

## Appendix D – Categorisation

Key	Consultation	Decision Making
<b>A</b>	<ul style="list-style-type: none"> <li>• No consultation required with external partners but where the proposals affect them, they need to be informed as soon as possible prior to implementation date.</li> <li>• Legal agreements covering funding or service delivery arrangements must be complied with or re-negotiated.</li> <li>• Relevant notice and termination provisions to be followed for cessation of agreements. Officers should check individual agreements and seek advice, as required on case by case basis.</li> <li>• Statutory consultation with the recognised trades unions in relation to staffing reductions will be managed through normal channels (Informal Corporate Joint Forum, ICJF, Joint Consultative &amp; Negotiation Panel, JCNPs, etc) as part of the s.188 process.</li> <li>• For proposals involving the transfer of services to other bodies, TUPE requirements must be followed.</li> </ul>	<ul style="list-style-type: none"> <li>• Set out proposals in the Council report of 21/10.</li> <li>• Authority to proceed sought within Council report recommendations.</li> <li>• Retrospective quarterly reporting by Service Director HR to Head of Paid Service for noting, setting out information on actual headcount reductions.</li> <li>• If existing policy is being affected by proposals, then the policy document itself must be identified and amended.</li> <li>• If existing policy is being affected by proposals, then the policy document itself must be identified and amended.</li> </ul>

<b>B</b>	<ul style="list-style-type: none"> <li>• Discretionary consultation proposed in addition to Big Budget Conversation - with service users/external stakeholders/partners</li> <li>• Time scale of discretionary consultation is approx 4 weeks</li> <li>• Legal agreements covering funding or service delivery arrangements must be complied with or re-negotiated.</li> <li>• Relevant notice and termination provisions to be followed for cessation of agreements.</li> <li>• Statutory consultation with the recognised trades unions in relation to staffing reductions will be managed through normal channels (ICJF, JCNPs etc) as part of the s.188 process.</li> <li>• For proposals involving the transfer of services to other bodies, TUPE requirements must be followed.</li> </ul>	<ul style="list-style-type: none"> <li>• Set out proposals in the Council report of 21/10 seeking in principle approval for proposals.</li> <li>• Undertake discretionary consultation process, with a view to concluding consultation in readiness for Dec '10 Cabinet meeting</li> <li>• Ratification sought within Council report in Feb '11, unless an earlier decision making process is appropriate.</li> <li>• If existing policy is being affected by proposals, then the policy document itself must be identified and amended.</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>• Full statutory consultation required both internally and with external service users/stakeholders</li> <li>• Consultation period of up to 12 weeks required. Any variance only by advice, on case by case basis.</li> <li>• Legal agreements covering funding or service delivery arrangements must be complied with or re-negotiated.</li> <li>• Relevant notice and termination provisions to be followed for cessation of agreements.</li> <li>• Statutory consultation with the recognised trades unions in relation to staffing reductions will be managed through normal channels (ICJF, JCNPs etc) as part of the s.188 process.</li> <li>• For proposals involving the transfer of services to other bodies, TUPE requirements must be followed.</li> </ul>	<ul style="list-style-type: none"> <li>• Set out proposals in the Council report of 21/10, seeking approval to the proposals in principle.</li> <li>• Undertake formal consultation.</li> <li>• Update on the progress of proposals to be included in the Dec '10 Cabinet report.</li> <li>• Report on the outcome of consultation, and request for formal approval to proceed with proposals tabled at Feb '11 Council budget meeting or later, as required.</li> <li>• If existing policy is being affected by proposals, then the policy document itself must be identified and amended.</li> </ul>