

APPENDIX 2

CONSULTATION PROGRAMME

TERMS & CONDITIONS REVIEW MAR 2016 EMPLOYMENT COMMITTEE

FIRST PROPOSALS:

Board set up	30 September 2015
Highlights of proposals to SMT	21 October 2015
CMT/SMT approval	28 October 2015
Draft Proposals produced	30 October 2015
JCF	3 November 2015
Manager's Forum	5 November 2015
Trade Unions comments	By 20 November 2015
CMT approval	23 November 2015
Discuss proposals with Trade Unions	25 November 2015
Publish proposals and feedback mechanisms for staff	w/c 30 November 2015
Discuss at Members/TU Joint Panel	10 December 2015
Request responses to first proposals	By 31 December 2015
Consult with Unions and discuss feedback from proposals	Ongoing
Managers Forum	14 January 2016
Respond to responses to first proposals	15 January 2016

FINAL PROPOSALS:

Produce final proposals	25 January 2016
Request responses by:	5 February 2016
Consult with Unions and discuss	Ongoing

APPENDIX 2

feedback from responses	
Respond to final responses: - Meet with staff collectively - Talk to staff individually, as appropriate	12 February 2016
Discuss at JCF	16 February 2016
Members / TU Joint Panel	24 February 2016
Unison AGM	1 March 2016
Request responses by:	2 March 2016
Sign off final proposals	By 4 March 2016

FINAL REPORT

Notification of item to Employment Committee	4 March 2016
Final CMT approval	7 March 2016
Report to be submitted to Employment Committee	11 March 2016
Discuss at Members/TU Joint Panel	17 March 2016
Employment Committee Meeting	23 March 2016

FINAL NOTIFICATION OF OUTCOMES

Notify Trade Unions of outcome	24 March 2016
Staff informed of outcome Confirm outcome in writing	24 & 25 March 2016
Notice period (3 months) for all staff	24 March – 23 June 2016

APPENDIX 2

New Terms & conditions changes implemented	23 June 2016
--	--------------

Dates that cannot be changed

Sue Firminger
HR
February 2016