

TO: EMPLOYMENT COMMITTEE
16 DECEMBER 2015

ORGANISATIONAL CHANGE TIMETABLE
(Director of Corporate Services – Human Resources)

1. PURPOSE OF REPORT

- 1.1 Attached at Appendix A for information is the Organisational Change timetable dealing with both the changes in Older People's Services and the restructuring exercise necessary to balance the 2015/16 budget.
- 1.2 As in 2011/12 because of the requirements around public consultation on the changes in Adult Services there is a need to run two separate timetables initially which will then be merged into one process in mid January 2016.

There is a Special Local Joint and Employment Committee on 10 February 2016 to approve the final staffing implications; this will be dealt with in one overarching report for all directorates after the Executive have agreed the budget to go forward for Council endorsement on 29 February.

2. SUPPORTING INFORMATION

- 2.1 As a consequence of both the modernisation of Adult Social Care services and the general need to reduce staffing numbers as the result of the budget pressures, it is proposed that there will be reductions in a number of areas across the Council.
- 2.2 For Adult Services, due to the tight timescales, whilst the staff consultation process will run concurrently with public consultation periods (and has already started), no decisions can be taken on any staffing issues either before the end of the public consultation or before full Council has decided on the future of Heathland at the end of February. Therefore the recommendation to the February Employment Committee will suggest that final decisions on staffing be delegated to the Chairman and the Director of Adult, Social Care, Health and Housing.
- 2.3 For other areas affected by budget reductions, consultation commences after the Executive's endorsement of the budget to be put forward for public consultation at the beginning of December. A clear consultation programme will be in place to ensure all staff are engaged in the process and the Council's existing policies and procedures followed which will include the involvement of trades union representatives. Staffing changes will follow the Council's Organisational Change Management Protocol if recommendations are approved. The trades unions have already been informed of the areas likely to be affected.
- 2.4 Staff are considered to be a valuable resource, and every effort will be made to follow the Council's normal approach to avoid redundancies. As redundancies may well be necessary, the Council's policy on Redundancy Handling and Redeployment of staff will be followed subject to approval by Employment Committee.

Contact for further information

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**MANAGEMENT OF ORGANISATIONAL CHANGE CHECKLIST & TIMETABLE
OCTOBER 2015 TO APRIL 2016**

**Phase one:
A: FOR CHANGES SUBJECT TO PUBLIC CONSULTATION PERIODS**

Dates	Description	Responsible Officer(s)
Sept-October	Savings proposals discussed with CMT, Exec and ruling group	CE/Directors
5 October	Informal discussions with Trade Union(s)	Departmental HR and Director/Managers
7 October	Informal discussions with affected staff	Departmental HR
21 October	Public consultation on service changes launched	
21 October	Formally notify Trade Union(s) of anticipated redundancies within Older People's Services	CYPL/ASCHH HR Mgr
14 October to 4 January	Publication of Executive Briefing Papers. Formal consultation with all staff potentially affected by redundancies, in groups and then individually as necessary	Departmental HR and director/manager
18 January	Send "At Risk" letters "subject to outcome of public consultation exercise and Executive decision" and provide severance details. Redeployment process begins.	Departmental HR

**Phase one:
B: FOR BUDGET REDUCTION PROGRAMME**

Dates	Description	Responsible Officer(s)
October-November	Savings proposals discussed with Exec and ruling group	CE/Directors
3 November	Executive Briefing preliminary decision on savings proposals (November briefing date)	
4 November	Notify Trade Union(s) of anticipated redundancies – subject to the Executive agreeing them for public consultation	CO:HR
9 November to 16 December	Consultation with all staff potentially affected, in groups and then individually as necessary (Issue letter summarising discussion including information given, process and deadline for feeding back comments and describing next stage.)	Departmental HR and director/manager
9 November	Consider vacancies in light of proposals before advertising; potential to hold or advertise internally in some cases. If new jobs are to be created job descriptions/person specifications/JIQs prepared and submitted for job evaluation	Departmental HR and manager
7 December	Budget proposals officially published for consultation	CE/BT
w/c 21 December	Feedback to affected employees on consultation comments and any resulting changes	Director/CO/manager

Unrestricted

4 January	Send "At Risk" letters through standard letter and provide severance details (copy letter to managers). HR to explain severance figures. Redeployment discussions may already have begun informally, but here the formal redeployment meetings begin.	Departmental HR
8 January	Appeals against being placed At Risk to be lodged by 8 January (except public consultation).	Departmental HR
11 to 18 January	Appeals against At Risk status heard by 18 January	Departmental HR
11 Jan to 18 Jan	Selection processes for posts where applicable. (Where there is an appeal against At Risk status this must be resolved before concluding the selection process for the posts for which they are in a selection pool.)	Departmental HR

**Phase two:
COMMON TIMETABLE**

By 19 Jan	Prepare CMT report for accessing Restructures Fund (subject to appeals)	BT/CO:HR
By 22 Jan	Appeals lodged (against selection decision or, for public consultation, against At Risk status)	Departmental HR
By w/c 25 Jan	CMT consider report on Restructure Fund subject to appeals and public consultation	CMT
By 28 Jan	Appeals heard (as above). Posts no longer At Risk, confirm by letter.	Departmental HR
26 January	Executive Briefing on budget	
w/c 1 Feb	Finalise report for Special Employment Committee and LJC	CE/BT/Directors/CO:HR
w/c 8 Feb	Local Joint Committee (10 Feb) Special Employment Committee (10 Feb)	Directors/CO:HR
By w/e 12 Feb	Notify individuals of redundancies through standard letter, issue notice (conditional where public consultation)	Corporate HR
9 February	Executive approves budget	
24 February	Council agrees budget and Council Tax	
1 April 2016	New structures/posts become live	Departmental HR