

ALS Review: Frequently Asked Questions (FAQs)

1. How long will the consultation period last?

Consultation with affected staff, Trade Unions and Employee Representatives commences from 8th June 2015 until 4.00 pm day 7 July 2015.

2. Who will lead the consultation process?

Christine Scholes, Additional Learning Support Manager, will lead the consultation process supported by Clare Clayton, HR Manager and Katherine Jabbari, HR Adviser. There is no set form for consultation but in the first instance directly affected staff will be invited to attend a meeting to consult with them on the proposals and for any aspects to be clarified or explained in more detail if required. At these meetings staff will have the right to be accompanied by a recognised trade union representative or work colleague.

Trade Unions have been informed of the proposals via a meeting in order to consult on the proposals.

3. What information on the Proposals will be made available to me as an affected member of staff?

At the outset, the Additional Learning Support Manager has issued a document for consultation which outlines the reasons for the proposals, the numbers and types of staff potentially affected, and the proposed approach for selection for the vacant posts. During the consultation process, the proposals will be discussed and clarified as appropriate.

4. Are all staff in the ALS affected?

No – for some there will be little, if any change to their day to day role. There are, however some posts that are directly affected by the proposal. Staff holding these posts are being individually consulted about the proposed changes, but all staff are being invited to comment on the proposals during the consultation period.

Comments on the proposals are welcomed from all staff and can be emailed to alsconsultation@bournemouth.ac.uk Alternatively, comments can be raised in meetings, or via Trade Union or employee representatives. Open consultation meetings have been arranged for all staff to provide an opportunity for comments and views to be considered. Details of the timings of these meetings will be released very shortly.

5. What is the purpose of consultation? Perhaps the decisions have already been made?

The University wishes to engage with relevant staff and invite comments/suggestions/ feedback on these proposals and it seeks via consultation to ensure that final proposals are generally considered fair and reasonable in the circumstances. The outcome of the consultation process may result in the proposals being changed to a greater or lesser extent, as has happened previously in similar situations at the University.

6. What is the basis for staff being at risk of redundancy?

In the proposals some posts have been identified as potentially redundant as a result of the proposed new structure and roles, and therefore the substantive post holders of these posts are identified at this stage as potentially at risk.

7. Can I request consideration for voluntary severance?

If any members of staff directly affected by these proposals wish to be considered for voluntary severance they should contact Clare Clayton, HR Manager, (extension 61146) in the first instance.

8. What happens after the Consultation period has ended?

After consultation is completed, comments made will be considered very carefully and final proposals will be submitted to the Head of Student Support Services and Chief Operating Officer for approval. The ALS Manager will notify staff of this final proposal. Subject to final approval, and depending upon the nature of the final proposals, staff will either be slotted in to their new roles, or, where roles are no longer required as a result of the proposals, they will be notified that they are formally at risk of redundancy. At the same time new job opportunities created by the proposal will proceed to prior consideration or recruitment. Vacant posts will be offered on a prior consideration basis as appropriate to staff who are at risk of redundancy in the first instance.

9. What does prior consideration mean?

Where a member of staff is at risk of redundancy suitable vacancies will be made known to them. If the staff member appears to meet the essential criteria of the person specification then they will be given prior consideration for interview and a decision made on their application before any further consideration for recruitment is taken.

10. How does prior consideration work?

If your post is at risk of redundancy and you, as the post holder have been notified to this effect, then you will be invited to express interest in vacant posts normally at the same grade or one grade below your existing substantive post on a prior consideration basis. If your knowledge, skills and attributes appear to meet the essential criteria of the person specification then you will be invited to interview.

13. What if I am slotted into a role but wish to apply for a vacant post?

Once the process of prior consideration has been completed any vacant posts will be advertised for which you may apply.

14. What if I am currently absent from work?

If you are currently absent from work, whether it is through career break, sickness or maternity you will be contacted with regards to the process and will have the opportunity to participate in the consultation. If you have any queries regarding your personal situation then please contact HR to discuss this.

15. What about other redeployment opportunities in the University?

Apart from known proposed new posts, alternative employment will always be considered as an alternative to dismissal by reason of redundancy. Where potentially suitable vacancies exist, staff who are under notice of redundancy will be given prior consideration as appropriate. Further details of this can be found in 5.1 of the Code of Practice – Redundancy (D6) in the Staff Handbook. If a member of staff is under formal notice of redundancy, then Human Resources will make contact with the member of staff and work with them to seek suitable alternative employment across the University during their notice period.

16. Where can I find out more information on the redundancy process?

The University has a Code of Practice – Redundancy which provides further information about the principles and procedure. This can be found in the Staff Handbook at I:\Personnel\Public\Staff Handbook\Code of Practice - Redundancy.doc . Alternatively you can contact the following HR staff;

Clare Clayton – cclayton@bournemouth.ac.uk Tel 61146

Katherine Jabbari – kjabbari@bournemouth.ac.uk Tel 61145

17. Who can I talk to other than my manager during this period?

Depending upon what you may wish to discuss, the following contacts are available;

Trade Union ucc@bournemouth.ac.uk

unison@bournemouth.ac.uk

Employee Assistance Programme (EAP)

The EAP is provided by Right Management Ltd and can be accessed via a Freephone (from a UK landline) helpline 0800 1116 387 or (from abroad) +44 845 330 5132. The service is staffed by specially trained advisers, who can be contacted 24 hours a day, 365 days a year, as many times as necessary. You can also obtain information via email helpline.wellness@right.com and further online support can be accessed at <http://wellness.rightmanagement.co.uk/login> (Username: BUwell).

University Chaplain - Canon Dr Bill Merrington – bmerrington@bournemouth.ac.uk

18. When looking at the proposed new and vacant posts they are all detailed as 1fte. What does this mean and would I still be able to apply if I am currently part time or would like to do a part time role?

FTE stands for full time equivalent. If a role is described as 1fte, it means that the organisation has identified ideally it requires the equivalent of a full time post to ensure all the duties and responsibilities of the role are met. This does not preclude the possibility of more than one individual undertaking the role on a part time basis as long as ideally the total number of hours add up to a full time equivalent. This can be discussed on a role by role basis with individuals.

19. If I am slotted or recruited into a role of one lower grade than I am currently paid at, what would happen to my salary?

In the event of redeployment to a post one grade lower than the current substantive post, salary would be protected for two years. This means for this period you would be entitled to cost of living awards in addition to being considered for pay progression. At the end of this period, salary would be frozen and you would 'mark time' until the salary of your post was equivalent to or exceeded your protected pay.

20. When can Voluntary Severance (VS) be discussed?

An individual can have an initial conversation about VS without prejudice with Clare Clayton, HRM at any point.

21. If ultimately the recommendations are that my role be redundant and I apply for a vacant / new post and am unsuccessful, am I still able to express interest in VS?

Yes – if you are unsuccessful via a recruitment process VS would still be accessible and this will be discussed on an individual basis.

22. If my role is confirmed as redundant and I apply for a vacant / new post which fits my skills sets, abilities and grade and am successful in being offered a new post, am I still able to express interest in VS?

This is unlikely as a suitable alternative role is available for the individual within the organisation. In the event that you decline suitable alternative employment then legally you could lose your right to redundancy pay.

23. Are there any conditions attached to the University paying VS payments?

Yes. Where the University is applying discretion to enhance a redundancy payment, this will be subject to the member of staff entering into and signing a Settlement Agreement. A Settlement Agreement legally protects both the employee and employer by dismissing any claims either party may have against the other and preventing any future claims.

24. If I request and accept voluntary severance can I then return to work at BU full or part time in my own or another department?

If you are offered and accept voluntary severance from BU the terms would be that you would not be permitted to work for BU for a period of two years from the date of termination.

25. If I wanted to return to BU and undertake a PhD which requires undertaking PTHP teaching would I be prevented from doing so?

This would need to be considered on a case by case basis but it would be reviewed sympathetically given that the work is in connection with a period of study towards a PhD.