

CYP reorganisation - Staff Q&A

Question	Answer
Will staff have to apply for roles in the new structure?	<p>The proposed staff impact document sets out where staff are proposed to be directly assimilated because the new or amended role is substantially similar to the role they currently hold which means they would not have to apply for the role.</p> <p>In some instances a new/amended role has been ringfenced for others who would be impacted by the reorganisation because it's a broadly similar role and/or they may already demonstrate some of the skills and experience required. There may a selection process needed but we will try to make this as easy as possible for those involved</p>
If my role does not appear in the new structure does this mean I am now redundant?	The information presented is a proposal which, by legislation, is subject to both collective and individual consultation. Once the consultation processes have been concluded we will advise you what changes we intend to implement and how you will be impacted. At the present time you are not being notified of redundancy or being given notice
Will you keep people up to date if they are absent from work due to ill health, maternity etc?	We will ensure we have in place mechanisms to keep everyone informed throughout the consultation processes. For those who may be personally impacted by the proposals they will have the same individual consultation opportunities as their colleagues currently attending work
I am currently on an interim grade or seconded to another role – how will this affect my placement in the new structure?	Proposals to match, ringfence or disestablish roles has taken place based on substantive grades which is line with Council policy
What if I have any questions?	<p>There will be an opportunity to ask questions at the general briefings and/or you can raise any questions in the first instance with your line manager or YTrade Union representative. If you are directly impacted by the proposed changes you can have a one to one meeting and ask questions at that meeting. In addition you can e mail CYPConsultation@bury.gov.uk and we will respond to you as quickly as possible.</p>
Where can I find the annual salary for the grades in the new structure?	<p>Information can be found on the intranet at Pay award for council staff - Bury Council Intranet</p>
What is the pay protection policy?	<p>If you are redeployed into a lower graded post as a result of becoming 'at risk' of redundancy and as an alternative to redundancy you will be eligible for some pay protection under the new pay protection policy.</p> <p>Pay protection will be based on a maximum of 6 spinal column points (scp's) higher than the maximum of the new grade for a period of 12 months from the date the change took place. Where the loss in salary (based on the employee's current SCP and the effect of dropping to the maximum SCP of the new grade) is 20% or more, pay protection will remain in place for a further 12 months at 50% of the value protected – see intranet link Pay Protection</p>

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What do I do if I don't agree with the role I am being matched to?	You should discuss this in your individual consultation meeting in the first instance.
Can I have time off to look another job?	If you have been formally served with notice of redundancy you will be able to take reasonable time off to attend interviews or undertake training. Arrangements should be made in advance with your line manager.
For staff that have not had an interview for a number of years will there be any support?	We understand that this could make a difficult process more challenging and we want to be as supportive as possible to maximise retention. To this end we will provide some interview training for those staff and details will be made available in due course.
How will employees be informed of the positions that are being offered to them at the end of the consultation?	The final model will be confirmed via team briefings and 1 to 1s as appropriate. In some instances, your line manager may initially advise you verbally but changes to roles will be confirmed in writing to impacted individuals.
What will be the deadline for employees to make decisions on roles offered to them?	In view of the extended consultation period there will need to be a limited period of time for team members to confirm acceptance of offers on roles as part of the matching/ slotting or preferencing processes. Once this has happened, we will be able to commence the recruitment processes for the remaining vacant roles. We will confirm dates once we have confirmed the model to be implemented.
Will there be another opportunity for consultation if any changes to the proposed model are made?	There is only one period of formal consultation so there will not be a further opportunity once the model to be implemented is confirmed. We are keen to ensure a smooth and effective transition and welcome any suggestions throughout the subsequent implementation processes as to how improvements could be made.
How will decisions on mapping salaries be made when a role is shown as having a salary across a range?	Where an individual is slotted to a role or matched as a suitable alternative there will be no detriment to salary, and they will be matched to the nearest scale point on or above their current substantive contractual pay.
Will the flexible working policy and agile working arrangements apply for the new and amended roles in the proposed structure?	Both the extended flexi time and agile working policies are organisational rather than directorate-led policies and these will continue to operate within the new model. This must be in accordance with the published policies and will as always be subject to the requirements of the service and the role. The detail of how this might work in practice for either a new role or a role you wish to apply for should be discussed with the recruiting manager/line manager in the first instance.
Will current arrangements for home working continue?	The concept of home working is part of the agile working policy referred to above and will continue subject to the exigencies of the service and the requirements of the role. Again the detail of how this might work in practice for either a new role or a role you wish to apply for should be discussed with the recruiting manager/line manager in the first instance and may vary between teams.
I currently work term	Whilst the need for flexible working is fully supported, the

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<p>time only and want to continue with this work pattern. Will this be an issue if I want to apply for a job which operates during non term time?</p>	<p>practicalities of providing a service need to be addressed. It would not be possible therefore for all team members in a role required to provide a service all year round to work term time as continuity of service provision could not be maintained. It may however, be possible for some team members to work in this way. The detail of how this might work in practice for either a new role, or a role you wish to be considered for, should be discussed with the relevant line manager in the first instance during the application period.</p>
<p>When will I be paid any redundancy pay due to me?</p>	<p>Redundancy pay will be paid on the next pay run following the termination date, so for anyone leaving service on 31st August payment of redundancy and any accrued and unused holiday would be paid in the week following and should arrive in bank accounts on 7th September. Any changes to exit dates agreed close to a payroll cut off may have a slightly delayed payment but if this is the case, we will communicate this to you.</p>
<p>Why do some roles require a teaching qualification but are not proposed to be paid on Teachers' terms and conditions?</p>	<p>A teaching qualification for some roles is considered necessary to ensure that the job holder understands the school system, has a standing and gravitas within the schools to whom a service is provided and can then engage effectively with the key contacts at that institution. If the responsibilities of the role do not require them to be actively engaged in the delivery of teaching they are not eligible to be employed on Teachers' terms and conditions nor to pay into the Teachers' Pension Scheme.</p>
<p>There are a number of things contained within the job descriptions that we are concerned about operating in practice. How can we address these concerns?</p>	<p>Job descriptions have been reviewed following consultation and we plan, as part of the implementation preparation to set up some working groups to map out the processes and discuss how to resolve some issues which will inevitably arise. If you would like to be involved in this please let your line manager know.</p>
<p>We have concerns about potential lack of impartiality in some proposed processes. How can these concerns be addressed?</p>	<p>All processes will be reviewed to ensure legal and statutory compliance. Where you have particular concerns relating to compliance, these should be raised with your line manager in the first instance.</p>
<p>The new ways of working will require some staff to have training to meet the needs of the role/s. Will this training be provided?</p>	<p>We accept that, with the new ways of working and role changes, some additional skills may be required in some areas. We are keen to ensure that staff within the model have the required levels of skill and expertise needed to fully undertake their duties and responsibilities both in the short term and as the model evolves and are committed to providing the support to enable these skills to be acquired. Where necessary we will liaise with the People Strategy Team to advise on the most appropriate training delivery methods which may not always be via training courses.</p>
<p>We have concerns that insufficient numbers of staff are being proposed to undertake the work</p>	<p>We appreciate that when moving to new ways of working it can be difficult to separate out what has been done historically to the way in which both the LA and schools will need to focus on their respective statutory duties moving forward.</p>

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<p>required in the new model. What assurances can you give us that this proposed model is workable?</p>	<p>The management team have looked at delivery requirements across the service and are of the view that the proposals set out for consultation provide sufficient capacity, and appropriate roles to meet anticipated work volumes. We will constantly review the model and capacity both as we embed the new ways of working and as the model matures to ensure we have 'got it right.' We will work with teams to ensure we operate efficiently and effectively to deliver on our obligations and provide the best service for the children.</p>
<p>What restrictions are there on any future employment with the Council or schools if I am made redundant?</p>	<p>For employees who are compulsory redundant they are not prevented from either returning to the Council at a later date or taking up employment with other LAs or within schools after the date of their redundancy. If an opportunity arises in the future for these staff they are welcome to apply in the normal way. In a situation where the Council has in effect 'enhanced' the severance package via the payment of pension capital costs, consideration will need to be given as to whether re-employment represents best use of Council funds so re-engagement is not necessarily automatic but will be considered prior to an offer of employment being made. In addition, the Local Government Modification Order 1999 prevents an employee from being entitled to a redundancy payment if, when under notice of redundancy, they receive an offer of a job from another Modification Order body before the termination of their employment and they take up the employment within four weeks of the end of the old employment. However, in such circumstances, employees' continuity of service is protected, and they would continue to receive entitlements that may depend on length of service (such as additional annual leave etc.) Modification Order bodies are wide ranging and include Local government organisations, planning associations, Housing Action Trusts, some Care Trusts, Academies, and schools, former polytechnics, Police support staff, some FE Colleges and many other public sector organisations. This list is not exhaustive and employees under notice of redundancy who may be considering such future employment are advised to check any potential impact for them with their HR or Trade Union representative.</p>
<p>Where can I find information on the Employee Assistance Programme?</p>	<p>The PAM Assist Employee Assistance Programme operated independently from the Council and is staffed by experienced and professional advisors who will answer calls 24 /7 over 365 days a Year. The service provides confidential support on a range of work and personal issues and includes legal and financial advice. Further information can be found via the intranet using the following link. PAM Assist Employee Assistance Programme - Bury Council Intranet</p>
<p>What does the Council redeployment support involve?</p>	<p>Council redeployment support is primarily concerned with supporting people through the internal application and interview process and providing priority consideration for vacancies in order to maximise redeployment within the Council. This will continue. Staff are also supported via the provision of an Employee Assistance Programme which includes a 24/7 helpline and online modules on topics such as Job Changes and Coping with Change.</p>

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	<p>In addition, we will reach out to schools to alert them of the possibility of teaching staff seeking work outside of the Council’s central services requesting alerts to vacancies which we can circulate and priority consideration thereafter.</p> <p>There will also be signposting to useful resources, including:</p> <ul style="list-style-type: none"> ○ an online e-learning module on interview skills available for Council staff to access via website https://buryc.melearning.university/course_centre Once employees have logged in, they should go into the course library and search for Interview Skills and then enrol. If they have any difficulties, they should email PSD@bury.gov.uk ○ guidance on using social media and other platforms to search for work e.g., Find job vacancies National Careers Service ○ guidance on becoming self-employed e.g., Start Smart GC Business Growth Hub and EnterprisingYou GC Business Growth Hub <p>Further the HR/OD Team could, if needed, issue a questionnaire to adversely impacted staff (once the final model is confirmed) to understand any commonality of support required and to consider what further interventions may be of use. This will be discussed at team meetings in the coming weeks, to measure the appetite for this level of support from the staff affected by these processes.</p>
<p>What will be the process to fill vacant roles when the new model is confirmed?</p>	<p>In order to maximise opportunities for redeployment and hopefully minimise redundancies we will initially ask for expressions of interest in vacant roles from the CYP impacted service areas. We will try to make this process as streamlined as possible to reduce any continued uncertainty but may, for some opportunities need to go through a selection panel. Other staff at risk of redundancy elsewhere within the Council will also need to be made aware of these opportunities before any wider recruitment process is initiated. Where roles then remain unfilled the standard recruitment processes will then apply.</p>
<p>How will the transition from current model to a new model be managed? What will be the timing of any changes?</p>	<p>The target date for full implementation is 1st September 2023. Once a model is confirmed, discussions will take place at service level to agree the phasing, transition steps and how to manage current workloads. Some services may be able to transition to new ways of working earlier than others. Any transition phasing will not impact on the proposed date of termination of employment for adversely impacted employees and this remains as 31st August 2023.</p>
<p>What is the process for communicating these proposed changes to schools?</p>	<p>We have used the weekly briefing communications; the Headteacher Conference; we have met schools who would be most adversely impacted individually and when we have launched the Headteacher Hub which is imminent. We will ensure all comms are held on the Hub page as well as through emails and meetings.</p>
<p>Some other LAs still provide some sort of CLAS service, Did Bury consider a different model</p>	<p>Bury sought for some years to move to a traded model. However the trade only accounted for a very small proportion of the overall Budget so it was not considered economically viable to continue.</p>

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as opposed to ceasing the service altogether?	
We don't think some roles are graded appropriately. What can we do?	On the basis of the content of the job descriptions provided as part of the consultation pack, roles have been reviewed and/or independently evaluated on their own merits. As such there is no justification for further review. If, as a result of consultation, job content changes a review will be requested which may then require the role to be considered again. Please note that if re-evaluated, the grade of a role may not be increased and could then either remain the same or move to a lower grade. Employees who are slotted into a role are permitted to appeal against the grading of their post; if this applies, details of how to appeal will be included in your variation of contract letter once issued. It would not be appropriate to do this until postholders are in their assigned new roles and have an understanding of how the role works in practical terms.