**FORMAL CONSULTATION CHECKLIST**

This checklist details the key activities to be undertaken to ensure meaningful formal consultation is undertaken. These activities can be adapted, in agreement with your P&OD Advisor, based on the scale of proposed change and the specific consultation requirements.

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| **Step** | **Key Activities** | **Dates** |
| **Step 1 – Initiating Consultation** |
| **a. Issue Consultation Pack and Meeting Invites** | 1. Issue consultation pack to Trade Union (TU) colleagues, employee groups likely to be affected by the proposals, Cluster Chief Officer, Chief Officer P&OD, Chief Officer Finance, Legal (where applicable) and other key stakeholders. Ensure that this includes any employees currently absent from work (e.g., maternity leave, sickness absence, secondment).
2. Invite all employees whose posts will be directly affected by the proposed change (as determined at stage 1 of the [organisational change process](https://aberdeencitycouncilo365.sharepoint.com/sites/PeopleAnytime/SitePages/Organisational-Change-Stage-v2.aspx)) to a 1 to 1 consultation meeting with their line manager/senior manager, providing the right to be accompanied by a TU rep or work colleague. Refer to the [Individual Consultation Template Letters](https://aberdeencitycouncilo365.sharepoint.com/sites/PeopleAnytime/SitePages/Consultation-Protocol.aspx?xsdata=MDV8MDF8fDhlNmFkNDg2NGE5YzQ4NzgzYzEwMDhkYTc1NmM4YmI5fDI0YTkwZjZiYmYzZDRkMTNhMmE3ODkzNjljZWIzNWVifDB8MHw2Mzc5NTE0MDYyODc0MzY4MTZ8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2YldWbGRHbHVaMTlPYW1Nd1dYcE9iRTlIVVhSUFZFVTBUVU13TUUxdFdUTk1WMGt5VDBSamRFNVhTVEZPUkd4cVdtcFNhVTlIV1RCQWRHaHlaV0ZrTG5ZeXx8&sdata=Q3JSd3QvSHVoT1B2L01iQTFTUmpIbHY3YTYzTjhaS3NJT3BSVFk4RTJzVT0%3D&ovuser=24a90f6b-bf3d-4d13-a2a7-89369ceb35eb%2CLBlackhurst%40aberdeencity.gov.uk&OR=Teams-HL&CT=1665479375334&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA5MDQwMDcxMiIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D).
3. Schedule meetings with TU colleagues and employee groups as appropriate to discuss proposals.
4. Keep a central log of the consultation start date and all communications and meetings offered during the consultation period. Plan these and future communications within your [Adoption and Change Management (ACM) Plan](https://aberdeencitycouncilo365.sharepoint.com/sites/PeopleAnytime/SitePages/Delegated-Authority-Business-Case.aspx?xsdata=MDV8MDF8fDcyNTk0YWJjMGMxNzQ2ZWIzYzEwMDhkYTc1NmM4YmI5fDI0YTkwZjZiYmYzZDRkMTNhMmE3ODkzNjljZWIzNWVifDB8MHw2Mzc5NTE0MDYyODc0MzY4MTZ8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2YldWbGRHbHVaMTlPYW1Nd1dYcE9iRTlIVVhSUFZFVTBUVU13TUUxdFdUTk1WMGt5VDBSamRFNVhTVEZPUkd4cVdtcFNhVTlIV1RCQWRHaHlaV0ZrTG5ZeXx8&sdata=YTZ5QklRZk9VdzM4a2dKUE1pUkYzb05BZ0JpU1F3WSt6bHJPY1BDZHJHWT0%3D&ovuser=24a90f6b-bf3d-4d13-a2a7-89369ceb35eb%2CLBlackhurst%40aberdeencity.gov.uk&OR=Teams-HL&CT=1665479371036&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA5MDQwMDcxMiIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) timeline (where applicable), sharing with TU colleagues to provide assurance and an opportunity for them to directly feed into the plans.
5. Start to collate FAQ’s which can be further developed during the consultation period.
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| **b. Undertake Formal Consultation Meetings** | 1. Hold a consultation meeting with employee groups taking them through the proposals, with TU colleagues invited to attend, and taking questions which can also be added to the FAQ’s. Consider the timing of meetings so that TU colleagues and employees can attend and providing a minimum 3 working days’ notice.
2. Hold specific TU meetings for detailed discussions with the relevant TU reps.
3. Hold 1-1 meetings , in accordance with the ‘[How to conduct consultation meetings](https://aberdeencitycouncilo365.sharepoint.com/sites/PeopleAnytime/SitePages/Consultation-Protocol.aspx?xsdata=MDV8MDF8fDhlNmFkNDg2NGE5YzQ4NzgzYzEwMDhkYTc1NmM4YmI5fDI0YTkwZjZiYmYzZDRkMTNhMmE3ODkzNjljZWIzNWVifDB8MHw2Mzc5NTE0MDYyODc0MzY4MTZ8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2YldWbGRHbHVaMTlPYW1Nd1dYcE9iRTlIVVhSUFZFVTBUVU13TUUxdFdUTk1WMGt5VDBSamRFNVhTVEZPUkd4cVdtcFNhVTlIV1RCQWRHaHlaV0ZrTG5ZeXx8&sdata=Q3JSd3QvSHVoT1B2L01iQTFTUmpIbHY3YTYzTjhaS3NJT3BSVFk4RTJzVT0%3D&ovuser=24a90f6b-bf3d-4d13-a2a7-89369ceb35eb%2CLBlackhurst%40aberdeencity.gov.uk&OR=Teams-HL&CT=1665479375334&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA5MDQwMDcxMiIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D)’, for detailed discussions with individuals directly affected by the proposals and follow up in writing.
4. Ensure all employees are given the opportunity to respond to the consultation. Make time available for those who wish to talk through solutions or options they wish to explore e.g., “drop in” times for general questions; 1-1 meetings; submission of questions or feedback electronically or via line managers.
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| **c. Hold Trade Union Check-in Meeting(s)** | 1. Seek confirmation, (email, Formal Consultation Feedback Form or a meeting), with TU colleagues to ensure that they are content with information provided and to answer any questions that may have been raised.
2. Share any follow up information requested in a timely manner.
3. Assess and discuss progress of the consultation with TU colleagues.
4. Confirm meeting content and discussion with the group via follow-up email.
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| **Step 2 – Responding to Feedback** |
| **Collate, Consider and Respond to Feedback** | 1. Collate initial feedback and questions submitted, consider these and formulate responses showing evidence of changes where appropriate, including an explanation as to why any comments are not going to be acted upon. An FAQ document is likely to be required and helpful.
2. Arrange any follow up meetings to respond to feedback and/or issues raised.
3. Continue to allow time for employees to ask questions with relevant managers, as appropriate within the consultation timeframe.
4. Ensure individual consultation requirements are being met i.e., everyone directly affected is offered a further 1:1 where their feedback is captured and responded to.
5. Re-issue the written proposal document i.e., delegated authority business case, carefully tracking and highlighting any changes made, to show the veracity of the consultation (“you said, we did”), and hold further consultation meetings as necessary where a significant change is made as a result of the feedback (gain P&OD advice to help assess this). Append TU Formal Consultation Feedback Forms received, FAQ’s and [ACM plan](https://aberdeencitycouncilo365.sharepoint.com/sites/PeopleAnytime/SitePages/Delegated-Authority-Business-Case.aspx?xsdata=MDV8MDF8fDcyNTk0YWJjMGMxNzQ2ZWIzYzEwMDhkYTc1NmM4YmI5fDI0YTkwZjZiYmYzZDRkMTNhMmE3ODkzNjljZWIzNWVifDB8MHw2Mzc5NTE0MDYyODc0MzY4MTZ8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2YldWbGRHbHVaMTlPYW1Nd1dYcE9iRTlIVVhSUFZFVTBUVU13TUUxdFdUTk1WMGt5VDBSamRFNVhTVEZPUkd4cVdtcFNhVTlIV1RCQWRHaHlaV0ZrTG5ZeXx8&sdata=YTZ5QklRZk9VdzM4a2dKUE1pUkYzb05BZ0JpU1F3WSt6bHJPY1BDZHJHWT0%3D&ovuser=24a90f6b-bf3d-4d13-a2a7-89369ceb35eb%2CLBlackhurst%40aberdeencity.gov.uk&OR=Teams-HL&CT=1665479371036&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA5MDQwMDcxMiIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D).
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| **Step 3 – Close Consultation and Finalise Proposals** |
| **Close Formal Consultation and Progress to Approvals** | 1. Convene with TU colleagues to summarise the consultation period providing confirmation of responses to points raised and any changes made in relation to these. Ensure responses have been provided to all comments received.
2. Assess with TU colleagues and employees if consultation is ready to close or whether more time and/or further information is required. Continue to consult with P&OD colleagues, particularly where there are any unresolved matters.
3. Where agreed to close consultation, communicate this and confirm move to seek approval on the final business case in accordance with the Scheme of Governance: Powers Delegated to Officers.
4. Following approvals share a signed copy of the delegated authority business case, including appendices, with P&OD, Finance and TU colleagues for their records and/or action.
5. Confirm to all employees whose post has been directly affected by the proposals and who have been individually consulted with during the consultation period that the proposals have been approved and what next steps will be e.g. job matching process. Refer to the [Post Consultation Template Letters](https://aberdeencitycouncilo365.sharepoint.com/sites/PeopleAnytime/SitePages/Consultation-Protocol.aspx?xsdata=MDV8MDF8fDhlNmFkNDg2NGE5YzQ4NzgzYzEwMDhkYTc1NmM4YmI5fDI0YTkwZjZiYmYzZDRkMTNhMmE3ODkzNjljZWIzNWVifDB8MHw2Mzc5NTE0MDYyODc0MzY4MTZ8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2YldWbGRHbHVaMTlPYW1Nd1dYcE9iRTlIVVhSUFZFVTBUVU13TUUxdFdUTk1WMGt5VDBSamRFNVhTVEZPUkd4cVdtcFNhVTlIV1RCQWRHaHlaV0ZrTG5ZeXx8&sdata=Q3JSd3QvSHVoT1B2L01iQTFTUmpIbHY3YTYzTjhaS3NJT3BSVFk4RTJzVT0%3D&ovuser=24a90f6b-bf3d-4d13-a2a7-89369ceb35eb%2cLBlackhurst%40aberdeencity.gov.uk&OR=Teams-HL&CT=1673343484950&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjExMzAwNDEwMCIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) and issue following discussion with the employee(s).
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