

Employment Matters Committee – Supplementary agenda

A meeting of the Employment Matters Committee will be held on:

Date: 28 July 2010

Time: 7.00pm

Venue: Meeting Room 2 - Level 3, Gun Wharf, Dock Road, Chatham ME4
4TR

Items

5 Budget Proposals and Implications for Staff

**(Pages
1 - 2)**

A revised timeline to apply to the whole of the School Improvement Service is attached to replace existing appendices 2C and 2D. This follows the formal consultation with all the staff and trade unions last week at which it was noted that responses to proposals for soulbury staff could not reasonably be considered in advance of consideration of counter proposals from teaching staff as they directly impact on each other.

For further information please contact Wayne Hemingway, Cabinet Co-ordinator on Telephone: 01634 332509 or Email: democratic.services@medway.gov.uk

Date: 28 July 2010

Please note that parking is available at Gun Wharf from 5pm

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**PROPOSED TIMETABLE
FOR SCHOOL IMPROVEMENT SERVICE WHERE THERE IS A DIMINUTION IN
POSTS**

<u>Dates</u>	Actions	Actioned By
28/29 June 2010	Advise directly affected employees of proposal Brief whole team Brief Unions on Cabinet paper/proposals	Manager/HR Tricia Palmer/ Trade Unions
29 June 2010	Cabinet Report	
5 July 2010	Issue formal section 188 letter to trade unions	Tricia Palmer
5 July 2010	Send notification to BERR	HR
5 July 2010	Issue formal consultation letter to staff Organisational Change Consultation Paper issued.	
W/C 5 July 2010	Commence formal consultation with staff/teams and trade unions	Manager/HR
July 2010	Hold 1:1 meetings with staff directly affected	Manager/HR
19 July 2010	Prepare selection for redundancy criteria and share with trade unions for comment	Manager/HR/Unions
21 July 2010	Issue selection for redundancy criteria to staff, invite volunteers for redundancy	Manager/HR
29 July 2010	Full Council consider high level budget issues	
10 September 2010	End of formal consultation process with staff and trade unions. Final date for comments or counter proposals.	Staff /Unions
W/C 13 September 2010	Consider any counter proposals put forward, any volunteers for redundancy and respond to staff and unions	Chief Executive/Director/HR
W/c 13 September 2010	Issue selection for redundancy application form to staff	Manager/HR
24 September 2010	Closing date for application form	Staff
W/C 27 September 2010	Undertake selection interviews and notify staff of outcome	Manager/HR
From 4 October 2010	Prepare and issue redundancy notices Issue redeployment letters and add staff to redeployment register	Manager/HR
	Lodge any appeals against redundancy within 7 days of notice letter being issued	Staff
End Oct 2010	Appeal hearings against selection for redundancy to be held asap after receipt of appeal letter	Senior Manager not previously involved/HR
	Notify Employment Matters Committee of final redundancy numbers	HR

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