

**MANAGEMENT OF ORGANISATIONAL CHANGE CHECKLIST & TIMETABLE
OCTOBER 2013 TO APRIL 2014**

Dates	Description	Responsible Officer(s)
Up to end October	Report prepared on main areas being considered for changes. Take through CMT/Executive/PRG's and political groups	Directors
4 November	Notify Trade Union(s) of anticipated redundancies – subject to political approval	CO:HR
4 November to end November	Consultation with all staff potentially affected, in groups and then individually as necessary Management issue letter to affected employees summarising discussion including information given, process for feeding back comments and the next stage	Departmental HR and Director/manager
19 November, 4 December	LJC on 19 November notified of areas being proposed for the Balancing the Budget exercise; this goes on to the 4 December Employment Committee	CO:HR
26 November	Executive Briefing preliminary decision on savings proposals; Conservative Group agree package	BT
2 December	Budget proposal paper published for public consultation	BT
2 December	Send "At Risk" letters through standard letter and provide severance details for all At Risk posts – copy letter to managers Redeployment process begins.	Departmental HR
4 December	Information item on all anticipated staffing reductions to Employment Committee	Directors and CO:HR
By 11 December	"At Risk" Appeals lodged	Departmental HR
By 20 December	"At Risk " Appeals heard	Director/Head HR
From 2 December to 20 December	If there is an outstanding appeal against AR status, selection process will not commence. Otherwise, selection processes for posts using standard matrix. Final decisions on selection process, outcomes notified by letter to staff selected for redundancy alternative posts outlined. Redeployment process continues.	Departmental HR
By 3 January	Appeals against selection for redundancy or selection for an alternative post lodged	Departmental HR
By 9 Jan	Prepare CMT Balancing the Budget report including accessing Restructures Fund (subject to appeals against selection)	BT/CO:HR
16 January	CMT consider Balancing the Budget report (subject to appeals against selection)	CMT

By 17 January	Appeals against selection heard. Posts no longer At Risk following selection/appeals, confirmed by letter. Final details sent to CO:HR for committee	Departmental HR Departmental HR
20 January	PRG Finance Group on budget	CE/BT/Directors
30 January	O&S Commission Review budget proposals	CE/BT/Directors
End January	Finalise report for Special Employment Committee and LJC	CE/BT/Directors/ CO:HR
Early February	Local Joint Committee Special Employment Committee Decisions may be subject to budget ratification by Council	Directors/CO:HR
Day after Committee	Notify individuals of redundancies through standard letter, issue notice	Dept HR
12 February	Executive recommends budget to Council	BT
27 February	Council agrees budget and Council Tax	CE/BT/Directors
31 March	Redundancies effective	Departmental HR
1 April 2014	New structures/posts become live	Departmental HR