**CONSULTATION PROCESS**

**CHECKLIST**

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| 1. **DEFINE PROJECT BRIEF /MANAGEMENT PROPOSAL(S)**
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| * Clearly establish and set out project requirements/management proposal(s)
* Detail the aim, purpose and reasons for the proposals
* Define any required outcomes or objectives
* Ensure that any targets are measureable and achievable
* Set an overall timescale for completion of the project/implementation of proposal (s)
* Identify key dates/milestones where appropriate (eg. committee dates)
* Nominate a Lead Officer to take the project/proposal (s) forward
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| 1. **LIAISON WITH HUMAN RESOURCES**
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| * Discuss and identify potential staffing implications and areas for consultation
* Decide whether informal consultation is appropriate
* Consider who should be involved/ who should be consulted and the appropriate forum to be used.
* Determine any approvals required prior to consultation (eg. committee approval of proposals in principle)
* Agree draft timescales for consultation and approach to be taken
* Determine any issues, if any that will remain confidential at particular points of the process. Ensure this decision is communicated to relevant parties at the outset.
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| 1. **PREPARE INFORMATION FOR CONSULTATION**
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| * Set out proposals and any background
* Specify the reasons for proposals, including appropriate budget information
* Explain who will be affected, how and when
* Outline support available
* Outline options available and those under consideration (without ruling others out)
* Consider using questions to trigger and target responses
* Indicate a reasonable timescale and method for feedback
* Set out a draft timetable for progress/implementation
* Ensure consultation information is passed to the relevant forum (eg. Service Management Team) for approval prior to commencing consultation with Trade Unions /Employees.
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| 1. **ARRANGE CONSULTATION MEETINGS WITH TRADE UNIONS/EMPLOYEES**
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| * Invite employees and Trade Unions to meetings to convey information/proposals (using Template Letters at Appendix 5)
* Consider the timing of meetings so that employees can attend
* Advise the relevant member of Human Resources of the consultation meeting dates/timings
* Hold separate meetings for more detailed discussions with the relevant trade union representatives
* Hold separate meetings, as appropriate, for more detailed discussions with individuals directly affected by proposed changes, providing the right to be accompanied by a Trade Union representative or colleague
* Ensure that discussions are as comprehensive as possible and that the full implications of proposals are understood
* Ensure all employees are given the opportunity to respond to the consultation.
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| 1. **CONSIDER/ REVIEW FEEDBACK**
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| * Gather and consider all information received
* Arrange follow-up meetings to respond to issues raised, if necessary (using Template Letters at Appendix 5)
* Collate comments, consider (giving appropriate weight) and respond to comments made. The *Communication & Consultation Employee* *Issues/Queries Log* is a useful means of capturing comments/queries.
* Provide the opportunity to meet and report back and explain why any comments are not incorporated or deemed relevant
* Take account of information and views and incorporate into or amend proposals as appropriate
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| 1. **FURTHER CONSULTATION**
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| * Undertake further consultation if a significant change is made as a result of the feedback. This will depend upon the impact of the change to the original proposals.
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| 1. **CONCLUSION OF CONSULTATION PROCESS**
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| * Report outcome of consultation process to Service/Corporate Management Team, relevant Council Committee as appropriate.
* Inform Employees and Trade Union Representatives of decision and implementation arrangements (using Template Letters at Appendix 5)
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| 1. **IMPLEMENTATION OF PROPOSALS**
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| * Proceed with implementation in conjunction with Human Resources and provide updates to the Trade Union /Employees as appropriate.
* Complete paperwork to ensure relevant contractual changes are actioned.
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