

**Draft Implementation Plan
Joint Directors and Heads of Services
Bromsgrove and Redditch Councils.**

DATE	ACTION
27 th and 29 th July 2009	<ul style="list-style-type: none"> • Full Council/Cabinet meet to consider and decide on proposals – agree in principle • Appointment of Joint CEO to continue with Secondment for 3 years and 6 months • Delegated authority to Joint CEO to develop proposed structure for single management team and report back to Full Council with recommendations following consultation process with affected staff and trade unions, in September.
Aug 2009	<p>Begin informing groups listed below, giving outline of proposals agreed in principle by Members:</p> <ul style="list-style-type: none"> • Trade Union briefings • All Staff briefings issuing indicative timeline
Aug 2009	<p>Joint CEO with support from WMLGA to:</p> <ul style="list-style-type: none"> • Develop structure/new JD's, Person Specifications/evaluation & salary grading of proposed new jobs, determine terms and conditions etc. • Determine interview process and panel • Agree consultation letters to “at risk” staff • Determine ring fences based on proposed structure • Agree recruitment process • Commence tendering process for recruitment to new posts • Organise training on assessment centres and interview techniques
1 st and 2 nd Sept 2009	<p>One to one meetings with directly affected staff to inform them of proposed structure and proposed process for recruitment</p>

2 nd Sept 2009	Report due out to Shared Services Board on proposed Single Management Structure Meeting with Trade Unions on proposals to be considered by Shared Services Board.
8 th Sept 2009	Shared Services Board considers draft structure proposals
9 th Sept 2009	Briefing Trade Unions on Shared Service Board response to proposals Briefing Management Teams at Bromsgrove and Redditch on Shared Service Board response to proposals
9 th – 14 th Sept 2009	Staff Briefings on structure proposals
14 th Sept 2009	Redditch Council to consider Single Management Team proposals
16 th Sept 2009	Bromsgrove Council to consider Single Management Team proposals (Note it is assumed that the report to the full council meeting will be the same one as that to the Shared Services Board and will be supplemented by the minutes of the Board).
17 th Sept 2009 6 week Consultation Process 17 th Sept – 29 th Oct 2009	Formal consultation begins giving detail of proposed structures (in sequential order): <ul style="list-style-type: none"> • Trade Union consultation begins • One-to-one meetings with staff potentially at risk and distribution of letters to commence formal consultation process • Invite volunteers for redundancy/early retirement as part of consultation process • All staff briefings • Drop in sessions
22 nd and 24 th Sept 2009	Building Resilience support sessions for affected staff
27 th Sept – 11 th Oct 2009	Kevin on leave
29 th Oct 2009	<ul style="list-style-type: none"> • End of consultation period (and deadline for volunteers for redundancy/early retirement).
30 th Oct – 1 st Nov 2009	<ul style="list-style-type: none"> • Joint CEO to consider consultation responses from affected staff and trade unions

2 nd and 3 rd Nov 2009	<ul style="list-style-type: none"> • Joint CEO to advise affected staff and trade unions of final proposals for new structure to be submitted to Full Councils • Report due out to Shared Services Board on final recommendations on proposed new Joint Management Team • Staff Briefings
Nov 2009	<ul style="list-style-type: none"> • Joint CEO to present final recommendations on proposed new Joint Management Team to Shared Services Board, including trade union and staff responses to consultation process and details of volunteers for redundancy/early retirement (Board meeting needs to be set up – 9th November) • Joint CEO to present final recommendations on proposed new Joint Management Team to both Councils, including trade union and staff responses to consultation process and details of volunteers for redundancy/early retirement. <p>Redditch Council – 16th Nov 2009 (Special Council needed) Bromsgrove Council – 18th Nov 2009</p> <p>(Note it is assumed that the report to the full council meeting will be the same one as that to the Shared Services Board and will be supplemented by the minutes of the Board).</p>
19 th Nov 2009	<p>Joint CEO to communicate decision of Full Councils:</p> <ul style="list-style-type: none"> • Trade Union briefings • One to One meetings with staff directly affected, (including confirmation of decision for any volunteers for redundancy/early retirement). • All staff briefings • Director and Head of Service jobs advertised to “at risk” staff”
1st Dec 2009	<ul style="list-style-type: none"> • Closing date for applications for ringfenced posts • Interview timetable issued
w/c 14th Dec 2009	<ul style="list-style-type: none"> • Interviews/Assessment Centres for Joint Directors <p><i>(N.B. Allows 10 days preparation time for the benefit of candidates)</i></p>
Dec 21 st – Jan 1st	<ul style="list-style-type: none"> • Christmas Break

w/c 4 th Jan 2010	<ul style="list-style-type: none"> • Shortlisting of Heads of Service (by Joint CEO and Directors Designate) • Notification of shortlist 8th January •
w/c 18th Jan 2010	<ul style="list-style-type: none"> • Interviews/Assessment Centres for Heads of Service and any unfilled Director posts (including Directors Designate) <p><i>(N.B. Allows 10 days preparation time in between notification of shortlist and actual interviews)</i></p>
By 25 th Jan 2010	<ul style="list-style-type: none"> • Notice of dismissal served to displaced Directors and Heads of Service
Jan – April 2010	<ul style="list-style-type: none"> • Seek redeployment opportunities for displaced Heads of Service
19th April 2010	<ul style="list-style-type: none"> • Notice expires for displaced Directors and Heads of Service
20th April 2010	<ul style="list-style-type: none"> • Newly appointed Joint Directors and Heads of Services commence appointment