

## **Appendix 1**

### Summary of 2010 consultation process

21 July The Director of Operations attended an all staff meeting with over 40 people and with around 2.5 hours of discussion. (Notes of questions and answers were taken).

23 & 27 July Human Resources team presentation to staff on change management procedures with opportunity for individual one-to-ones

27 July Formal consultation with staff at Losehill Hall with Head of Human Resources and chair of Staff Committee

29 July and 2 August The Chief Executive made himself available to meet individual members of staff at Losehill Hall

Week commencing 9 August letters signed by the Chief Executive (or Head of Losehill Hall) sent to key stakeholders and potential partners

17 and 24 August The Head of Losehill Hall facilitated workshop-style meetings with staff (notes of the meetings were taken)

26 August The Director of Operations made himself available to meet with staff

31 August Further one-to-one staff meetings with Human Resources colleagues plus ongoing telephone support

2 September UNISON regional official briefing, together with Staff Committee

8 & 9 September the Director of Operations made himself available to meet staff

The Chair of Staff Committee and UNISON representative have been briefed and consulted by senior management team as, appropriate, throughout the overall Authority budget planning process.