

Amendment to appointments policy and procedure – service redesign

Purpose of Report

1. The purpose of this report is to recommend an addition to the appointments policy and procedure which was originally agreed in October 2010.

Background

2. The current policy covers service re-design but states:

“During a process of service re-design that involves a re-structure that may affect your job, as an employee you will be subject to a period of statutory consultation, and this may include you being invited to volunteer for redundancy. Please see the redundancy policy and procedure for further information.”
3. There is currently no process to deal with a service re-design where no redundancies are required.

Main Considerations for the Council

4. The proposed amendment to the policy (in paragraphs 10 -14 of the policy document attached at Appendix 1) would provide an additional informal consultation process to enable the council to try and reach a mutual agreement with all affected employees, prior to initiating the formal redundancy process.
5. A key part of the consultation process within the current redundancy policy and procedure includes the need to consider suitable alternative employment. The proposed amendment simply moves this step earlier in the process.
6. By enabling consultation with staff prior to issuing “at risk” letters this will alleviate stress and anxiety for employees who can be reassured from the outset that there is still a job for them.
7. This process will only apply where a service redesign takes place which results in new jobs which:
 - have differences to the existing jobs which mean that employees do not have ownership; but
 - are similar enough to be considered suitable alternative employment;and

- where there are the same or greater number of posts as people currently employed;
8. The additional step does not prevent an employee from choosing not to engage with the mutual consent process and instead going through the formal redundancy process whereby they will be put “at risk” and offered the new job via the redeployment process as a suitable alternative role.
 9. Any employee who fails to engage with the redeployment process, will be dismissed on grounds of redundancy but is unlikely to receive a redundancy payment as they have chosen not to accept suitable alternative employment.
 10. At a meeting with the trade unions on 15th March 2011, this proposed amendment to the appointments policy was accepted.

Environmental Impact of the Proposal

11. None.

Equalities Impact of the Proposal

12. None

Risk Assessment

13. None

Options Considered

14. None.

Recommendation

15. To approve the amendment to the appointments policy and procedure.

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Appendices

- Appendix 1 – amended appointments policy and procedure

The following unpublished documents have been relied on in the preparation of this Report: **None**