

TO: EMPLOYMENT COMMITTEE  
17 DECEMBER 2014

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

**1 PURPOSE OF REPORT**

Attached at Appendix A for information is the Organisational Change timetable dealing with the restructuring exercise necessary to balance the 2015/16 budget.

In line with the approach taken in previous years, there is a Local Joint Committee and Employment Committee on 11 February 2015 to approve the final staffing implications; this will be dealt with in one report after the Executive have agreed the budget to go forward for Council endorsement on 25 February.

**2 SUPPORTING INFORMATION**

- 2.1 As a consequence of the need to balance the 2015/16 budget there will be a very limited number of reductions in some areas of Council activities. For those areas affected, the staff consultation process commenced after the Executive Briefing on 2 December and prior to the 16 December full Executive endorsement of the budget to be put forward for public consultation. A clear consultation programme is in place to ensure 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.

Contact for further information

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**MANAGEMENT OF ORGANISATIONAL CHANGE CHECKLIST & TIMETABLE  
OCTOBER 2014 TO APRIL 2015**

**BALANCING THE BUDGET PROGRAMME**

<b>Dates</b>	<b>Description</b>	<b>Responsible Officer(s)</b>
October-November	Savings proposals discussed with Executive and ruling group	CE/Directors
November	If new jobs are to be created (e.g. 2 jobs merging to one) job descriptions/person specifications/JIQs prepared and submitted for job evaluation	Departmental HR and manager
2 December	Executive Briefing preliminary decision on savings proposals	
3 December	Notify Trade Union(s) of restructures consultation– subject to the Executive agreeing them for public consultation	CO:HR
3 December to 12 December	Consultation with all staff potentially affected, in groups and individually as necessary	Departmental HR and director/manager
16 December	Budget proposals officially published for consultation	CE/BT
From 5- 9 January	Send “At Risk” letters through standard letter and provide severance details for single occupied At Risk posts.  Release severance details to “At Risk” staff in multiple occupied posts to allow for expressions of interest in voluntary redundancy.	Departmental HR
12-16 January	Appeals against “At Risk” heard	Director
From 19 January	Redeployment process begins.	Departmental HR
to 16 Jan	Selection processes for posts using standard matrix. Letter to advise staff of selection process.  Final decisions on staff selected for redundancy.  Redeployment process continues.	Departmental HR
21 Jan	CMT consider report for accessing Restructures Fund (subject to outcome of appeals).	BT/CO:HR
By 23 Jan	Appeals lodged against selection	Departmental HR
By 26 Jan	Appeals heard.  Posts no longer At Risk, confirm by letter.	Departmental HR/ Director
27 January	Executive Briefing on budget	
By end Jan	Pre-committee letter	
2 February	Finalise report for Employment Committee and LJC	CE/BT/Directors/C O:HR
10 February	Executive approves budget	
11 February	Local Joint Committee	Directors/CO:HR

Unrestricted

	Employment Committee	
12 February	Notify individuals of redundancies through standard letter, issue notice (post committee letter)	Corporate HR
25 Feb	Council agrees budget and Council Tax	
1 April 2015	New structures/posts become live	Departmental HR