

APPENDIX B

Protocol on Workforce Matters

Preamble

The County Council recognises that the successful transfer of staff is dependent upon staff and Trade Unions;

1. being consulted throughout the process,
2. having sufficient relevant and disclosable information in order that consultations can be meaningful,
3. being satisfied that staff and Trade Union views emerging from the consultation are taken into account by the County Council in the award of the contract,
4. working with the County Council and the successful contractor between the award of the contract and staff being transferred.

To this end the County Council and the Trade Unions have agreed the following protocol which will apply to all externalisation exercises. The protocol will be reviewed in the light of any forthcoming statutory changes.

Protocol

1. The County Council will seek to comply with all statutory requirements relating to the transfer of staff.
2. The County Council will begin meaningful consultation with Trade Unions and staff at the earliest opportunity and throughout until the staff transfer has been completed.
3. The County Council will invite the Trade Unions to attend open days arranged for contractors and offer the Trade Unions the same opportunity as contractors to comment on issues such as the specification and the process to be followed in the particular externalisation.
4. The County Council will notify the Trade Unions of the information relating to staffing matters provided by contractors at the pre-qualification stage.