



Derby City Council

Document outlining the legal responsibilities, obligations and protocol relating to the employment of staff in Community Schools within Derby City Council

September 2020



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Derby City Council no longer provides Strategic HR Support to Schools and therefore Schools should seek HR and employment law advice from another source. One of the sources available for employment law advice is Derby City Council Legal Employment team. For contact details see page 18/19. As we are the employer for staff in your School, we retain a statutory obligation and will need to advise in certain situations. This protocol clarifies what our responsibilities will be and what action you as the Governing Body / School will need to take.

1.1 Suspension

If you are suspending a colleague, in line with the School Staffing (England) Regulations 2009, please notify Derby City Council immediately, by contacting Adele Ashmore HR Lead or Liz Best, Strategic HR Manager. Adele and/or Liz will require a copy of the suspension letter and details about the suspension. For all contact details see page 18/19.

1.2 Potential Dismissal Hearings - Disciplinary

In the case of disciplinary hearings where dismissal is a possibility, we require at least 14 days' notice of the hearing so that we can make arrangements to attend, if it is appropriate for us to do so. Our HR Advisors will need to assess the details of the case, identify if we need to attend the hearing and familiarise themselves with the case prior to any hearing. We therefore require a full case file sent to Adele Ashmore or Liz Best, by no later than 14 days' before the hearing. We would expect the full case file to consist of the statement of case detailing the background leading up to the hearing including investigation evidence, appendices including witness statements, any correspondence sent to and from the colleague relating to this issue and any other relevant documents or evidence you intend to refer to at the hearing.



1.3 Potential Dismissal hearings – Redundancy

In the case of a redundancy hearing, we require at least 14 days' notice of the hearing so that we can make arrangements to attend, if it appropriate for us to do so. We will need to assess the details of the case and to familiarise ourselves with the case prior to any hearing. We therefore require a full case file sent by no later than 14 days before the hearing, to Adele Ashmore or Liz Best. We would expect the full case file to consist of the statement of case detailing the background leading up to the hearing including all documentation relating to the process and minutes of the consultation meetings.

1.4 Potential Dismissal hearings – Contract end of fixed term (over two years of service)

In the case of an end of contract dismissal hearing we will need at least 14 days' notice of the hearing so that we can make arrangements to attend, if it is appropriate to do so. Our HR Advisors will need to assess the details of the case, identify if we need to attend the hearing and to familiarise themselves with the case prior to any hearing. Therefore, we require a full case file sent by no later than 14 days before the hearing to Adele Ashmore or Liz Best. We would expect the full case file to consist of the contract of employment and any relating correspondence.

1.5 Potential Dismissal hearings – ill health retirement (Local Government Pension Scheme) or ill health capability - Support Staff

In the case of ill health retirement if the colleague is in agreement with the IMRP recommendation that their contract should be terminated on the grounds of ill health retirement, then the school should agree a mutually agreeable leaving date and confirm this in writing.

However if the colleague is not in agreement with the IMRP recommendation that their contract should be terminated on the grounds of ill health retirement, then the school should arrange an ill health capability hearing.

In the case of ill health capability hearings where dismissal is a possibility, we require at least 14 days' notice of the hearing so that we can make arrangements to attend, should it be appropriate to do so. Our HR Advisors will need to assess the details of the case, identify if we need to attend the hearing and to familiarise themselves with the case prior to any hearing. Therefore, we require a full case file sent to Adele Ashmore or Liz Best no later than 14 days before the hearing. We would expect the full case file to

consist of copies of Occupational Health reports, full sickness records, minutes of all sickness meetings, reports from medical practitioners and in the case of ill health retirement cases, a copy of the Independently Registered Medical Practitioner (IRMP) report.

Prior to a capability hearing or ill health hearing taking place, in accordance with the Local Government Pension Regulations 2013, if an colleague is a member of the local government pension scheme they **must** be referred to the Independently Registered Medical Practitioner – (IRMP), for the IRMP to determine whether they meet the criteria for ill health retirement and if so what tier and benefits the colleague is eligible to receive. Should the colleague meet the criteria for ill health retirement the IRMP will complete the IRMP certificate indicating the tier that they have been awarded. Once the hearing has taken place the certificate should be sent to Adele Ashmore, who will arrange for the certificate to be signed by Pauline Anderson, Director of Learning and Skills.

1.6 Potential Dismissal hearings - ill health capability: Teachers

In the case of ill health capability where dismissal is a possibility, we require at least 14 days' notice of the hearing so that we can make arrangements to attend, should it be appropriate to do so. Our HR Advisors will need to assess the details of the case, identify if we need to attend the hearing and to familiarise themselves with the case prior to any hearing. Therefore, we require a full case file sent to Adele Ashmore or Liz Best no later than 14 days before the hearing. We would expect the full case file to consist of copies of Occupational Health reports, reports from medical practitioners and full sickness records and minutes of all ill health meetings.

2 Appointment of Headteacher and Deputy Headteacher

The governing body/recruitment panel:

- a) must send the names of the shortlisted candidates for the post of Headteacher/Deputy Headteacher to Pauline Anderson, Service Director, Learning and Skills (for contact details see page 18/19) prior to shortlisted candidates being contacted
- b) should agree with the Council representative what additional information they need in order for them to decide whether to make written representations about any of the short-listed candidates; and

- c) must consider any written representations about the candidates that may have been received from the Council; and
- d) where the selection panel decides to recommend an applicant about whom representations have been received from the Council, the panel must inform Pauline Anderson, Service Director, Learning and Skills (for contact details see page 18/19) in writing of their reasons for recommending that applicant before any offer is made.

The Recruitment Team may be able to support with appointments of this nature (for contact details see page 18/19).

3 Statutory Forms and Statutory Reports

As the employer, Derby City Council must sign and submit statutory forms and annual returns in respect of all colleagues at community schools. However, in order for this to be done and ensure compliance with statutory reporting, all community schools are required to provide:

- full and accurate data upon request and in the appropriate format/template to enable Derby City Council to provide and submit forms to the relevant organisation; this includes but is not limited to Schools Workforce Census, Local Government Pension Scheme, Teachers Pensions, HMRC.

Please note that should a school request any additional work that is required to be undertaken by Derby City Council in order to meet specification for submission of forms or returns this will incur a charge.

4 Apprenticeship Levy

All community schools have a statutory obligation to pay the Apprenticeship Levy. This will be calculated from your pay bill and deducted at source. Therefore, if your payroll is managed by another organisation you will need to ensure that you inform us of any PAYE references where we are the legal employer, in order to ensure your Levy is linked to the Derby City Councils' Levy account. If you wish to access your Levy funds you will need to contact Tania Hay, Apprenticeship Manager (for contact details, please see page 18/19).

5 Maintaining Colleague Records

You are now responsible for keeping the employment records up to date. Please ensure that the custodian of the files has read, understood and complies with the guidance on the General Data Protection Regulation 2018. As the employer, we may require access to colleagues' files, with reasonable notice.

6 Contracts of Employment

If you have bought the payroll only option, which does not include the recruitment package, you are now responsible for issuing your own contracts of employment, (sometimes referred to as written statements of particulars). To ensure that you comply with the requirement of Derby City Council, a copy of the pre-employment checks required and standard contract templates are available from Andrea Cauldwell, Recruitment Manager (for contact details, please see page 18/19). Other than where stipulated, you should **not** make any changes to standard contracts of employment. You will be responsible for ensuring that the necessary pre-employment checks are carried out satisfactorily to ensure that the Council is legally compliant.

If you would prefer the Council to issue contracts of employment for you, this service is available at a cost of £15 for each contract issued. Please complete the relevant form and return this to Andrea Cauldwell, Recruitment Manager, contact details on page 18/19.

7 Colleagues Data

If you are a community school who do not buy your payroll services from this Authority you are required to provide colleague data each month using the attached standard template provided by this Authority. This information should be sent by the 6th of each month to the HR Shared Services Team at email address: HROps.DCCTeam@derby.gov.uk.

8 Post and Role Grading

It is your responsibility to contact us in our capacity as the employer for all job role grading/evaluation. All community schools must contact Helen Bounds, HR Lead Policy and Strategy if you need a job grading or evaluation conducting. Derby City Council will inform you of the timescales for the

completion of any job grading or evaluation which will be dependent on the amount of roles requiring evaluation/grading and their complexity. (for contact details, please see page 18/19.)

9 Starting Salary

All non-teaching colleagues will normally be appointed to the minimum of the grade for the job. For reasons connected with a particular need of the school it may be appropriate to appoint to a higher point in the pay grade, but the reason for any appointment above the minimum spinal point for the grade must be clearly stated and the decision to appoint must be fully justified and documented to protect the Council against equal pay issues.

There are various Business as Usual scenarios that have already been reviewed and are considered appropriate to appoint above the minimum grade. In all other cases appointment above the grade minimum must be applied for on an individual basis by the Headteacher and authorised by HR and Corporate Leadership Team (CLT) using the Application Form.

Please send Helen Bounds, HR Lead, a copy of the completed application form if you would like to seek authority to appoint a non-teaching colleague above the minimum grade. For contact details, please see p18/19)

10 DBS and List 99 Checks

For those schools not purchasing the HR Shared Services option for the year 2020/21 we will be charging an administration fee of £15 and the cost of the DBS check and List 99 request. Administration fees will be reviewed on a yearly basis and any changes to charges will be communicated in reasonable time by Derby City Council.

11 Disclosure and Barring Service (DBS) Referrals

The Safeguarding Vulnerable Groups Act (SVGA) 2006 place a duty on employers of people working with children or vulnerable adults to make a referral to the DBS in certain circumstances. This is when an employer has dismissed or removed a person from working with children or vulnerable adults (or would or may have if the person had not left or resigned etc.) because the person has:

- been cautioned or convicted for a relevant offence: or

- engaged in relevant conduct in relation to children and/or vulnerable adults -an action or inaction (neglect) that has harmed a child or vulnerable adult or put them at risk of harm or
- Satisfied the harm test in relation to children and/or vulnerable adults. There has been no relevant conduct but a risk of harm to a child or vulnerable adult still exists.

In view of the above, if the situations above occur we require you to contact Adele Ashmore (for contact details see page 18/19) with all of the relevant information required for the referral by no later than 7 days after the disciplinary hearing taking place or as soon as they have ended employment, for example if employed via supply. We will also require the name and contact details of an officer at your school to contact if further details are required.

12 Department of Education – Teacher Regulation Agency

Should the conduct of a Teacher be particularly serious or the Teacher deemed to be professionally incompetent, they may need to be referred to the Teacher Regulatory Service even if they have resigned or been dismissed from post. If you stop using a registered Teacher on grounds relating to their professional incompetence or serious conduct; or might have ceased to use a registered Teacher’s services on such a ground had the registered Teacher not ceased to provide those services, please notify Helen |Bounds, HR Lead within 7 days of the Teacher’s services ending. Derby City Council will then arrange to report the facts of the case to the Teacher Regulation Agency. We will also require the name and contact details of an officer at your school to contact if further details are required.

13 Transfer of Undertaking (Protection of Employment) Regulations – “TUPE” – General

TUPE will apply in the following circumstances:

- TUPE OUT - if a school service transfers to a new provider from the school, or if there is an academy conversion.
- TUPE IN - if the school decides to provide the service themselves instead of via an external provider

13.1 TUPE OUT

Where you are considering contracting the services of an external provider for your school, (common examples include cleaning, caretaking and catering) in the first instance, you must contact Linda Spiby, Head of Procurement and Contracting, contact details are included at the end of this protocol, and either she or a member of her team will discuss with you the Council's procurement process which must be followed.

Following the procurement process being concluded please contact Adele Ashmore for the transfer of staff element of the process. Adele will require the following:

- a copy of the agreement between the school and the proposed external provider
- at least 40 days prior to the transfer date, a list of all those colleagues affected by the proposed TUPE OUT with a completed schedule of Employee Liability Information which is legally required to be sent to the new provider within a certain time frame. Adele will provide you with a blank template for this information on request.

On receipt of the above, Adele will nominate an HR Advisor to advise and support the Authority's representative who will lead all TUPE meetings throughout the process. Meetings will take place with trade unions and colleagues to advise them of the conversion date and any measures that the new employer proposes, and any measures that the authority intends to put in place before the conversion date.

- **If the school buy their payroll services from Derby City Council Shared services.**

The HR Advisor will liaise with the school in respect of the preparation of the Employee Liability Information – ELI.

- **If your school does not buy their payroll services from Derby City Council Shared services,**

Your HR provider will be responsible for completing the Authority template - Employee Liability Information (ELI), and to send this to the new proposed external provider by no later than 28 days before the transfer date. Prior to the school HR provider completing this, the HR provider should contact Adele Ashmore who will then request a Council HR Advisor to inform the school if

there have been any outstanding court or Employment Tribunal claims in the last 2 years prior to the transfer date.

If the ELI information is incorrect and/or not provided by the school HR provider by no later than 28 days before the transfer date, should the Authority incur any losses as a result, for example, an award of compensation and/or costs at an Employment Tribunal or Court, we will seek to recover any award or losses from the school and/or the school HR provider.

13.2 TUPE IN

Where you are considering bringing in house the services provided by an external provider, the TUPE regulations apply and it is likely that you will need to employ the staff currently doing the work in the service in place of the external provider. You must contact Adele Ashmore, who will advise the school of their employer TUPE obligations throughout the process, this will include:

- Receiving the Employee Liability Information – ELI, at least 28 days before the date of TUPE transfer in of the colleagues.
- Agreeing whether those currently undertaking the work will be eligible for transfer
- Providing information relating to the measures that will be put in place after the TUPE transfer of the colleagues

13.3 ACADEMY CONVERSIONS - TUPE TRANSFER OF COLLEAGUES TO AN ACADEMY

At the point that your school submits the academy application, please ensure that when you have any meetings with your school's colleagues to discuss the proposed academy conversion that you invite the recognised trade unions:

- NEU
- Derby NASUWT
- UNISON
- GMB
- Unite

Once the academy order has been received by this Authority, in our capacity as the employer of community schools, we are obligated to ensure that we are compliant with the TUPE process.

On receipt of the academy order, Adele will nominate an HR Advisor to advise this Authority's management representative through the academy conversion TUPE process and notify the school and the academy trust.

The HR Advisor will contact the school to arrange a mutually agreeable date for the meetings with trade unions and school colleagues. The meetings will be to advise them of the transfer date and any measures that the new academy employer proposes and any measures that the authority intends to put in place before the transfer date.

As part of the TUPE process the HR Advisor will require the school to complete this Authority's employment liability information (ELI) template.

- **If the school buy their payroll services from Derby City Council Shared services.**

The HR Advisor will liaise with the school in respect of the preparation of the employee liability information – ELI.

- **If your school does not buy their payroll services from Derby City Council Shared services,**

Your HR provider will be responsible for completing the Authority template - Employee Liability Information (ELI), and send this to the academy by no later than 28 days before the transfer date. The HR provider should ensure that they have contacted Helen Bounds to ascertain whether the school know if there have been any outstanding court or ET claims in the last 2 years prior to the conversion date.

If the ELI information is incorrect and/or not provided by the school HR provider by no later than 28 days before the transfer date, should the Authority incur any losses as a result, for example, an award of compensation and/or costs at an Employment Tribunal or Court, we will seek to recover all losses from the school and/or the school HR provider.

14 Restructure proposals and obligation to consult

In the Council's capacity as the employer, where redundancies may occur in community schools, there is a need to ensure that we meet our statutory responsibility to consult (where applicable) with Trade Unions. Section 188 of the Trade Union and Labour Relations (Consolidation) Act 1992 (TULCRA) states that employers have to consult collectively if certain numbers of redundancies are met, and sets out timescales in which consultation must happen, before going ahead with any redundancies.

The Council therefore have to formally notify the unions under S188 of TULCRA (Trade Union and Labour Relations (Consolidation) Act 1992) of the details of any proposals that may result in redundancies.

Therefore before you start consultation with staff and trade unions please let Helen Bounds know if you are intending to carry out a restructure in your school **which may result in any colleagues being made redundant**, either voluntarily or compulsorily. Please provide Helen Bounds with the following information, so that the Council can assess the impact of your school's potential redundancies on our obligations under TULRCA:

- The reason for the restructure
- The timetable of the restructure process.
- Total full time equivalent – FTE and headcount in your school
- Total headcount of the group affected by your proposal and the proposed future headcount.
- Number of proposed FTE dismissals and description of colleagues involved.
- Proposals for the selection pools i.e. the groups of staff affected by the restructure, and the numbers both in FTE and headcount potentially affected in each pool
- If there are any measures being taken to mitigate the number of potential compulsory redundancies
- Proposed method/selection criteria to be used for dismissal
- Current structure chart
- Proposed structure chart

As you will now have access to the Council's Consultation, Restructure and Redundancy policy we would strongly advise that you follow this policy when undertaking any restructure.

15 Redundancies

15.1 Voluntary redundancy. (VR)

The Council will consider applications from colleagues for voluntary redundancy, having considered the need to maintain an efficient and effective service.

1. VR is open to all Council colleagues with more than two years' continuous local government service. **Colleagues will not be eligible if you are employed at the direction of a school governing board.**
2. All applications will have to be considered on two grounds:
 - **Service grounds** – the Headteacher and/or Chair of Governor will have to decide whether the school can continue to operate effectively if they agree to delete the colleague's post and release the colleague.
 - **Affordability** – the total cost of the colleague leaving on the grounds of VR (redundancy figures and the pension shortfall costs if applicable), must be less than the cost of employing the colleague for 18 months.

Once a colleague requests to leave on voluntary redundancy grounds, the Headteacher and/or Chair of Governors will consider the affordability criteria detailed above. If the criteria are met, the colleague should then be able to review their redundancy figures to allow them to make a decision as to whether they wish to proceed with the VR process. It is recommended that colleagues are given a timescale (no more than 7 days) to make this decision to ensure that any restructuring proceeds in a timely way.

15.2 Colleagues at risk of compulsory redundancy

Where a redundancy is identified, then there is a legal obligation, as part of a fair process, to ensure that suitable alternative employment is considered. If, as part of a restructure, a colleague has not been matched, slotted in or there are no roles for a colleague which they can reasonably be considered, then in the first instance, you should contact Andrea Cauldwell, Recruitment Manager (see page 18/19 for contact details). Arrangements will then be made to ensure that the colleague gains access to the Council's corporate

redeployment list to allow them to review current vacancies and apply for any roles that they believe match their skills and experience. The redeployment list is issued weekly and details vacancies that may be suitable for redeployees. The colleague will also be sent a redeployment support pack.

In addition to contacting Andrea Cauldwell, colleagues should be considered for any suitable vacancies within the school it is important that all efforts to mitigate against redundancy are pursued right up to any date of redundancy dismissal.

We would recommend you refer to the Redeployment policy accessible through School Information Portal (SIP).

15.3 Voluntary or Compulsory redundancy - Colleague is over the age of 55

If a colleague is over the age of 55 and in the Local Government Pension scheme, before you approve the colleague leaving on voluntary redundancy or make a compulsory redundancy, you must obtain the local government pension shortfall costs and redundancy payment payable by the school in these circumstances. To obtain these figures contact Zoe Bird, Shared Services Manager, (see page 18/19 for contact details).

Please note that we will liaise directly with the Local Government Pension scheme. The timescale for receiving the pension shortfall costs varies and therefore we would advise that you give us as much notice as is possible to obtain the figures to enable you to consider fully the costs to your school of this before you make any decisions about releasing a colleague on voluntary redundancy or making a compulsory redundancy.

16. Settlement Agreements

Before you enter into any settlement agreement negotiations, please contact Helen Bounds, HR Lead, in the first instance to discuss the potential agreement and to seek authorisation to start settlement agreement negotiations. Helen will need the following information:

- A statement of the reasons for seeking to enter into the agreement, including the full background and any correspondence between the school and the colleague relevant to the background.
- Full details of any discussions you have already had with the colleague about the possibility of a settlement agreement.
- A copy of the colleague's contract of employment, and any subsequent amendments to it.

- The proposed termination date.
- The amount of payment you propose to make. Please note that it is usually the case that all, or at least some, of any payment is subject to deduction of tax and national insurance contributions. We will advise you on this.
- Full details of any property (laptop, mobile telephone, car, documents, memory sticks etc.) to be returned by the colleague, and any property of the colleague's in your possession/control to be returned to the colleague, before the agreement is completed.
- Confirmation of the amount of the contribution you will make towards any legal fees the colleague incurs in getting the independent advice necessary to make the agreement binding under employment legislation (usually around £250 - £350 + VAT).
- The identity of the colleague's independent adviser (if known).
- If an agreed reference is going to be part of the proposed settlement, a copy of the draft reference.

Please note that if you fail to provide all the information required this will delay the Council being able to confirm whether you can enter into a settlement agreement.

Once the Council has considered all the information provided, we will authorise you to proceed with settlement negotiations or confirm we will not authorise the settlement agreement. In view of this, you must not assume that the Council will automatically approve you proceeding with a settlement agreement.

17 Model School Pay Policy

Each year in line with Department for Education recommended changes to the School Teachers' pay and conditions document, this Council will revise and consult the trade unions on the proposed changes to the Model School Pay Policy. Once the Model School Pay Policy has been approved and ratified in the Council this document will be issued for adoption by those employed in community schools and voluntary controlled schools where Derby City Council is the employer of colleagues at the school.

It is strongly recommended that schools and their governing bodies adopt the Model School Pay Policy issued by this authority. In doing so they should



ensure that the name of the school is inserted. If the decisions are delegated to a committee, terms of reference and powers of delegation must be agreed by the full governing body.

Please contact Helen Bounds, if you have any queries or if you wish to discuss the Model School Pay Policy further.

18 Consultancy Charges

If you require our advice, support or guidance, we will charge you our consultancy rate for this.

Meetings, telephone calls and emails sent and received will be charged as a minimum of 6 minutes each. All time will be recorded in multiples of 6 minutes rounded up to the nearest unit of 6 minutes for example; a telephone call of 10 minutes will be recorded as 12 minutes.

19 Employment Tribunal Awards, Compensation, Costs and other Employment Liabilities – Scheme for funding

Under the Scheme for Funding, if you do not seek or follow our advice, and Derby City Council (as the employer) incur losses as a result, for example an award of compensation and/or costs at an Employment Tribunal or Court, we may recover all or some of those losses from the school's budget.

20 Relationship with Alternative Providers

You must make your HR provider aware of our interest as the employer. We suggest that you give your HR provider a copy of this document so that they are aware and understand the roles and responsibilities that exist when the Council is the employer of your staff. Please note that it is not our responsibility to liaise with your HR provider, as there is no contractual relationship between your HR provider and the Council. Therefore the school must liaise directly with the Council.

21 School Information Portal – SIP

The free Human Resources pages on the SIP are accessible to all community schools.

All community schools have been given a password for the subscriber pages so that they have access to Derby City Council policies

22 Pay and Human Resources Policies and Procedures

Copies of the HR policies which have been adapted and agreed with the schools recognised trade unions for implementation in schools are now available to you on the subscriber pages of the School Information Portal (SIP).

You are responsible for ensuring that the most up to date policies you have adopted within your school are shared with your HR provider.

You should not make any changes to Derby City Council policies and procedures without the Council's agreement.



CONTACT DETAILS

- 1 Liz Moore, Head of HR:**
01332 643730, liz.moore@derby.gov.uk

- 2 Liz Best, Strategic HR Manager:**
01332 643475, liz.best@derby.gov.uk

- 3 Adele Ashmore, HR Lead - Advisory Team, Strategic HR Team:**
01332 640518, adele.ashmore@derby.gov.uk

- 4 Helen Bounds, HR Lead - Policy and Strategy, Strategic HR Team:**
01332 643957, helen.bounds@derby.gov.uk

- 5 Tania Hay, Apprenticeship Levy Project Manager, Strategic HR Team:**
01332 643453, tania.hay@derby.gov.uk

- 6 Paul McMahon, Principal Lawyer, Employment Law Team:**
01332 643585, paul.mcmahon@derby.gov.uk

- 7 Charlotte Hutton, Principal Lawyer, Employment Law Team:**
01332 643584, charlotte.hutton@derby.gov.uk

- 8 Paulette Brown, Lawyer, Employment Law Team:**
01332 643211, paulette.brown@derby.gov.uk

- 9 Linda Spiby, Head of Procurement and Contracting, Legal, Procurement and Democratic Services:**
01332 643274, linda.spiby@derby.gov.uk
- 10 For enquiries/notification of Headteacher recruitment and academy transfer - Pauline Anderson, Service Director, Learning and Skills:**
01332 640358, Pauline.Anderson@derby.gov.uk
- 11 For enquiries about pension shortfalls and redundancy payments only - Zoe Bird, Shared Services Manager:**
01332 643981, Zoe.Bird@derby.gov.uk
- 12 For enquiries about redeployment - Andrea Cauldwell, Recruitment Manager:**
01332 643692, Andrea.Cauldwell@derby.gov.uk
- 13 For enquiries about Headteacher/Deputy Headteacher recruitment only**
RecruitmentTeam@derby.gov.uk
- 14 For enquiries about this protocol only – Helen Bounds, HR Lead – Policy and Strategy Team:**
01332 643957, helen.bounds@derby.gov.uk