

Annex A CLG Restructure Update Feb 2021

Activity	Dates
Consultation	
Share proposals with CMT, CLG, Heads of Service, Trade Unions and Executive.	w/c 9 November
Share Proposals with wide elected members – Group Leaders, request feedback by 27 November	w/c 9 November
Arrange feedback sessions for CLG with COO <ul style="list-style-type: none"> - Group session - Individual sessions by request 	Between 16 – 27 November
Attend group meetings to discuss proposals – if requested	By 27 November
Consider all feedback and amend proposals where applicable to be considered by SMU	By 3 December 2020
SMU Paper Published including draft job descriptions	4 December 2020
SMU paper shared with all CLG, Trade Unions and all 47 elected members	4 December 2020
SMU Committee	14 December 2020
CLG Updated following discussion at SMU	15 December 2020
<u>Formal consultation Phase</u>	
First formal consultation meeting (30 day consultation period) with staff and the trade unions. Share the written proposal report, draft JD's and timeline. Share current JD's with all staff. In scope letter issued following consultation meeting.	15 December 2020 15 December 2020
Group & individual consultation sessions through workshops / team meetings / 1:1's etc. All staff will be invited to attend an individual 1:1 meeting. At 1:1 meetings, staff will be asked to confirm that their job description is the latest version.	15 December 2020 - 22 January 2021
End of consultation period & deadline for final feedback on the proposed structure and all JD's by staff and Trade Unions.	22 January 2021
New job descriptions go through Job Evaluation Process to confirm grades.	Wc 25 January 2021

Share final proposal with SMU for sign off.	Paper published 29 January for SMU on 1 February 2021
Meeting with staff and TUs to confirm the feedback considered, any amendments to the original proposal and to share the final structure and job description grades.	28 January 2021 Meet again if significant change at SMU on 1 Feb 2021
<u>IMPLEMENTATION PHASE</u>	
Assimilation panel held and outcome letters issued to staff.	4 February 2021
Staff identified at this stage as potentially 'at risk' provided with Redeployment Profile Form to complete and offered 1:1 meetings with manager. Allow 2 weeks for staff to complete. Staff placed on the redeployment register.	5 February 2021 19 February 2021
Deadline for assimilation appeals (appeals received within 10 working days of the date of notification letter).	19 February 2021
Assimilation appeals.	Appeals to be heard 25 February 2021
Outcomes of the Appeals process notified to staff	25 February 2021
If necessary, competitive interviews take place – dependant upon the assimilation panel meeting outcome & any subsequent appeals.	Interviews week of 1 March 2021
Outcome letters (following interviews if take place) and/or invite to redundancy hearing letters issued to staff & 1:1 meetings to review and confirm next steps.	W/c 8/3/2021
Skills matching exercise (if necessary) to any remaining posts in structure, if applicable (for staff identified 'at risk' and placed on redeployment register - having completed Redeployment Profile Form). Individuals notified of outcome of skills matching process.	
Redundancy hearings for staff identified as redundant due to either their post being deleted or not assimilated in to the new structure. Contractual notice is issued (dependant on timescales some individual's contractual notice may go beyond structure implementation date).	
Implementation date of the new structure.	1 April 2021
THESE DATES ARE SUBJECT TO CHANGE DEPENDING ON THE OUTCOME OF THE CONSULTATION PROCESS.	

