

## Staffing considerations - proposed budget savings 2014/15 – Timeline for key actions

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| 3 <sup>rd</sup> October 2013                                | Union meeting to cover initial headline facts for the budget requirements for 2014/15. Additionally discuss enhanced appeal procedure and other processes such as selection pools & selection criteria.  |
| October & November 2013                                     | Briefings for managers - sessions for managers regarding budget proposals and training in supporting staff through change.   |
| November through to February 2014                           | Proposal to hold staff briefing sessions – voluntary attendance (date/time to be agreed by managers to ensure no service disruption) to update and inform staff of the proposals and implications and working through change training.   |
| 22/10/13  | <p><b>FORMAL COLLECTIVE CONSULTATION BEGINS</b></p> <p>Morning - Assistant Directors/Heads of Service meet with employees identifiable in the Cabinet report to explain the situation (HR to accompany). Meetings may be group or individual meetings depending on the circumstances.</p> <p>Afternoon - Corporate union consultation regarding the budget proposals and potential staffing implications including the Treasurers presentation and VR process for 2014/15</p> <p>Afternoon - Communication processes commence including VR process proposals.</p> <p>Followed by directorate union consultation meetings over the following week prior to Cabinet on 30/10/13.</p> |
| 30/10/13  | Full Cabinet to approve to go to consultation on proposed budget savings for 2014/15.  |
| 31/10/ 13 to 04/11/13                                       | Further communication to workforce- explaining about the process for this year, including details regarding requests for voluntary redundancies. <a href="#">Note half term week is w/c 28.10.13</a>   |
| Nov 2013 (continues through to February)                    | Scrutiny and consultation process. This is with scrutiny committees, external groups and employees/employee representatives.   |
| Overview of main tasks with key dates highlighted           | Managers, supported by HR conduct individual employee consultation. NOTE all managers must have attended the appropriate training sessions before holding meetings.  |
| Individual employee consultation on remodelling takes place | Union consultation continues as necessary with directorate and divisional JCC meetings.  |
|   | Identify numbers/classifications of groups of potentially affected employees in preparation for HR1 submission to BIS, which is copied to union representatives.   |
| 13/12/13  | Corporate union consultation meeting to update on progress to date and ensure any alternative proposals or concerns raised have been responded to.   |

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| During December and January                 | <p>Work to progress on:</p> <ul style="list-style-type: none"> <li>• Investigating redundancy bumping opportunities</li> <li>• Progressing selection pools</li> <li>• Conducting selection criteria meetings as necessary</li> <li>• Consultation with employees at risk of CR</li> <li>• Progress any VR requests if applicable</li> </ul> <p>Ongoing communication to staff updating them on the current status and consultation process in line with communication strategy.</p>  |
| 31.01.14                                    | <b>FORMAL COLLECTIVE CONSULTATION PERIOD ENDS</b>  |
| w/c 10.02.14                                | Corporate union consultation meeting.  |
| 12/02/14                                    | Cabinet meeting to discuss budget proposals prior to recommending to full council.   |
| 13/02/14                                    | <p>AD/Head of Service meet with employees at risk, informing them that:</p> <ul style="list-style-type: none"> <li>• the consultation regarding the remodelling process has ended and their post is now confirmed as redundant.</li> <li>• Individual consultation in relation to redeployment commences.</li> <li>• Formal notice in line with contracts of employment will commence from 24<sup>th</sup> February (for those with 12 weeks notice and on the appropriate date thereafter for those with less notice)</li> <li>• Employees informed about the right of appeal regarding the post being redundant to their director of service. At the end of the notice period if redeployment has not been possible there is the right of appeal against the dismissal to the Director of Corporate Resources. This is not another opportunity to appeal against the redundancy decision.</li> </ul> |
| 27/02/14                                    | Appeals against redundancy of posts submission deadline (if met with on the 13 <sup>th</sup> February – employees have 10 days to register their appeal so need to account for any delay in holding the meeting).  |
| 03/03/14                                    | <p>Full Council to ratify budget decision</p> <ul style="list-style-type: none"> <li>• Employees can leave the council after this meeting i.e. the first voluntary redundancies if applicable</li> <li>• Those at risk of compulsory redundancy will still be going through the time required on the redeployment register, with every effort made to redeploy or redundancy bump up to the last working day.</li> </ul>   |
| w/c 17/03/14 and 24/03/14 (estimated dates) | Directors available to hear appeals as necessary.  |
| From w/c 19/05/14                           | <p>Employee's leaving the Authority on the grounds of CR (unless on redeployment trials which may delay the leaving date for CR's).</p> <p>Appeals to Director of Corporate Resources regarding the dismissal (not against the redundancy decision as that has already been heard).</p>  |
| 31/05/14                                    | 2014/15 formal closure of budget process. The only exceptions to this date will be for employees at risk of compulsory redundancy who are undertaking redeployment or redundancy bumping trials that take them past this date. Any instances whereby service cuts in one area have led to the need for employee reductions in other areas not previously identified for savings and any related to cuts in grants where the details are not sufficiently available at this stage and may mean a later date to commence consultation.   |