

Formal consultation

Stage One

		Start Date	End Date
Formal consultation on the proposed structure begins	w/c	05/08/2013	
Feedback on proposals from Trade Unions invited		05/08/2013	21/10/2013
Feedback on proposals from employees invited via TUs		05/08/2013	21/10/2013
'At Risk' letters to be issued to affected employees	w/c	05/08/2013	
Letters to be issued to ring fenced employees	w/c	05/08/2013	
Individual discussions with employees in affected roles take place		05/08/2013	21/10/2013
Consultation period on the proposed structure ends			21/10/2013

Stage Two

Account to be taken of representations from Trade Unions, affected employees and the team; amendments/changes to structure made where necessary to avoid/mitigate the need for redundancy	w/c	25/10/2013	
Staff informed of final structure proposal	w/c	04/11/2013	
Staff issued with revised / refreshed job descriptions	w/c	04/11/2013	

Stage Three

Appointments made; any at risk employees will have opportunity to apply to any revised / refreshed posts and to be considered for role/s (e.g. where ring fencing)	w/c	11/11/2013		
Employees due to be slotted will be confirmed in revised roles	w/c	11/11/2013		
Employees who remain 'at risk' and where no opportunity to remain in employment is forthcoming, will be issued with notice and placed on Council's redeployment register	w/c	11/11/2013		
Job adverts placed for vacancies where there are no affected employees and/or where there are vacancies that will not be filled by affected staff	w/c	11/11/2013		
Handover		01/02/2014	31/03/2014	Phase 1
Handover		01/04/2014	31/10/2014	Phase 2

Stage Four

Notice periods ended, employees not retained leave employment			31/03/2014	Phase 1
Notice periods ended, employees not retained leave employment			31/10/2014	Phase 2
Project review and close		tba	tba	