

## Consultation Plan – CES Structure Review Process

Date	Who, What
21 <sup>st</sup> November 2012	Directorate JCC Meeting –general discussion on budget process and financial savings to be achieved.
6 <sup>th</sup> December	Kersten England, CEX email to all CYC staff.
11 <sup>th</sup> December	Follow up email from Director of CES to all Directorate staff.
11 <sup>th</sup> December	<p>Special budget DJCC.</p> <p>Commencement of formal consultation on broad proposals for future delivery of services and restructure of CES Directorate. Outline of approach. Directorate consideration to requests for voluntary redundancy and early retirement.</p> <p>Agree additional union liaison meetings in between DJCCs, as required.</p>
11 <sup>th</sup> December	RW Briefing Heads of Service.
Commencing from Tuesday, 11 <sup>th</sup> December	Director & Assistant Director briefings with Heads of Services and directorate teams to discuss draft proposals, 1:1's and team.
12 <sup>th</sup> December	<p>GD Briefing Waste Services, Fleet and Travel teams.</p> <p>AB &amp; MH Briefing Front line staff Highways, Drainage, Blacksmiths, and Ancient Monuments. Supervisors and Managers Civil Engineering.</p>

13 <sup>th</sup> December	GD Briefing Front line staff Waste Services & Fleet to receive copies of Director's email. Follow up meeting with staff planned for 15 <sup>th</sup> January 2013  AB & MH briefing Highways infrastructure and Civils staff.
17 <sup>th</sup> December	MS Briefing Development Management; Building Control; Design, Conservation & Sustainable Development.
18 <sup>th</sup> December	DR Briefing St Leonards' Place staff.
18 <sup>th</sup> December	DJCC
19 <sup>th</sup> December	MS Briefing Major Development Projects and Initiatives.
19 <sup>th</sup> December	RW Briefing Network Management Unit.
20 <sup>th</sup> December	RW Briefings Sustainable Transport Service and Integrated Strategy Unit.
20 <sup>th</sup> December	MS 1:1 briefings if required
21 <sup>st</sup> December	MS 1:1 briefings if required
December	Ongoing consultation with staff and trade union representatives on restructure proposals.
9 <sup>th</sup> January 2013	CES Managers Forum – HoS Consultation Session 1
10 <sup>th</sup> January 2013	Email from Director of CES to all directorate staff sharing Concept 2.
15 <sup>th</sup> January 2013	CES Managers Forum – HoS Consultation Session 2
16 <sup>th</sup> January	DJCC

25 <sup>th</sup> January	Consultation on initial proposals end.
29 <sup>th</sup> January	CMT/Cabinet consider report in advance of Cabinet Meeting.
12 <sup>th</sup> February	CYC Cabinet Meeting – Consider Report to approve outline proposals & delegate to Director completion of Directorate review and implementation of restructure.
20 <sup>th</sup> February	DJCC
February onwards	<p>Subject to approval, commence implementation of ADs and Heads of Service staffing levels, in accordance with CYC Supporting Transformation (management of change) policies.</p> <p>“In Scope” letters to be issued to staff in CES. Phased issue of current staff JDs by team through Head of Service.</p> <p>Ongoing consultation and implementation of CES restructure in all service areas and staff teams below HoS.</p>
March - May	<p>Assimilation Panels. Stage 1 and/or Stage 2 assimilation selection process for ADs and Heads of Service.</p> <p>Complete consultation and finalise service areas, team structures below Heads of Service levels.</p>
June onwards	Commence Assimilations Panels, Stage 1 and /or Stage 2 assimilation selection process for service areas, team structures below Heads of Service levels.