

Activity	Owner	Start Date	Finish Date
Structure			
Job Titles and structure plan	JI	29/7/12	29/7/12
JEQs Processed and grades agreed	JI	19/8/12	25/9/12
Carol, Julian & Andrew B to review new and current structure chart - to determine who is at risk	JI/CB	10/9/12	10/9/12
Report paper to Clt	JI	8/10/12	8/10/12
HR Issue notification letter to Tus and BERR	CB	10/10/12	10/10/12
Obtain redundancy and pension quotes for all employees at risk	CB	2/10/12	16/10/12
Ensure all pension & redundabcy est are back + send letter for consultation meeting	JI/CB	16/10/12	16/10/12
Hold applicants for VR to consultation meeting and confirm closing date (2 weeks to return)	JI/CB/MH	28/11/12	28/11/12
Ensure any ex district staff are aware of their moderated Wilts grade (witjhin letters)	JI	29/11/12	29/11/12
Hold individual consultation meetings with all employees who want one	JI	4/12/12	7/12/12
Feedback from Consultation meeting by this date	JI	5/12/12	5/12/12
Applications for VR received by manager	JI	19/12/12	19/12/12
Confirm outcome and right of appeal if not accepted	JI	9/1/13	9/1/13
Give accepted VR provisional end date, update quote, consideration period and final consultation opp	JI	10/1/13	10/1/13
Deadline for applicants in 2nd round of VR	JI	6/2/13	6/2/13
Assess further applications for VR in line with selection criteria, inform employees of outcomes	JI	16/1/13	16/1/13
Application reviews for employees who had VR applications rejected in 2nd round	JI	TBD	TBD
1-1 meetings with employees who are to be made compulsory redundant	JI	TBD	TBD
Issue VR employees with notice of dismissal	JI	TBD	TBD
Employees not matched to roles through ownership or ringfrncing issue compulsory redundancy	JI	TBD	TBD
All redundant employees have the right to appeal within 10 working days	JI	TBD	TBD
<b>New structure effective from</b>	JI	TBD	TBD
Redundant employees remain in the redeployment pool until the end of their notice period	JI	TBD	TBD