timescale has been delayed due to the service awaiting voluntary severance calculations from Strathclyde Pension Fund Office. The service recently received calculations for those classroom assistants who had expressed an interest in voluntary severance and this information is currently being reviewed. Strathclyde Pension Fund Office continues to work on the clerical calculations and it anticipated that this outstanding information will be with the service shortly. I would remind you that there is no commitment by the service for voluntary severance and equally, no prejudice or pressure. Further information will be issued in due course.

* **Staff members with permanent contracts & those on temporary contracts with more than 4 years’ service**

Staff members identified for redeployment will be invited to a meeting after the October break where the redeployment process will be explained and a list of vacancies provided. There will also be an opportunity to speak to a representative from Personnel. Further information will be issued in due course.

* **Staff members on temporary contracts with less than 4 years’ service**

Staff members will be contacted following the redeployment process with regards to being placed in vacant posts.

* **Voluntary Reduction in Hours**

Please be advised that any reduction in hours will be implemented on Monday 9th January 2017.

* **Appeal Process**

Staff members identified for redeployment via the matrix have been issued with correspondence outlining the right of appeal. This process enables staff to submit an appeal based on the information used in the matrix selection criteria. The closing date is 5 October 2016 and appeal hearings will take place week commencing 24 October 2016. Staff members will be contacted directly.

Any enquiries relating to the saving should be submitted to the following email addresses:

classroomasstsavings@northlan.gov.uk clericalsavings@northlan.gov.uk