

Consultation Procedure

July 2026

Contents

Contents	2
1. Purpose	3
2. Scope	3
3. Principles	3
4. Selecting the correct procedure to follow	4
5. Consultation procedure	5
Appendix 1: Consultation Proposal Document	11
Appendix 2: Senior Manager and Elected Member Sign-Off Form.....	13
Appendix 3: Notification of Formal Consultation	15
Appendix 4: Employee Consultation Feedback Form	17
Appendix 5: Summary of Feedback and Responses Form.....	18
Appendix 6: Outcome to Consultation letter template	19
Appendix 7: Form for Consideration of 60% Slotting In	21
Appendix 8: Redundancy Appeal Procedure	22
Appendix 9a: Redundancy Selection Criteria Challenge Form	24
Appendix 9b: Notification of Redundancy Appeal	25

1. Purpose

- 1.1 This procedure ensures that any proposed changes to structures or contractual terms and conditions is undertaken lawfully and in accordance with:
- Employment Rights Act 1996 (ERA 1996)
 - Employment Rights Act 2025
 - Trade Union and Labour Relations (Consolidation) Act 1992 (TULRCA 1992)
 - Collective consultation obligations under s.188 TULRCA (if dismissals are proposed)
 - Equality Act 2010
 - ACAS guidance on consultation and changing employment contracts
- 1.2 This document should be read in conjunction with the Trade Union Consultation Framework.

2. Scope

- 2.1 This procedure applies to all employees of the Council whose contractual terms and conditions may be affected. It excludes contractors, agency workers and consultants.

3. Principles

- 3.1 The Council will:
- Engage in meaningful consultation, as soon as possible, with the trade unions, to deal effectively with important issues which affect the interests of employees and the efficient running of services to the public. Consultation periods are generally beyond the minimum required by ACAS guidance on contract changes and consultation processes.
 - Follow statutory information sharing obligations with recognised trade unions (TULRCA 1992; ACAS Code of Practice on Disclosure).
 - Carry out an Equality Impact Assessment wherever appropriate, to comply with the Equality Act 2010.
- 3.2 Additionally, there will be some major changes which need consideration in principle by the Council before effective consultation can begin with the unions, for example options around major changes to services that are required to go out for public consultation. It is recognised that this information might be sensitive, however, information should be shared confidentially with the Unison Branch Secretary in their capacity as Union Convenor, before such consideration occurs. This early 'heads up' will ensure that, when the information is released to the public, the trade unions are aware of it and so are better placed to support employees. It will also ensure that there is a sound basis for future consultation with employees once options are finalised.

4. Selecting the correct procedure to follow

- 4.1 Changes take many different forms and so it is important to select the correct consultation procedure to follow, to remain legally compliant and act proportionately.
- 4.2 The following table indicates which consultation procedure to follow depending upon the type of change being made, but if there is any uncertainty, speak to the People Advisory Team:

Types of change	Consultation procedure to be followed
Straightforward changes where there are no amendments to grades or contractual terms and conditions – for example: <ul style="list-style-type: none"> ▪ Review of a job description ▪ Change of line management ▪ Changes to an individual’s duties or other changes that do not change the establishment ▪ Work base relocation ▪ Changes that can be made as operational decisions taken under Delegated Powers which are within an approved budget and do not raise any policy/employment issues (e.g. increases in hours that have no other effect/implications, creating a new position within budget outside of a restructure or reconfiguring a vacancy where there are no wider implications) 	No formal procedure needed. However, it is recommended that informal consultation is undertaken with relevant staff and trade unions to obtain agreement to the proposed change and a variation to contract issued where relevant.
Restructures, changes to the establishment (unless a straightforward change, as set out above), changes to terms and conditions or redundancies (outside of the Fixed Term Contract Toolkit) affecting up to 19 people	Streamlined procedure
Restructures, changes to the establishment (unless a straightforward change, as set out above), changes to terms and conditions or redundancies (outside of the Fixed Term Contract Toolkit) affecting 20 or more people OR Complex changes affecting less than 20 people (decision to be taken in consultation with the trade unions)	Full procedure

5. Consultation procedure

5.1 Identifying the need for change

At the outset, managers should identify a clear rationale for making a change and consider the options available. At this stage, before a formal proposal is developed, it is required that a confidential 'heads up' is provided to the Unison Branch Secretary in their role as Union Convenor. However, managers must not issue consultation packs direct to the trade unions – these will be channelled via the People and Inclusion service, in line with Consultation protocols.

An Equality Impact Assessment should also be started, if required, and developed alongside the proposal – to inform the approach, not at the end.

5.2 Developing the proposal

Management will be responsible for developing the detail of the proposal. A template is attached at Appendix 1 and includes:

- Rationale for the proposed change(s) and perceived benefits
- Current structure
- Proposed structure
- Cost of structure before and after the proposals take effect
- Consultation timetable
- A list of all jobs in the section affected by a restructure and the impact on each one, including employees by name and how they are impacted by the proposed changes. Names will be included for the S188 meeting only, and they must be removed prior to the proposals being circulated to staff.
- Current and proposed job descriptions/person specifications for all new or revised posts (the proposed job descriptions must have been job evaluated and moderated to ensure that costings are accurate within the proposal)
- Proposed approach to appointments/assessmentsImplementation timescale and plan for the proposals

If there are any agency workers within the affected service, information must also include details of the type of work they are engaged in and how long it is expected to last, where appropriate.

5.3 Senior management sign-off

In all cases senior manager sign-off is required in accordance with the Council's Scheme of Delegation.

Prior to seeking senior manager sign off, the proposal should be discussed with the People and Finance business partners.

A template for sign off is attached as Appendix 2.

The fully signed document should be shared with the People Partner, who will support sharing with trade unions in advance of formal consultation.

5.5 Formal consultation

ACAS defines consultation as when employers 'talk and listen to affected employees or workers and any trade union or other relevant employee representatives' and state that during consultation employers should:

- help them understand the reasons for the proposed changes
- ask for their feedback on the proposed changes
- answer any questions
- respond to any concerns
- listen to any reasons people may have to object to the proposed changes
- consider any other proposals they may put forward
- consider if they should make any revisions to the proposed changes to address any points raised

Management will then be responsible for commencing formal consultation with the trade unions and employees through the formal consultation meetings (previously known as S188). Where proposals affect 20 or more employees there will be a letter of notification sent to the trade unions providing all of the information in the template letter at Appendix 3. Also provided with the letter will be a full copy of all of the consultation documentation as outlined in 5.2 above.

Where the proposals affect less than 20 employees there is no statutory requirement to consult. Therefore, it is not necessary to issue the formal notification of restructure letter (Appendix 3) to the trade unions but the consultation pack should be provided and tabled formally through the usual channels.

Consultation periods

The length of the formal consultation will be determined by the number of employees affected. The minimum periods are:

Number of affected staff	Minimum consultation period
Streamlined procedure	
0-19	Consultations are encouraged to progress as quickly as possible, with 2 weeks being a reasonable period. This would be extended as appropriate to cater for holidays, service requirements etc.
Full procedure	
0-19 (complex changes)	At least 30 calendar days
20-99	At least 30 calendar days
100 +	At least 45 calendar days. In consultation with trade unions this can be extended when required to up to 90 days.

Notification to the Redundancy Payment Service

An employer who proposes to dismiss twenty or more employees as redundant within a period of ninety days or less has a statutory duty to notify the Redundancy Payment Service. Notification timescales are the same as the consultation timescales specified above. Where the proposal affects 20 or more employees and there is a possibility that this number of employees might be dismissed the Assistant Director of People, Inclusion and Culture should be informed, and will arrange for a [HR1 to be submitted online](#).

Consulting with employees

The consultation process will allow for consideration of alternatives and revision of proposals in an effort to mitigate negative impact – in particular, redundancies. At the start of the consultation employees should be provided with a copy of the consultation proposals in order that they can understand what the proposals are and how they would impact them. In most cases the employee consultation pack will be the consultation proposal produced at 5.2. It is recommended that prior to, or at the same time as, receiving their consultation pack employees meet with management and the proposals are presented to them in order to clarify any points.

In cases where the consultation is proposing a reduction in staffing numbers, employees should be placed on the corporate redeployment list at priority 2, but under no obligation to consider vacancies.

During the consultation period, meetings should be arranged for affected employees to discuss the proposals. The potential impact of the proposals will help to determine the number and type of meetings required. These may include:

- Team meetings
- Peer group meetings
- Meetings with senior management
- Meetings with the trade unions
- One to one meetings

Consultations following the **Full Procedure** are likely to require more meetings than those following the **Streamlined Procedure**, where a minimum of 2 meetings would be needed, including the initial consultation launch, a feedback meeting and an offer of one to one's.

If an employee is absent for an extended period of time, e.g. on maternity leave, a career break, or off sick, managers should ensure that they still receive the same information as other colleagues, have the opportunity for a one-to-one and to provide feedback. For these staff, consideration could be given to:

- Extending the time-frame/notice period to enable a meeting to take place
- Meet at the employee's home or a neutral location
- Have a telephone or Teams call
- Allow the employee to submit written questions and provide a written response

During consultation, employees should be given reasonable access to meetings with their trade union if required and should be able to be

accompanied to any meetings concerning the proposals if requested. These meetings should not be regarded as part of the formal consultation process and time, during working hours, and facilities will be granted to enable trade unions to discuss management's proposals with the members affected. Any disagreement about such requests will be referred to the Assistant Director – People, Inclusion & Culture, and Branch Secretary.

To support the consultation process and capture feedback, managers should ensure that appropriate records are kept of discussions relating to the proposals. This may include notes/recordings or minutes of meetings and/or the use of a feedback mechanism that enables employees to raise comments or questions. Where a feedback form is used, a template is available at Appendix 4.

5.6 Finalising the proposal

During the consultation period all feedback on the proposals should be collated and considered. It is recommended that this be summarised and each point be responded to. This summary of feedback and responses should then be shared with employees and trade unions. A template is attached at Appendix 5. It is best practice to be able to demonstrate that management have considered the feedback provided and have amended the proposal as a result or can justify why this feedback is not being acted on. Any fundamental revision of the original proposals may require a further period of consultation.

Where the consultation on proposals includes changes to job descriptions, discussions will take place with People Advisory and the relevant UNISON Branch Member(s). Consideration will be given to whether any proposed changes constitute a *significant* change to the duties of the role. If changes are minor it will not be necessary to re-evaluate the grade of the post. However, any significant changes may result in the need for a re-evaluation.

5.7 Confirming the proposal

At the end of the consultation once a final outcome has been defined this should be notified to the trade union. It should be highlighted where any changes to the proposal have been made and the reason and impact of these. It should also be notified what progress has been made against the core consultation objectives i.e. avoiding dismissal, reducing the number of dismissals and mitigating the effect of dismissal.

Employees should also be notified of the final outcome and the next steps in the process (Appendix 6). Again, it is important to include employees who are absent for an extended period in this stage of the process.

An Operational Decision form should only be completed to formalise the changes if the original proposal has changed significantly since the approval at 5.3.

5.8 Selection of employees

Where the proposal involves a need to slot staff into a different number or selection of jobs, a selection process should be undertaken to determine which employee is slotted into each post.

The duties and responsibilities actually required of each employee within the existing establishment as described in their job description and person specification and the proportionate amount of time spent on key duties will be compared with those proposed for each of the positions in the revised establishment and, in the first instance, the slotting in principle of 60% will apply. Management are expected to map this out and apply the 60% rule, with employees being given the opportunity to challenge this using the form at Appendix 7.

Where it can be demonstrated that a post under the proposals constitutes at least 60% of the principal duties and responsibilities of an employee's current job description (expressed in terms of their working week) and there is only one person who meets the 60%, they may be slotted into that post. Trade unions will be consulted regarding any proposals for slotting in.

Where more than one employee can demonstrate a claim against the same post under the 60% principle, then an appropriate assessment will be used to determine who is slotted into the post – the proposed assessment approach should be set out in the consultation document.

In situations where there is a proposed reduction of staff of a particular type and all the affected employees would have a potential claim on the reduced number of jobs (e.g. a reduction of 10 staff down to 5), the slotting in process may not be appropriate. In this scenario the Council's redundancy selection process may be used in order to allocate the available posts. It is recognised that the Trade Unions do not support the use of the redundancy selection criteria but the Council reserves the right to use it as a means of redundancy selection.

Where an employee is displaced by a proposal and cannot be slotted in under the 60% principle or via the redundancy selection process, and notice of termination of employment or redundancy has been served, the employee will move to priority 1 under the Redeployment Procedure. During this time, it would be appropriate to ring fence vacant posts for consideration by affected employees.

5.9 Implementing the proposal

Normally, implementation dates would be on the 1st of the following month after the month in which final sign off. However, this date should be agreed in advance with the People Operations Team – to ensure sufficient time to action structure and payroll changes with written notifications to impacted employees.

5.10 Implementing dismissals

Where an employee is displaced by a proposal it will be necessary to implement proceedings for their dismissal on the grounds of redundancy utilising the Council's Procedure for Selection of Staff for Redundancy.

Employees will have a right of appeal against their selection for redundancy as detailed in Appendix 8, by submitting the appropriate appeal form as detailed in Appendix 9.

A full audit trail should be in place (e.g. file notes, meeting notes, minutes of meetings, e-mails etc.) The audit trail should detail the rationale for any redundancies and how/why the redundancy was agreed and by whom.

Appendix 1: Consultation Proposal Document

Department	
Service	
Proposal	
Date	

1.0 Background

1.1 XXXX

2.0 Proposed changes, rationale and benefits

2.1 XXXX

3.0 Structure charts

3.1 Current structure (incl. Temporary/agency staffing information)
XXXX

3.2 Proposed structure
XXXX

4.0 Costs

4.1 XXXX



Template.xlsx

5.0 Impact and proposed approach to appointment/redundancy selection

5.1 XXXX

6.0 Revised job descriptions

6.1 XXXX

7.0 Implementation timescales and plan

7.1 XXXX

This pack is part of the formal consultation with staff. **Post holder names must be removed before circulating to staff**

This consultation is in accordance with the Council's Employee Consultation Procedure. The length of the consultation is *specify number* days. Therefore, the consultation period will be:

Specify start and end date

Appendix 2: Approvals

Department:		
Proposal:		
Name and designation of officer submitting proposal		
Date of submission		
Outline of proposal:		
Cost of proposal:		
Employee impact:		
Use of Agency Workers		
Equality analysis (Will this proposal change policy, procedure or working practice or negatively impact on a group of people? If yes, complete EqIA, summarise issues identified and recommendations – forward EqIA to People Advisory)		
Decision taken by:	Signature	Date
Director or Chief/Senior Officer		
Finance Partner		
People Partner		
Members consulted – Where appropriate, in line with scheme of Delegation (Operational Decisions)		
Executive Member/Chair Where appropriate, in line with scheme of Delegation (Operational Decisions)		

Progress checklist	Planned date	Complete
Step 1 – Developing the proposal (including informal information sharing with the Trade Unions)		
Step 2 – Senior Management sign off		
Step 3 – Briefing Trade Unions- Section 188		
Step 4 – Formal Consultation instigated		
Step 5 – Formal Consultation period complete		
Step 6 – Finalising the proposal		
Step 7 – Confirmation of proposal including delegated power ?? Agreed unless any changes no further approval is required		
Step 8 – Selection of employees		
Step 9 – Implementation of proposal		
Step 10 – Variation to contracts		
Step 11 – Implementation of any dismissals		

Appendix 3: Notification of Formal Consultation

In all cases affecting 20 or more employees where a s188 notice is issued, the relevant People Partner must ensure a copy of the notice is sent to the Branch Secretary and the Regional Official

BY *Specify delivery method*

PRIVATE & CONFIDENTIAL

Insert Name

Branch Secretary and Regional Official
UNISON
17 Knowsley Street
Bury
BL

Dear *Insert Name*

Formal Consultation in accordance with s.188 of the Trade Union and Labour Relations (Consolidation) Act 1992 on proposals to dismiss employees in order to *summarise nature of proposal e.g. implement changes to rota; implement restructure*

In accordance with the requirements of the Trade Union and Labour Relations (Consolidation) Act 1992 I must advise you that Bury Council proposes to enter a period of consultation prior to the implementation of *summarise nature of proposal*. The consultation is to be undertaken with a view to reaching agreement and identifying ways of avoiding the dismissals, reducing the numbers to be dismissed, and mitigating the consequences of the dismissals.

In accordance with Section 188 the Council is also required to identify the matters on which it proposes to consult, these are laid out below:

1.0 The reasons for the proposals

Outline what it is proposed will change and why

2.0 The numbers and descriptions of employees whom it is proposed to dismiss

Specify the numbers of employees by type who are included within the proposal

3.0 The total number of employees of any such description employed by the employer

Specify the total number of employees of this type employed in the Council

4.0 The total number of agency workers engaged in the service area, the type of work they are contracted to undertake and duration expected.

5.0 The proposed method of selecting the employees who may be dismissed

Specify how the dismissals would occur. E.g. it is hoped that employees could be accommodated within these proposals but in the event that they are not it is proposed to write to them terminating their employment and offering to re-engage them on the revised contract, OR it is proposed to use a selection process to allocate the available posts

However, the Council will work with the Trade Unions in order to jointly identify ways of avoiding the dismissals, reducing the numbers to be dismissed, and mitigating the consequences of the dismissals.

6.0 The proposed method of carrying out the dismissals, with due regard to any agreed procedure, including the period over which the dismissals are to take effect.

Subject to the outcome of further consultation the proposed method for carrying out the dismissals is

Yours sincerely

Insert name of Senior Manager responsible for the proposal

Appendix 4: Employee Consultation Feedback Form

CONSULTATION FEEDBACK FORM

XXXX

Please use this form to indicate any comments which you would like to be considered or require a response to as part of the consultation process.

During the consultation you should consider:

- whether you agree with the proposal
- whether you agree with how we suggest that the proposal is implemented
- any other issues you wish to raise in relation to the proposals

Name: _____

Signature: _____

Date: _____

Please return this form to :



Appendix 5: Summary of Feedback and Responses Form

Issue raised	Response	Action agreed

Appendix 6: Outcome to Consultation letter template

Address 1

Address 2

Address 3

Address 4

Date

Dear

Dear Team,

Thank you to everyone who took the time to engage with the consultation process regarding the proposed changes to the staffing structure within the [DEPARTMENT] **Service**. We appreciate the openness, professionalism, and thoughtful feedback shared throughout the consultation period.

Following careful consideration of all responses received, we are writing to confirm the outcome of the consultation. The decision has been made to proceed with the proposal to [ADD – e.g. introduce / expand / amend] the team structure.

[delete if not appropriate] We recognise that this decision will have a significant impact on colleagues currently employed in **XX roles**. As a result, affected staff will be formally displaced. In line with our **Redeployment Policy**, displaced staff will be supported to seek suitable alternative **XX roles** within the organisation.

This may include:

- Redeployment to an alternative role
- A change in job title and/or team allocation
- Consideration for other suitable roles where appropriate

Where redeployment is not achievable, redundancy may be a potential outcome. Should this apply, individuals will be fully supported and consulted with in line with organisational policy.

Key Themes Raised During Consultation

We would like to acknowledge the key themes raised during the consultation, which included:

- [List consideration 1]
- [List consideration 2]
- [List consideration 3]

All feedback and concerns raised were carefully considered as part of the decision-making process.

Next Steps

We will shortly begin recruitment to the [FTE number] new [JOB TITLE] positions. Reflecting feedback received during consultation, and to support a smooth transition, confirmation of individual transition dates will follow the appointment of the new [JOB TITLES].

Once all [XX] vacancies have been filled, we will write to affected staff to confirm their transition date from their current Social Work role into their newly allocated retrospective teams. All other terms and conditions of employment will remain unchanged unless otherwise confirmed in writing.

If you have any questions or would like to discuss your individual circumstances, please speak with your **line manager, relevant senior manager, or** People Advisor , who will be happy to provide further support and guidance.

Thank you again for your engagement and continued commitment to supporting Bury residents during this period of change.

Kind regards,

[Name]

[Job title]

Appendix 7: Form for Consideration of 60% Slotting In

Please demonstrate why you think the post of included in the restructuring proposals constitutes at least 60% of the principal duties and responsibilities (including qualifications) of your current job:

Current role

Job title:

Qualifications required:

Principal duties and responsibilities	Duration and frequency
1.	
2.	
3.	
4.	
5.	
6.	

Proposed new role

Job title:

Qualifications required:

Principal duties and responsibilities
1.
2.
3.
4.
5.
6.

Name of Employee:

Signed:

Date:

Please return this form to by no later than

Appendix 8: Redundancy Appeal Procedure

The Assistant Director of People, Inclusion and Culture will co-ordinate and arrange the Redundancy Appeal Panel in consultation with all parties, including the appellant. A Redundancy Appeals Panel will only be convened in a redundancy situation.

The **Redundancy Appeal Panel** will consist of three officers, namely the Director Legal and Democratic Services (or their representative), who should act as Chair, the Assistant Director of People and Inclusion (or their representative) and a Chief Officer who is was involved in the selection of the appellant. There will also be a note-taker present.

The officer presenting on behalf of management may be accompanied by the People Advisor who supported them during the redundancy selection process. The Trade Union representative may also be accompanied by a support officer.

Role of Support Officers:-

At an appeal against selection for redundancy the Support Officers' role is to support the manager/trade union representative by:-

- Taking notes
- Finding/identifying evidence in the bundle
- Clarifying notes from the original hearing
- Pointing out issues to the original Chair that might result in the original Chair requesting an adjournment

At the Appeal Hearing the People Advisor and Trade Union Support Officers' role is NOT to:-

- Take an active part in the Hearing
- Offer their opinion to the appeals panel

Timescales

The applicant and respondent will be given at least 12 working days' notice of the date of the appeal.

All documentation will be submitted 6 days prior to the date of the appeal together and papers will be distributed to Panel members, applicant and respondent 5 working days prior to the appeal.

Unless there are extenuating circumstances, appeals will be arranged and heard within 30 working days of the receipt of the written request.

Where it is not possible to arrange the appeal within 30 days, the applicant will be kept informed of any delays.

How to lodge an appeal

The employee must lodge their appeal in writing within 10 working days of receiving the written notification of their selection for redundancy. If the appeal is received outside of the 10 working day time limit, it will be declared out of time and will not be heard.

An appeal must be addressed to the Assistant Director of People, Inclusion and Culture who will acknowledge receipt of the appeal in writing within 2 working days.

Appeal Hearing

1. The Chair of the Redundancy Appeals Panel will introduce the Hearing and explain the procedure:
 - The Applicant (employee) will state the nature of the case.
 - The Respondent (management) will be given the opportunity to ask questions.
 - The Chair and other Panel members will have the opportunity to ask questions.
 - The Respondent (management) will state the nature of the case.
 - The Applicant (employee) will be given the opportunity to ask questions.
 - The Chair and other Panel members will have the opportunity to ask questions.
 - The applicant and respondent may summarise the main points of their case if they so wish. No new evidence or information may be included.
 - The Redundancy Appeals Panel will adjourn to consider the case.
2. At the appeal hearing the employee may be accompanied by his or her Trade Union representative or work colleague.
3. The outcome of the appeal will be conveyed in writing within 5 working days of the hearing.
4. The Redundancy Selection Appeals Panel, having considered submissions from both parties, can determine whether the decision to make the redundancy was fair, whether the procedure was used correctly and/or whether any new evidence submitted would have made a difference to the decision to make the redundancy.
5. The decision of the Redundancy Appeals Panel is final.

Appendix 9a: Redundancy Selection Criteria Challenge Form

Name:

Department:

Job Title:

I wish to challenge the redundancy selection criteria scores on the following grounds
[tick appropriate box/es]: -

(A) The sickness absence calculation is incorrect	
(B) The disciplinary score is incorrect	
(C) The capability score is incorrect	
(D) The interview process was not carried out in accordance with procedure	
(E) The overall calculation is incorrect	

DETAILS OF CHALLENGE

Signed

Date

Appendix 9b: Notification of Redundancy Appeal

Please complete in as much detail as possible

Employee Name:		Department:							
Pay Ref:		Job Title:							
<p>Grounds for Appeal – Please choose ONE or MORE of the following:</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>I think that the decision to make me redundant is unfair (<i>you must state why in the box below</i>)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>New evidence has come to light not previously considered (<i>please state evidence below - note: you must also submit details in full, 10 days prior to the Appeal Hearing</i>)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>The procedure was not used correctly (<i>please state why below</i>)</td> </tr> </table>				<input type="checkbox"/>	I think that the decision to make me redundant is unfair (<i>you must state why in the box below</i>)	<input type="checkbox"/>	New evidence has come to light not previously considered (<i>please state evidence below - note: you must also submit details in full, 10 days prior to the Appeal Hearing</i>)	<input type="checkbox"/>	The procedure was not used correctly (<i>please state why below</i>)
<input type="checkbox"/>	I think that the decision to make me redundant is unfair (<i>you must state why in the box below</i>)								
<input type="checkbox"/>	New evidence has come to light not previously considered (<i>please state evidence below - note: you must also submit details in full, 10 days prior to the Appeal Hearing</i>)								
<input type="checkbox"/>	The procedure was not used correctly (<i>please state why below</i>)								
<p>Please provide full detail of the reason(s) you have ticked above including, if necessary, reference to policies or procedures <i>Please note, lack of information will result in the form being returned to you.</i></p>									
<p><u>Additional Information:</u></p>									
<p><u>Witnesses (if any):</u> Name(s):</p>		<p>Do you wish them to be called to attend the Hearing? Y/N</p>							
<p><u>The outcome you are seeking:</u></p>									
Signed:		Date:							
<p><i>This form is to be sent to the AD of People and Inclusion within 10 working days of receiving the written notification of your selection for redundancy.</i></p>									

Document Version Control

Document Version Control	
Issue Number	Date
0.01	<<Insert>>

This is a live document effective from the issue date. It supersedes any previous versions of this document, which are now withdrawn.

Bury
Council