

Appendix 1



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Branch Secretary: Gary Martin

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Head of Customer Services & Business Support
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Tuesday 15th December 2015

Restructure consultation documentation within Customer Services & Business Support

Dear Jonathan

I write on behalf of the Branch in respect of four consultations involving the Transformation Management Team, Customer Service Management Team, Scanning & Indexing and the Personal Assistant Support Services Team.

To pre-empt your reminder re the close of consultation, we are aware that formal consultation ended on Friday 11th December but the information and points made in this correspondence regard the employer's obligation to consult in a meaningful way through original documentation and for the provision of information to be made that may be of assistance to trade unions and staff to mitigate the potential impact of workforce reduction to assist with the next stage of implementation. You will also be aware that branch officers cannot devote vast amounts of time and resources due to the restrictions on facility time and so we do expect, when being consulted on multiple changes, that the information should contain all that we are asking for below as a bare minimum.

Below are requests for information/and or clarification, listed in no particular order of importance, that will assist the advice and support that we can give to our members and also ensures that the Council is acting in full compliance with its legal obligations to consult meaningfully;

1. Proposed Changes to Scanning and Indexing Services

The consultation paper refers our members/staff to the offer of seeking alternative employment within the Council due to the transfer of this function to the north of England and Scotland which, given the potential of severe material detriment for staff under TUPE (2006), we welcome. However, what the paper does not clarify is the exact number of staff in posts, their FTE status, their contract type and if there are posts in the service that are filled by agency workers. Please can you provide this information to the Branch in advance of Friday's (18th December) meeting?

Our members have also raised concern and have questioned the early mitigating actions management have undertaken to reduce the impact of the potential for redundancy. You will be aware of the requirement to act early and identify potential redeployment opportunities (see section 1.2 of the Change Management and Organisational Review Procedure) and we question if an analysis has been undertaken yet to identify potential redeployment opportunities and vacancies of posts both within the Business Support Service and across the Council for the impacted staff?

Ahead of Friday's meeting, please can you provide a list of all agency filled positions in the Business Support Service and any administrative type work across the Council so that work can commence to reduce the impact of job loss. Finally, UNISON question if the Council's Redeployment Officer/HRD have been notified of the potential for these and other redundancies in your service area?

2. Proposed Changes to Personal Assistant Support Services

As with the lack of profiling information in relation to point 1 above, please can you provide this union with the FTE and contract status of those identified and ringfenced to the posts of Personal Assistant to Corporate Director.

3. Proposed Changes to Transformation Management Support Team

Little information is provided to substantiate why funding did not 'lift and shift' with this Team to fund the salaries of those staff employed after 1st April 2015. We request further clarification and information surrounding the background of this matter which has resulted in serious implications for the staff impacted and raises further concerns regarding the selection process for redundancy i.e. is this an example of 'if you're face doesn't fit you're out' scenario? What legal basis does this decision have?

UNISON further questions the basis for this decision and, evidently, the fundamental lack of fiduciary responsibility on behalf of those officers responsible in ensuring that the 'lift and shift' agreement was financially sound and was not a short term fix destined for failure. Please can you provide a full response to the issues raised here? We also request a FTE staffing profile of the staff implicated as per the request in points 1 and 2 above.

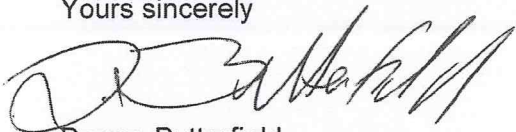
4. Proposed Changes to Customer Services Management Structure

Again, we are unable to view or ascertain the FTE staffing profile of the staff implicated by the proposal in the ring fence and request to see profiling information (as above) that informs of their FTE status and contract type i.e. those listed on page 6 of the consultation paper. Given the potential for redundancies in this area, we question what early measures have been undertaken to reduce the impact of redundancy and the liaison with the Redeployment Officer in HR to commence work in identifying potential posts and opportunities.

Further, the Branch Administrator wrote to Alex Dewsnap by email last week and requested the accompanying EqIA's for these proposals. Unfortunately we have not received any EqIA despite Mr Dewsnap informing us that you have devised them. As they have been devised, please can you provide all EqIA as we had originally requested at your earliest convenience.

We look forward to receiving a full and comprehensive response and the information requested ahead of Friday's meeting. We kindly ask that you provide this information by email to John Royle, the responsible officer leading on the proposals.

Yours sincerely



Darren Butterfield
Assistant Branch Secretary

CC Gary Martin, Branch Secretary
John Royle, Assistant Branch Secretary
Tom Whiting, Corporate Director
Annette Thomas, HRD (Redeployment Officer)

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