

10. Indicative Timetable

| Activity | Timescale |
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| Informal discussions with TUs <ul style="list-style-type: none"> Advise of proposals and date for Cabinet Dates for formal consultation meetings | Week commencing 10 October 2022 |
| Informal discussions with affected staff (and TU representation) <ul style="list-style-type: none"> Advise of proposals and date for Cabinet Dates for formal consultation meetings. | Week commencing 10 October 2022 |
| Cabinet Report | Thursday 13 October 2022 |
| 5 day call in period ends | Thursday 20 October 2022 |
| Executive Director Approval (HJ) | Week commencing 24 October 2022 |
| Commence formal collective consultation (90 calendar days); <ul style="list-style-type: none"> Section 188 letter issued to Trade Unions with confirmation of date of consultation meetings Letter issued to affected employees, with copy of Section 188, confirming the approach and employees' redeployment status and reaffirming date of consultation meetings Approved report to be circulated with above Provision of consultation document Offer of individual consultation meetings and drop in sessions BOOH VR VER expression of interest forms. | Monday 31 October 2022 to 28 January 2023 |
| Initial Formal Consultation meeting with TUs | Week commencing 24 October 2022 |
| Initial Formal Consultation meetings with affected staff <i>Group and individual employee meetings, and trade unions (go through report/new proposed structure/ways of mitigating losses; advise of voluntary schemes).</i> | Commencing 31 October 2022 |
| Completion of formal consultation with employees and trade unions, any changes implemented where necessary | 28 January 2023 |
| Final proposals following consideration of collective consultation feedback | Week commencing 6 February 2023 |
| Write to affected individuals with outcome of consultation. | Week commencing 6 February 2023 |

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| <ul style="list-style-type: none"> • Confirm final position • Redeployment status and support to affected staff • Confirm process and implications with affected staff • Compulsory redundancy selection out process clarified • Include compulsory redundancy selection out forms to affected staff to complete by 17 February 2023 • Letters issued to staff on individual status, along with right of representation and individual consultation meetings • Open applications for Voluntary Redundancy/Voluntary Early Retirement. | |
| <p>Complete selection process for new posts (Community Connector team) Tier/top-down approach via a recruitment in process. Individuals notified in writing of recruitment outcomes.</p> | <p>Week commencing 6 February 2023 to week commencing 20 February 2023</p> |
| <p>Deadline for applications for voluntary redundancy and voluntary early retirement</p> | <p>17 February 2023</p> |
| <p>Outcomes of expressions of interest for VR/VER communicated</p> | <p>Week commencing 6 March</p> |
| <p>Compulsory redundancy selection out process commences* <i>*if there are insufficient voluntary leavers or BOOH</i></p> <ul style="list-style-type: none"> • <i>Management to verify, selection panel to carry out selection out.</i> | <p>Week commencing 6 March</p> |
| <p>Selection out process concludes Individuals informed of outcome</p> <p>Individual consultation meetings for all individually 'at risk';</p> <ul style="list-style-type: none"> • <i>Redeployment skills audit and support/meetings – ongoing throughout process</i> | <p>Week commencing 13 March 2023</p> |
| <p>Issue 12 weeks Compulsory Redundancy notices to staff not redeployed/released under VR/VER schemes, under selection out procedure and right of appeal</p> | <p>20 March 2023</p> |
| <p>Appeals hearings take place</p> | <p>Week commencing 17 April 2023</p> |
| <p>Final date of dismissal</p> | <p>11 June 2023</p> |

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