

**CONSULTATION AND SELECTION TIMETABLE FOR BAORD OF DIRECTORS
POSTS**

Date	Activity	Responsibility
17/01/2011	Informal consultation meeting with individual affected employees to notify of draft proposals	Chief Executive
04/02/2011	Assessment of Board of Directors posts to determine new /unchanged (natural successor)	Chief Executive and Head of OD
08/02/2011	Meeting with Trade Unions to discuss proposals and consultation process Commence 30 days formal consultation on restructure proposals and selection process – Phase 1	Chief Executive
08/02/2011	Formal consultation meeting with affected employees in Phase 1 (Board of Directors) Commence 30 days formal consultation document on restructure proposals and selection process Identification on proposed new, unchanged, deleted posts, natural successors and those employees in ring fenced posts	Chief Executive
08/02/2011	Outline proposals to be published on the intranet for wider staff consultation on restructure proposals	Head of OD
15/02/2011	Deadline for appeals for natural successor claims for new posts	Affected employees
w/c 15/02/2011	Appeals Hearings for natural successor claims for new posts	Chief Executive, HR Business Partner plus Trade Union Representative
02/03/2011	Proposal report to Chief Officers Employment Panel	Chief Executive
10/03/2011	Meeting to end consultation and provide feedback on consultation responses with unions and employees	Chief Executive
10/03/2011	Meeting with individual employees to confirm status - unchanged, deleted or natural successor or ring fence to remaining posts. Letter to confirm status to all affected employees, outlining recruitment process and requesting written submissions and expressions of interest for post(s) as applicable.	Chief Executive
11/03/2011	Final restructure proposals to be published on intranet	Chief Executive
16/03/2011 5pm	Deadline for return of written submissions and expressions of interest for ring fenced posts	Employees
w/c 21/03/2011	Complete ring fencing interviews and selection	COEP
w/c 21/03/2011	Notify Executive of intention to appoint (48 hour period to respond)	Head of OD
w/c 21/03/2011	Notify successful employees	Chief Executive
25/03/2011	Meet with employees who are unsuccessful in ring fenced interviews Commence redeployment for employees at risk of redundancy	Chief Executive
04/04/2011	Implementation of new Board of Directors structure	Chief Executive
w/c 11/04/2011	Dismissal hearings and formal approval of dismissals	COEP