

Appendix 3 b:
Response to UNISON comments on proposals for the Feedback Team

Redundancies

Management have considered and will continue to consider voluntary redundancy applications. Management will use this to mitigate compulsory redundancies.

Management agree with the principle of bumping. As yet we have not been approached by any staff. However Management would consider any proposal that was brought to us via Trade Unions.

Flexible working

Thus far Management have received no requests for flexible working arrangements. Management's position is that any requests for flexible working will be considered in accordance with existing Council policy following 'recruit to stay'

Inclusion in multiple processes

Management agrees with the sentiments expressed.

Job evaluations and range grades

Management would like to thank Unison for their detailed analysis of the job evaluation scoring. Unison's analysis together with HR's review of the job evaluation pointings has been carefully considered and management's comment is as follows.

This "physical demand" factor for the Information Governance Officer job role has been awarded level 1 as the retrieval of files is mainly undertaken by electronic means.

The Feedback Response Officer role has been reconsidered and in line with the single status agreement the grades are now Sc6, S01 and P01.

It has been agreed that the factor "work demand" merits level 2 at the lower range of the Feedback Response Team Leader job role. The impact of this change is that the job roles become P03 at both levels. To maintain a range grade, the original P03 JD will be amended to reflect P04 responsibilities.

With reference to the Feedback Review Team Leader job role, union comment regarding the "supervision" factor has been agreed. Union comments with regards to "knowledge & skills" and "contact" factors at the P05 grade have not been agreed.

In response to the union proposal to consider the factor "work context" at level 2 for all job roles (with the exception of the FIG manager) the main interaction with the client group will be by means of telephone conversations, with the occasional face to face interview. Level 1 is therefore appropriate for this factor.

Recruitment processes

Management will provide details of the timeline and the application process after the restructure report has been to General Purpose committee.

Management can confirm that the application form will not be used for scoring.

There is a wide range of advice and information available on the [Supporting Change pages of Harinet](#) to help staff prepare for interviews etc.

Management has not yet appointed interviews panels but does take on board your comments regarding having a cross section of the Council represented on them.

Ring fences

Management believe that posts contained in the restructure are essentially different. An open ring fence approach will be adopted for all positions. However it is Management's intention to try to fill all positions from within the existing pool.

Redeployment

Management can confirm that there will be no referral to the redeployment pool while another recruitment to stay exercise is taking place.

Notice period

An implementation/transition plan is in the process of being constructed and will seek to cover all situations, including those staff employed but serving their notice.

Location

The team will be co-located in the Policy, Intelligence and Partnerships business unit. The details and timescales for this will form part of the implementation plan mentioned above.