

**IMPLEMENTATION EXECUTIVE
13 MAY 2009**

APPLICATION OF APPOINTMENTS PROCEDURE

Background

1. At its last meeting the Implementation Executive received its regular update on the application of the Appointments Procedure. (The most updated version of these figures will be circulated at the meeting).
2. The Implementation Executive requested information on the timescale for completion of the process to this meeting.

Appointments Procedure

3. The jointly agreed appointments procedure was adopted by the Implementation Executive in October 2008.
4. Its purposes are :-
 - 4.1 Seek to maximise appointments and minimise compulsory redundancies.
 - 4.2 Comply with employment law/individual rights.
 - 4.3 Appoint suitable people.
5. There are three principal means by which these purposes are to be met :-
 - 5.1 By matching of staff to jobs in new structures having regard to close similarity of job content, skills and knowledge mix, and job size.
 - 5.2 Redeployment of those not matched, again by reference to less precise but broadly similar criteria.
 - 5.3 Internal advertisement of those jobs not filled by matching or redeployment.

Matching

6. At its meeting last October the Implementation Executive was keen that the Appointments Procedure should begin to be applied immediately, rather than from 1st April, 2009. This occurred. The figures presented to the last meeting of the Implementation Executive show that at the 21st April :-

- 6.1 2,475 staff (88% of the total workforce) had been matched to a job.
 - 6.2 203 (7%) have been subject to the appointments procedure but had not been matched. (i.e. the criteria had not been met).
 - 6.3 136 (5%) remained not known, i.e. the necessary steps to apply the Appointments Procedure such as defining structures, defining and evaluating jobs, had yet to be completed.
7. Of the 136 "Not Knowns" 50 were in Procurement/IT, 37 were in Amenity and Leisure and 23 in SST Finance. Therefore, outside of these three service areas matching is virtually completed.
 8. The application of the Appointments Procedure to some staff in Finance was always likely to be delayed. The Service Director was not appointed until January. He therefore did not begin the process of determining structures, defining jobs in the same time frame as other Service Directors. A revised timetable of the end of May for completion of the matching process has recently been agreed. This is being worked to.
 9. More generally, there has been a sudden increase in the number of jobs which have been defined and submitted for evaluation, and which need to be completed before matching (and redeployment) can take place. In April 53 jobs were put to evaluation panels, whereas as at the 1st May there are 103 jobs to be considered by panels in May.

Redeployment

10. Staff not matched are subject to the redeployment process. This kicked-in on the 1st April, 2009 when Wiltshire Council became a single employer with the same employment responsibilities and relationships with all staff. The process is anticipated to operate until the 30th September 2009. During that period all jobs unfilled by matching, plus all jobs which have been temporarily filled, will be examined as possible redeployment.
11. Following identification of possible redeployment in accordance with the criteria, it is then for the manager of the vacancy to determine whether a potential redeployee is suitable.
12. The number of appointments made thus far under redeployment will be reported at the meeting.

Open Internal Competition

13. Jobs still not filled by matching and redeployment are advertised internally, initially restricted to permanent staff, and then available to temporary staff.
14. Appointment by this means of someone who is not matched clearly reduces the number of staff who are at risk. The appointment of someone matched to a job opens up new opportunities for possible redeployment.

15. As with redeployment, restriction of unfilled jobs to open internal competition is intended to endure until the 30th September the number of appointments made thus far will be reported at the meeting.

Conclusion

16. The Implementation Executive is asked to note this report.

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