

**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