

SECTION R**REDEPLOYMENT SCHEME FOR SCHOOL BASED
STAFF
(January 2010)****REPEPLOYMENT SCHEME – for schools based staff**

Lincolnshire County Council (LCC) is committed to attracting and retaining high quality staff in schools and values the skills and experience that they bring. Due to changing forces, such as a reduction in school pupil numbers because of a fall in local birth rates or disability/ill-health, these employees will occasionally be affected by a change which may make it impossible for them to continue in their current post. The Managing Change Policy and Procedure (Section P – Schools Personnel Handbook) already exists to guide Head Teachers, Governing Bodies and employees through the process of workforce planning and restructuring, and the Sickness Absence Management Policy (Section S – Schools Personnel Handbook) for the steps prior to redeployment of staff for reasons of ill-health or disability. The Scheme is of mutual benefit to both LCC and Governing Bodies in that it provides increased security for employees and, therefore, enhances morale and well-being. The Scheme covers both teaching and support staff.

The largest percentage of redeployment will be as a result of redundancy, and all employers have a legal duty to seek to avoid redundancy by any possible means and consultation should be about ways of avoiding dismissals, reducing the number of employees to be dismissed and mitigating the consequences of dismissals. Governing Bodies hold the responsibility for ensuring this duty is applied. This scheme acknowledges that redeployment should be considered as the primary alternative within Lincolnshire to the ending of an individual's employment with LCC. It also allows both parties to demonstrate, if necessary, at an Employment Tribunal that all possible steps have been taken to avoid dismissing employees as a result of redundancy.

It is recognised that the staff concerned have a wealth of experience and expertise that may enable them to continue contributing to LCC and other schools within the County if opportunities exist for them to do so. Every effort should be made to redeploy employees whose posts are at risk of redundancy into any vacancy for which they are appropriately qualified or could become so if given training. A Redeployment Register exists to support the Redeployment process.

SCOPE

Governing bodies of Foundation and Voluntary Aided schools are strongly urged to adopt this Scheme.

This policy applies to all staff within community and voluntary controlled primary, secondary and special schools with delegated budgets for whom

governing bodies have employment responsibilities and where any of the following circumstances apply:

- Employees who are at risk of redundancy because the need to carry out work of a particular kind has or is expected to diminish and/or cease; or the need for work of a particular kind being carried out at a particular location has diminished and/or ceased.
- Employees who are covered by the provisions of the Disability Discrimination Act 1995 (amended 2005) And the consequent duty to consider 'reasonable adjustments' to the workplace environment
- Individuals requiring redeployment on health grounds as confirmed by the schools occupational health provider.

Support through the process is confined to permanent employees or fixed term employees where length of continuous service and ongoing renewal of fixed term contracts mean their contractual status is judged to be the equivalent of a permanent employee. The schools HR Adviser will be able to provide advice on the status of employees on a case by case basis.

Casual workers will not be covered by the provisions of this Scheme.

This procedure is **not** intended for use in redeployment cases arising out of the application of the Disciplinary Procedure.

The effective operation of this scheme will depend on the full co-operation of staff, Head Teachers and School Governors and the provision of all necessary and relevant information to support decision making. For redeployment to be successfully achieved staff may be expected to undertake appropriate training and will be expected to exercise flexibility in considering suitable alternative employment.

THE LEGAL POSITION

General

Employment protection legislation and the Advisory, Conciliation and Arbitration Service (ACAS) good practice guides require and encourage employers to seek suitable alternative employment (SAE) for employees who are at risk of compulsory redundancy or are incapable of performing to required standards in their existing jobs as a result of ill health.

Employment Tribunal case law establishes that it is likely to be unfair to dismiss an employee in such circumstances without the employer first considering whether the employee can be offered another reasonable alternative job. The availability of suitable alternative employment must not be confined to employment within a particular 'company' (eg. a school) but also within other 'companies in the same group' (eg. an LA).

Employment Tribunals are also likely to be critical of employers who put the full onus on an employee to apply for suitable alternative employment instead of the employer actively suggesting alternatives.

Redundancy

Additional statutory provisions also apply where an employee has been identified as redundant and is seeking suitable alternative employment. In particular, an employee who is under notice of termination of contract on the grounds of redundancy has a statutory right to a reasonable amount of paid time off to look for another job and a trial period of a minimum of four weeks.

Disability

The Disability Discrimination Act 1995 (amended 2005) goes further in that it requires an employer to make reasonable adjustments to the workplace and to employment arrangements so that a disabled person is not at any substantial disadvantage compared to non-disabled people. Such reasonable adjustments will include considerations of alternative employment. An employee no longer has to be registered disabled to be afforded the protection of this legislation.

PURPOSE

This scheme offers considerable benefits to Governing Bodies, LCC and employees finding themselves in the circumstances outlined above. The purpose of this policy is to be flexible and fair to employees whilst at the same time offering as much security of employment as is practical over a reasonable period of time. Whenever possible, redeployment within the Scheme will reduce the necessity for an individual to leave the Council when they are no longer able to continue in their present post. The policy may also therefore reduce expenditure on early retirement or redundancy payments where the individual is able to continue in employment.

In addition, for the Governing Body, the Scheme:

- Supports the aim of LCC and Schools to retain able and experienced staff
- Covers the legal obligations of employers when managing a redundancy or ill-health/disability situation with staff
- Offers protection against unfair dismissal claims
- Supports schools in managing staffing reductions or complex sickness absence/disability cases by offering an alternative resolution

- Assists positively in the recruitment process (eg. saving on the cost of advertising and assisting where there are areas of localised/specific skills shortages) but does **not** take away from the school the decision to recruit the best person for the job
- Reduces the cost of redundancy payments (and in specific instances, the cost of pension contributions) to Schools and LCC
- Strengthens partnership working and close collaboration between schools
- Is supported by Mouchel's HR Advisers in accordance with any service level agreement that might be in place

For the individual, the Scheme:

- Helps to minimise the potential for compulsory redundancy and the anxiety and stress this can cause
- Provides potential alternatives to ill health retirement or termination of contract in medical capability cases
- Supports the right to 'reasonable adjustment to the workplace' under the Disability Discrimination Act.

GENERAL PRINCIPLES

Under section 141 of the Employment Rights Act 1996, wherever possible LCC is committed to offering employment opportunities to enable Redeployment candidates to secure an alternative job on the same grade and maintain continuity of employment. This includes providing support and training to redeployment candidates where appropriate. The Scheme includes a tailored package of training that covers CV writing, the application process and interview techniques which will be made available to all Redeployees. Consideration of re-skilling where appropriate opportunities exist will be considered, and wherever possible, LCC will aim to protect remuneration where redeployment to the same grade is not possible.

LCC requires those on the Redeployment Register to:

- Be reasonable in their consideration of alternative vacancies (not related to current job title).
- Participate as fully as possible with the Redeployment process.
- In addition to the process set out below, Redeployee's will be expected to view the vacancies pages of Linceline, local and national press and other sources of job adverts on a regular basis to identify any vacancies that they may be interested in applying for.

- Keep the Workforce Development Strategy Officer updated on job hunting activities.

LCC requires its Head Teachers and School Governors to:

- Meet their corporate obligations and interview Redeployment candidates for any suitable vacancy before any internal candidates who are not 'at risk' and before any external candidates, with the exception of Deputy and Head Teacher vacancies.
- Provide the necessary training and support to those who are redeployed.

Comment: With the change to the Staffing Regulations can this be removed now?

The role of the Workforce Development Strategy Officer is to:

- Manage the Redeployment Scheme and budget.
- Maintain the Redeployment Register.
- Meet with each Redeployee initially to introduce the scheme, complete initial paperwork and discuss skills and experience.
- Maintain contact with each Redeployee whilst they are on the Redeployment Register on a minimum of a monthly basis to assess progress through the Scheme.
- Provide training on CV/application writing and interview techniques to each Redeployee on a one-to-one or group basis.
- Raise awareness of the Redeployment Scheme for Schools Based Staff with all key stakeholders.
- Review and monitor success.

REDEPLOYMENT PROCEDURE

INFORMAL STAGE

Where a situation develops that an individual or group of staff are likely to be considered for redeployment, i.e. the closure of a school, all those affected are consulted about the possibility of job loss at the earliest possible opportunity. This will also include information about the Redeployment Scheme. The Workforce Development Strategy Officer will attend meetings with the group to explain the Redeployment process and answer any questions relating to the principles of redeploying staff. Individual interviews can then be arranged to discuss collective or individual situations and clarify the support available.

Individuals will be invited to complete steps 1 and 2 of the formal stage to encourage an effective and timely approach to the process of redeployment.

Once confirmation has been received that individuals have received their notice of termination of employment then the formal stage will be implemented.

FORMAL STAGE

There will be full consultation with employees throughout the process of redeployment. Individuals will remain in the formal stage of the Redeployment Scheme for the length of their notice period or agreed period for medical redeployment.

If the notice to terminate is overturned by representations or appeal hearing, then the Redeployee will be removed from the Scheme.

1. Application

Individuals who have been identified as potential Redeployees will be required to join the scheme by completing the Redeployment Application Form - **RDP1a** (Appendix 1). The use of an application process is intended to undertake some of, but not replace, the recruitment activity on behalf of a future employer. In addition, individuals will therefore have already started to consider their skills, knowledge and experience in preparation for searching and applying for a new job. In the case of redundancies, form RDP1a will be issued to each Redeployee by the current employer through the standard redundancy letter. This should be returned to the Workforce Development Strategy Officer at County Offices.

On notification of new Redeployees the Workforce Development Strategy Officer will request a confidential reference from the current employer using the Reference Request Form – **RDP1b** (Appendix 2).

The Workforce Development Strategy Officer will provide information about the e-recruitment system and registering as an internal candidate online.

2. Registration Meeting

The Workforce Development Strategy Officer will contact each Redeployee to invite them to an initial meeting to discuss the process, their application to the Scheme and to identify actions to be undertaken. This meeting also supports the Workforce Development Strategy Officer to ensure Redeployees move as quickly as possible through the Scheme to find suitable alternative employment which can help to alleviate anxiety and stress for the Redeployee.

At this initial meeting, the Redeployee, a Trade Union Representative (if requested) and the Workforce Development Strategy Officer will meet to discuss and agree the plan. Wherever possible this meeting will take place as early as possible prior to the end of an individual's employment in order to allow a minimum of a 3 month redeployment period. Contractual notice periods will be adhered to.

This meeting will explore the individual's skills, experience and abilities. All parties will discuss the type of post(s) which would be preferred by the individual and any specific area(s) which could be considered unsuitable together with the reasons for this. Willingness to train/retrain should also be discussed, as full training will be offered where appropriate. All parties should explore the full range of acceptable types of work so that suitable opportunities are not overlooked. The individual may be offered assistance with such issues as:

- Updating a CV
- Completing an application form
- Interview skills

The individual should be made aware that paid time off will be given for interviews as arranged with the Head Teacher.

3. Job searches

Redeployees will be required to undertake a job search on a weekly basis through the online e-recruitment system, job vacancy websites and other local and national press. In addition, the Workforce Development Strategy Officer will approach schools within the locality to identify potential and existing vacancies that may be of interest to Redeployees.

In the case of LCC directorate vacancies, the Workforce Development Strategy Officer will only approach for further information at the request of Redeployees.

4. Job Application

Once a suitable vacancy has been identified by the Redeployee they will need to complete the recruiting schools or directorate's application form and submit to be considered for interview, writing 'Redeployee' at the top of the form. They will need to notify the Workforce Development Strategy Officer of their application so that this can be recorded on the Redeployment Register. All school application processes should adhere to the Safer Recruitment Toolkit for Schools including the requirement to undertake enhanced CRB disclosures where necessary, and from 2010 registration with the Independent Safeguarding Authority.

Redeployees are entitled to priority interviews for LCC directorate posts up to and including their current grade for any vacancy where they match the basic requirements, or would do so given suitable training. Support staff can claim 'at risk' or 'preferential status' for LCC directorate posts depending on the circumstances for redeployment.

The Workforce Development Strategy Officer will contact the recruiting school when ever necessary to discuss the individual's application and act as a point of contact for both parties during the recruitment process.

In the case of redundancy, a redeployment candidate must meet a minimum of 80% of the essential criteria and/or be expected to achieve such criteria within a maximum period of 6 months for permanent roles. This assessment should be carried out by the recruitment panel and a clear record must be made of the areas where it is identified that an applicant is found not to meet the required percentage. Where appropriate, the panel may wish to consider weighting the criteria to reflect the importance of a particular skill or experience. Where a vacancy exists for a temporary or fixed term role or any other situation where it can be demonstrated that it is essential that the post holder is required to make an immediate impact without significant support a redeployment candidate must demonstrate that they are able to meet all the essential criteria at the application stage.

5. Job Interviews

The recruiting school will undertake an interview scheduled to take place at a time that is most convenient to the school. The Workforce Development Strategy Officer can be contacted to respond to any queries arising but will not be involved in the selection process.

The recruiting school is required to complete the Interview Assessment Form – **RDP2a** (Appendix 3), and forward a copy to the Workforce Development Strategy Officer. The school is responsible for informing the Redeployee of their decision in writing.

If a vacancy within LCC is identified, the Workforce Development Strategy Officer will be able to advise on the corporate approach to job applications.

Where a recruitment panel find a redeployment applicant unsuitable at either application or interview stage they must record clearly the reasons for their decision (recorded on RDP2a) and provide this to the Workforce Development Strategy Officer. At the request of the employee, further feedback will be available from the Chair of the Panel.

6. Offer of Suitable Alternative Employment (SAE)

If the recruiting school find the Redeployment candidate meets their requirements and they wish to offer the post, they must indicate this on the Interview Assessment Form (RDP2a). A copy must be forwarded to the Workforce Development Strategy Officer.

Individuals will not be put under pressure to accept a role not suited to their skills or their personal circumstances. However staff must be aware that turning down a role which is deemed to be 'Suitable Alternative Employment' (SAE) with no reasonable or objective explanation, may affect their entitlement to a redundancy payment. This will be assessed by a panel of representatives consisting of one individual from LCC Strategic HR (Childrens Services), Mouchel Schools HR Advisers and a recognised Trade Union.

A role is deemed Suitable Alternative Employment by reference to certain criteria, for example:

- The rate of pay and value of any contractual benefits
- The duties and level of responsibility of the new job
- The status of the new job
- The place of work and its proximity to the employee's current workplace
- The hours of work and any shift patterns
- The working environment

It should be noted that this is not an exhaustive list.

The individual has a statutory right to a trial period of 4 weeks.

On accepting the position, the Redeployee will need to complete the Offer of Suitable Alternative Employment Form – **RDP2b** (Appendix 4), and a copy forwarded to the Workforce Development Strategy Officer. A trial period must be agreed.

7. Trial Period

Any employee who is under notice of redundancy has a statutory right to a trial period of at least four weeks in the new post without losing the right to a redundancy payment. A longer period than four weeks can be agreed for retraining purposes and this should be confirmed in writing at the outset. The length of the trial period will depend on the complexities of the job. In the

case of a teaching post, a minimum of one term is appropriate and is subject to the normal resignation deadlines.

The Head teacher and the redeployment candidate should work together prior to the start date to develop a suitable induction plan for the agreed trial period to ensure that both the individual and Head Teacher have clear guidelines in place for training needs and objectives to be met.

The Redeployee and the Head Teacher should meet at agreed regular intervals throughout the trial period to assess progress and identify any further training needs. At the end of the trial period the Head Teacher should meet with the individual to identify whether the trial period has been successful. Where the trial period has been found to be successful, this will be confirmed in writing to the individual. Where either party has found the trial period in the new post to be unsatisfactory a further meeting should be arranged with the individual, the Head Teacher, the Workforce Development Strategy Officer and trade union representative (if applicable) to discuss the situation.

The outcome of this meeting should define whether:

- It is appropriate to extend the trial period; no trial period should be for longer than 6 months in total
- To issue notice for dismissal by reason of redundancy or ill-health/disability
- To place the individual back on the Redeployment Register for the period of time remaining from the original redeployment period.

FAILURE TO APPLY FOR OR ACCEPT AN OFFER OF SUITABLE ALTERNATIVE EMPLOYMENT

Should an employee fail to apply for suitable vacancies, fail to attend an interview or accept an offer of alternative employment, the employee will be invited to an SAE assessment meeting. The employee has the right to be accompanied by a trade union representative.

Following this assessment, should the employee be found to have not been accepting reasonable alternative opportunities the Schools HR Adviser will be informed and they may lose their entitlement to a redundancy payment.

SALARY SAFEGUARDING AND PROTECTION

Salary safeguarding and salary protection are only applicable for staff that are to be redeployed on the grounds of redundancy.

Teaching Staff

Salary safeguarding arrangements for teaching staff are described in full in the School Teachers' Pay & Conditions Document (2008). This currently provides that in school closure or reorganisation situations salary safeguarding is mandatory. Allowances will also be safeguarded. This applies for 3 years.

In all cases there is an expectation that where an individual moves to a post carrying less remuneration, he/she will be willing to assume some additional agreed responsibility commensurate with the safeguarding received and will use every opportunity to ultimately regain an equivalent position to the one held previously.

Support Staff

Salary protection arrangements for support staff are described in the Local Scheme of Conditions of Service. This currently provides that where a post becomes disestablished the current post holder becomes 'at risk' of redundancy and safeguarding is mandatory within the County Council, although not within schools.

Where an employee is redeployed into a new post that is considered Suitable Alternative Employment but is of a lower grade/salary within a County Council Directorate, consideration will be given to implement salary protection. If approved, their salary will be frozen at the date of transfer to the new post for a maximum of 2 years and £3,000 per year (to the nearest spinal column point). Pay awards and increments will not be paid until or unless the substantive grade maximum exceeds the protected salary. The protection will cease after 2 years and the salary paid will then be at the maximum of the substantive grade.

In addition, where candidates appointed to new posts are entitled to salary protection, LCC will be able to require the individual to carry out additional tasks as long as they are commensurate with the level of protected salary. Unreasonable refusal to carry out such tasks may jeopardise the protected element of the salary.

FLEXIBLE & PHASED RETIREMENT

Staff who are nearing retirement may wish to reduce their hours or level of responsibility. Consideration should be given by schools to whether they could support such a change. If it is agreed at school level (and LA level for support staff) the individual can access part of their pension while continuing to work. Schools will need to liaise with their School HR Adviser (where applicable) and LCC's Pensions department.

MONITORING AND REVIEW

This policy should be adopted by the full Governing Body of the School. The Governing Body and the Head teacher will be responsible for ensuring that this policy is implemented within their school. Breaches of the policy will be dealt with in accordance with normal disciplinary procedures.

This Scheme was implemented in September 2009 and monitoring will take place under existing monitoring arrangements and the effectiveness of the policy will be reviewed on an annual basis by Children's Services HR/Provision Planning. The review should take into consideration any relevant legislative changes and amended local agreements.

This Policy is directly related to the Managing Change Policy and Sickness Absence Policy, as well as the Recruitment Procedure, and in more general terms to the rest of the Schools Personnel Handbook. Further assistance can be obtained from your HR Adviser and/or the Workforce Development Strategy Officer.

Workforce Development Strategy Officer
Provision Planning
Lincolnshire County Council
County Offices
Newland
Lincoln
LN1 1YL

Phone – 01522 554216
Mobile – 07554 115732

LINCOLNSHIRE COUNTY COUNCIL

REDEPLOYMENT FORM

Please refer to LCC's Redeployment Scheme – for schools based staff before completing this form.

Please note that this information may be supplied to recruiting schools as required.

Please use BLOCK CAPITALS and black ink as the form may be photocopied. You may attach a current copy of your CV.

If you require assistance or advice in completing your application form, please contact the Workforce Development Strategy Officer on 07554 115732.

SECTION 1: PERSONAL DETAILS

Last Name Initials

First Name (s) Title

Address

..... Post code

Telephone (Home) (Work)

Email

Reason for Redeployment

SECTION 2: SALARY DETAILS

Present Job Title

Current location

Current Grade Contracted Hours

Date of Appointment Continuous service date

Contract expiry date (if employed on fixed term contract)

TLR/SEN responsibilities.....

Value of TLR/SEN responsibilities

SECTION 3: EDUCATION & TRAINING

SECONDARY EDUCATION (Dates should indicate month and year)			
School attended from age 11	Dates		Qualifications achieved
	From	To	

FURTHER OR HIGHER EDUCATION			
Place of Education	Dates		Qualifications achieved
	From	To	

OTHER TRAINING (e.g. Management, In-Service, Professional, etc)			
Institute	Dates		Qualifications achieved
	From	To	

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS			
Professional body	Status of membership	Membership by exam? Yes/No	Since

SECTION 4: WORK RELATED EXPERIENCE (start with most recent experience)

Post	Location	From	To	Brief Details of Duties

Personal Statement:
 Use this section to write a personal statement that can be used for promoting your skills, knowledge and experience to the best advantage. Include any specialist skills that you have gained (inside or outside work) which may contribute to the delivery of the curriculum plan.

SECTION 5: Consent for inclusion on the Redeployment Register

I confirm that I wish to be considered for redeployment and am aware that the details of this form, my CV and any other relevant information I provide will need to be shared with recruiting schools. I am aware that a reference will be sought from my current line manager to support the redeployment process and this would need to incorporate an assessment of relevant skills and performance.

I am attaching my CV (please tick)

I confirm that I will proactively seek suitable alternative employment during my notice period/time on the Register

Signature Date

SECTION 6 - To be completed by the Workforce Development Strategy Officer

I confirm I have met with the above member of staff and discussed the Redeployment Scheme, the Redeployment Action Plan and job application training.

Date of meeting

Is the applicant accepted onto the Redeployment Scheme Yes/No

Does the applicant require job application training Yes/No

Has a Redeployment Action Plan been drawn up Yes/No

Signature Date

Please return this form to:

Workforce Development Strategy Officer
 Provision Planning
 Childrens Services
 Lincolnshire County Council
 County Office
 Newland
 Lincoln
 LN1 1YL

LINCOLNSHIRE COUNTY COUNCIL

CONFIDENTIAL REDEPLOYMENT REFERENCE REQUEST FORM

This form is to be completed by the Redeployment Candidate's current line manager.

For teaching and support staff it is expected that this will be the Head teacher.

For Head teacher's it is expected that this will be the Governing Body.

Name of Referrer

Name of Referee

School

Current Job Title

Capacity in which the candidate is known to you:

How long have you known the candidate?

Has the member of staff been subject to any formal performance management/disciplinary action within the last 12 months (please tick)?

Yes No

If yes, please supply details:

Please specify whether there are any 'live' disciplinary sanctions on the individual's file.

How many periods of sickness absence has the member of staff had over the last 3 years?

How many days sickness absence in total has the member of staff had over the last 3 years?

Please complete this table by ticking the appropriate boxes to show how, in your experience, the candidate meets the listed criteria.

Criteria	Poor	Fair	Good	Excellent
Main duties in job description				
Appraisal objectives				
IT skills				
Team-working skills				
Ability to work under pressure				
Communication skills				
Ability to work on own initiative				
Ability to prioritise workload				
Ability to work flexibly				
Accuracy and quality of work				
Timekeeping				
Willingness to undertake continuing professional development				

If you would like to make any additional comments, please attach them on a separate sheet.

It may be necessary for the Workforce Development Strategy Officer to contact you in person to discuss the details of this reference in more detail.

Name	Role
Signature	Date

Thank you for taking the time to provide this information.

Please return this form marking the envelope 'Private and Confidential' to the Workforce Development Strategy Officer at Lincolnshire County Council, Provision Planning, Childrens Services, County Offices, Newland, Lincoln, LN1 1YL.

LINCOLNSHIRE COUNTY COUNCIL

REDEPLOYMENT INTERVIEW ASSESSMENT FORM

Please refer to LCC's Redeployment Scheme – for schools based staff before completing this form.

After the Redeployee has been assessed and interviewed, please return one fully completed copy to the Workforce Development Strategy Officer at County Offices.

Please use **BLOCK CAPITALS** and black ink as the form may be photocopied.

REDEPLOYEE DETAILS	
Last Name	Initials
First Name (s)	Title
Recruiting school	
Vacancy	
Post grade	Post hours
Interview date	

Criteria	Essential/Desirable	Met	Partially met	Not met	Comments

LINCOLNSHIRE COUNTY COUNCIL

OFFER OF SUITABLE ALTERNATIVE EMPLOYMENT

Congratulations on your recent interview success! To keep our records up to date please complete this form and return to the Workforce Development Strategy Officer at County Offices.

Please use BLOCK CAPITALS and black ink as the form may be photocopied.

REDEPLOYEE DETAILS	
Last Name	Initials
First Name (s)	Title
Recruiting school	
Vacancy	
Post grade	Post hours
Are you accepting the post?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, please confirm your reasons on a separate sheet.	
Salary Safeguarding required:	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trial period:	
From	To

It may be necessary for the Workforce Development Strategy Officer to contact you in person to discuss any training requirements in more detail.

Signature Date

Please return this form marking the envelope 'Private and Confidential' to the Workforce Development Strategy Officer at Lincolnshire County Council, Provision Planning, Childrens Services, County Offices, Newland, Lincoln, LN1 1YL.