**CONSULTATION PROCESS**

**CHECKLIST**

|  |  |
| --- | --- |
| 1. **DEFINE PROJECT BRIEF /MANAGEMENT PROPOSAL(S)** | |
| * 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 |  |
| 1. **LIAISON WITH HUMAN RESOURCES** | |
| * 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. |  |
| 1. **PREPARE INFORMATION FOR CONSULTATION** | |
| * 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. |  |
| 1. **ARRANGE CONSULTATION MEETINGS WITH TRADE UNIONS/EMPLOYEES** | |
| * 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. |  |
| 1. **CONSIDER/ REVIEW FEEDBACK** | |
| * 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 |  |
| 1. **FURTHER CONSULTATION** | |
| * 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. |  |

|  |  |
| --- | --- |
| 1. **CONCLUSION OF CONSULTATION PROCESS** | |
| * 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) |  |
| 1. **IMPLEMENTATION OF PROPOSALS** | |
| * 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. |  |