

HR and Communications timeline key dates and activities

DRAFT

Date	Activity
27 July	Executive Member Report made available to all staff
27 July	Initial briefing to Union representatives
2 August	Consultation Period starts
9 August	Letters dispatched to all affected staff
9 August	Start of opportunity for staff to express interest in possible voluntary early retirement or voluntary redundancy
September/ October	All staff briefings
10 September	End of opportunity to express interest possible voluntary early retirement or voluntary redundancy
3 November	Consultation closes
5 November	Selection process for posts starts (highest level first)
10 December	Selection processes completed
December	Formal notice given to staff of redundancy
	<i>Redeployment period of at least 3 months will be given to all staff given notice</i>
January/February 2011	Any appeals on selection for redundancy heard
1 April 2011	New structure implemented