

**DRAFT TIMETABLE FOR PROPOSED INCREMENTAL FREEZE/ VOLUNTARY SEVERANCE SCHEME**

Please note, this is a draft timetable, which is liable to change.

<b>DATE</b>	<b>DETAILS</b>
28 November 2011	Letters to all staff:  1. Direct staff consultation on proposed incremental freeze and  2. Voluntary severance scheme as an alternative to incremental freeze. If this achieves enough savings, the Council will not pursue incremental freeze
28 November 2011 – 30 December 2011	1. Presentations with all staff:  • Why change is necessary/ how it will affect the employee/ when it will take effect/ proposed variation  2. Consultation meetings with all staff:  • Receive employee feedback on changes • Note objections to change and reasons  3. In light of consultation- consider whether proposal can be amended
7 December 2011	Council's Redundancy Schemes Ends
8 December 2011	Voluntary Severance Scheme published
3 January 2012	Voluntary Severance Scheme Ends
10 January 2012	Council considers voluntary severance scheme applications
16 January 2012	Employment Committee- If Voluntary Severance Scheme achieves enough savings, no changes in terms and conditions will be required.
Employment Committee- if savings are not secured though the Voluntary Severance Scheme, the Council may need to introduce the final proposal to terms and conditions as below	
w/c 16 January 2012	Council writes to all employees to obtain written agreement to new contract. If there is no agreement and it is concluded necessary, the Council may need to dismiss and offer new contracts of employment
27 January 2012	Time for employees to accept new contract to take effect on 1 April 2012
20 February 2012	If it is concluded that it is necessary, the Council may issue dismissal and re-engagement letters with three months notice- to all non-acceptors. Offer dismissed employees the right of appeal
27 February 2012	Hold any appeal hearings and write to employee following outcome of appeal

## APPENDIX 2

1 April 2012	All employees that have accepted will be on the new contract of employment
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