TO: EMPLOYMENT COMMITTEE 17 DECEMBER 2014

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

1 PURPOSE OF REPORT

<u>Attached</u> 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

Dates Description Responsible Officer(s) 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 CO:HR 3 December Notify Trade Union(s) of restructures consultation - subject to the Executive agreeing them for public consultation Departmental HR and director/manager 16 December Budget proposals officially published for consultation Departmental HR and provide severance details for single occupied At Risk letters through standard letter and provide severance details for single occupied At Risk posts. Departmental HR 12-16 Appeals against "At Risk" heard Director 12-16 Appeals against "At Risk" to telection process. Departmental HR January Redeployment process begins. Departmental HR January Redeployment coccess		BALANCING THE BUDGET PROGRAM	
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	10 February	Executive approves budget	
	11 February	Local Joint Committee	Directors/CO:HR

	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