

# WARWICK DISTRICT COUNCIL

**TO: PERFORMANCE REVIEW SUB COMMITTEE - 22<sup>nd</sup> MARCH 2000**

**SUBJECT: REVIEW CONSULTATION PROCEDURE**

**FROM: COMMISSIONING TEAM**

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## **1.0 PURPOSE OF THE REPORT**

1.1 To submit the attached revised Review Consultation Procedure for endorsement by the Committee as the last personnel policy to be reviewed during this financial year.

## **2.0 BACKGROUND**

2.1 The Review Consultation Procedure for Warwick District Council has been in place for a time and has not been reviewed. Change within the council is high on the agenda with the move to Leamington House and the modernising local government agenda so it a good opportunity to ensure that the mechanism for consulting staff and the unions about reviews of working practices is up to date.

## **3.0 MAIN FEATURES**

3.1 The draft revised Review Consultation Procedure has been the subject of consultation with the Chief Executive, Heads of Business Units and Trade Unions and is attached to this report

3.2 The main amendment to the procedure is the addition of a section dealing with corporate issues. The previous guidelines concentrated mainly on operational changes within individual Business Units and did not recognise clearly the need to consult on the introduction of corporate policy issues which may have an affect on more than one unit.

## **4.0 COMMUNICATION OF THE POLICY**

4.1 The fact that the policy has been revised will be announced in the next issue of Warwick Update with a reference to the availability of the policy from Personnel Coordinators in Business Units and from the Central Personnel Unit. Special attention will be given to ensuring that all managers and policy makers are aware of the changes.

## **5.0 KEY ISSUES STRATEGIES : none**

## **6.0 CONCLUSION**

6.1 The Review Consultation Procedure has been revised to reflect the concerns expressed by the Trade Unions over the implementation of the existing procedure. All those consulted are happy with the amendments.

## **7.0 Recommendation**

7.1 Members are requested to endorse the revised policy as attached to this report

Karen Pearce  
Corporate Personnel Manager

## **BACKGROUND PAPERS**

Performance Review Sub -Committee March 1999 Review of Personnel Policies

**For more information about this report please contact:**

Elaine O'Brien Senior Personnel Officer  
Tel: (01926) 884848.....(Direct Line)  
E-mail eobrien@warwick.gov.uk

**Areas in District Affected: None**

## **MANAGEMENT GUIDELINES - REVIEW CONSULTATION PROCEDURE**

### **Purpose**

The purpose of this agreement is to facilitate the smooth introduction of change by ensuring that full consultation is carried out prior to its implementation.

This may take place at a local (Unit) level or on a corporate (Council wide) level.

### **Scope**

Consultation will take place with representatives from Trade Unions recognised by, and employees of, Warwick District Council on the following matters.

- Staffing review/re-organisation/restructuring
- Redeployment
- Changes to working hours/working practices
- Changes to the physical working environment
- Changes to local (departmental) terms and conditions
- Policy proposals/review

It is not intended to cover minor operational changes that fall within the scope of normal day to day management, for example small alterations to work allocations within job descriptions

### **Principles**

1. Consultation should begin at the earliest possible opportunity. This may be before the precise details of the changes to be implemented are known, provided agreement in principle has been reached on the review/project objectives. The Trade Unions (i.e. UNISON/MPO) should be officially notified at

this time via their respective Secretaries.

2. The consultation process should be as full and frank as possible, the aim of the process is to ensure that information is made available to employees so that they are aware of why the changes are necessary and are less vulnerable to rumour and the 'grapevine'.
3. The consultation process needs to be conducted so that it allows the concerns of employees to be properly addressed, both in terms of the time allowed and the information provided.
4. The process will be initiated and led by the Review Manager, in consultation with the Corporate Personnel Manager. Unit trade union representatives will be briefed initially, followed as soon as possible thereafter by the employees affected.
5. Unit trade union representatives may request the presence of branch trade union officials at consultative meetings, should they feel the need for a wider view.

### **Procedure for Corporate Issues**

1. If a proposed review will have implications for more than one Unit, the Corporate Personnel Manager, or another member of the Strategy Team, will brief the Branch Secretaries regarding the proposal as soon as possible.
2. Further consultation will take place as necessary, with the Trade Unions being able to request the opportunity to meet with the Review Manager.
3. The Review Manager or his/her representative will keep the Trade Unions advised of the progress of the review including the final proposals before they are submitted for ratification via the appropriate channel.
4. All reports submitted to committee regarding a restructure of staff or policy review must include a separate section outlining details of the consultation that has taken place with the Trade Unions setting out the degree of Trade Union support for the proposal.
5. The proposed changes are implemented after ratification.
6. Throughout the review consultation process discussions on specific issues relating to individual members of staff will take place with the individual and the trade unions as necessary.

### **Procedure for Operational Management Issues**

1. As soon as a review is contemplated the Review Manager notifies the Trade Union Secretaries and holds a briefing with Unit representatives of the recognised trade unions. This is followed as soon as possible by a meeting with employees likely to be affected. The purpose of this meeting is to advise those present that a review is proposed, what the objective of the review is, and to ask for any comments/proposals.
2. Further consultation takes place as necessary, informing the Trade Unions of progress,

prior to the Review Manager drawing up final proposals to be submitted for ratification via the appropriate channel.

3. All reports submitted to committee regarding a restructure of staff must include a separate section outlining details of the consultation that has taken place with the Trade Unions setting out the degree of Trade Union support for the proposal.
4. The proposed changes are implemented after ratification.
5. Throughout the review consultation process discussions on specific issues relating to individual members of staff will take place with the individual and the trade unions as necessary.