

IT Services: Frequently Asked Questions (FAQs)

1. How long will the consultation period last?

Consultation with affected staff, Trade Unions and Employee Representatives commences from 5 February 2014 until 4.00 pm Friday 7 March 2014.

2. Who will lead the consultation process?

Jon Ward, Director of IT, will lead the consultation process supported by Mark Saddington, HR Manager and Leanne Cannell, HR Adviser. There is no set form for consultation but in the first instance directly affected staff have been 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 Union and Employee Representatives 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 Director of IT 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 IT Services affected?

The proposal document details the posts that are potentially affected by the proposals and also where there is no change proposed. 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 itsfeedback@bournemouth.ac.uk. Alternatively, comments can be raised in meetings, or via Trade Union or employee representatives. Open consultation meetings will be 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.

Following the consultation period closing on 7 March 2014, the comments received will be considered and a final proposal submitted to the Chief Operating Officer for approval. These final decisions will be announced on 24 March 2014 to IT staff, ICE forum and Trade Unions.

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 this proposal wish to be considered for voluntary severance they should contact either Mark Saddington, HR Manager, 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 Chief Operating Officer for approval. The Director of IT 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.

12. What if I am currently acting up into another role within IT Services?

If you are currently acting into another role you will be consulted on your substantive role and how this may affect you, not the role you are currently acting in to.

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 that 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;

Leanne Cannell, HR Adviser – lcannell@bournemouth.ac.uk Tel. 61140

Mark Saddington, HR Manager – msaddington@bournemouth.ac.uk Tel 61142

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 unison@bournemouth.ac.uk

Employee ICE Representatives

Mark Flexman mflexman@bournemouth.ac.uk

Chris Jones cjones@bournemouth.ac.uk

Wellbeing Support

Clarice Wickenden, Health and Wellbeing Adviser cwickenden@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