

## 2012/13 draft outline schedule of key milestones

## Timeline

Dates	Actions
Early October	Identify numbers/classifications of groups of potentially affected employees in preparation for HR1 submission to BIS. (this is the legal notification required of potential redundancies whether compulsory or voluntary)
07.10.11	Publication of Cabinet report – employees to be informed prior to information being in the public domain if their area is on the report for savings.
13/10/11	Full Cabinet to approve: <ul style="list-style-type: none"> <li>To go to consultation on proposed budget savings for 2012/13.</li> <li>A voluntary redundancy programme for expressions of interest and if so to approve the list of excluded posts and the delegated responsibility to approve VR requests.</li> </ul>
October to December 2011	Scrutiny and consultation to take place. This is with external groups and employees including corporate and directorate union meetings.
14/10/11	Invite expressions of interest for voluntary redundancy for 2012/13. Employees will have until 28 <sup>th</sup> October to respond.
Weekend of 29/10/11 & 30/10/11	Populate master spreadsheet with the expressions of interest and prepare directorate lists ready for consideration.
Monday 31/10/11	AD's receive information on spreadsheets relating to requests and consider requests during that week
w/c 31.10.11	DMT's meet by the end of the week to agree yes, no and maybe status for each.
w/c 07/11/11 onwards	<p>A meeting made up of a representative AD from each directorate together with the assistant director for HR &amp; OD, treasurer and HR representatives discuss directorate outcomes for consistency and cross-directorate discussion.</p> <p>Officers (managers and HR) to progress responses to expressions of interest; including meeting with employees who are a "yes" as soon as possible to be able to commence identifying where remaining savings (and possible compulsory redundancies) are required.</p>
w/c 07/11/11	<p>During this time work will also be ongoing by HR colleagues to formulate information required for the production of estimates and budgets and background details in readiness for any potential bumping investigations.</p> <p>Resource warning: Grading &amp; Pay letters are to be posted 31<sup>st</sup> October and associated follow up work re queries etc will also be a priority which will impact on operational and senior managers as well as HR.</p>

14/11/11 to 23 <sup>rd</sup> December 2011	<p>Work needs to progress on:</p> <ul style="list-style-type: none"> <li>• Holding meetings with employees considering VR</li> <li>• Investigating bumping opportunities</li> <li>• Identifying selection pools for areas where there are too many VR's or not enough/any and if CR's are required</li> <li>• Conducting selection criteria meetings as applicable</li> </ul>
Early Dec	Informal Cabinet Decision Conference
11/01/12	Full Cabinet Final Approval.
Monday 23/01/12	Serve formal notice of redundancy to individuals (CR) to take effect from Monday 23 January 2012. Employees must be entered on the redeployment register from Monday 23 January 2012 to Friday 13 <sup>th</sup> April 2012 inclusive for the 12 weeks due under the retraining & redeployment policy.
05/03/11	Full Council to approve budget for 2012/13
w/c 15/04/12	<p>Employee's leave the Authority on the grounds of compulsory redundancy plus any outstanding voluntary redundancies, if for business reasons they have had extended notice or have been agreed late due to budget changes or bumping.</p> <p>Note: some employees may leave later due to redeployment delays such as trial periods.</p>