Your Ref:

Our Ref:



Contact:

Location:

Date:

<address line 1>

<address line 2>

<address line 3>

<address line 4>

Dear [**Insert name]**

**Formal Consultation - [Subject including Name of Cluster/Service]**

Following discussions, I am writing to confirm that your post of [insert job title] is directly affected by the proposals shared with you in the draft business case on [date]. We have now commenced a period of collective consultation which includes trade unions, and which is accompanied by individual consultation with you and your directly affected colleagues.

Under the proposals your current post has been identified as potentially not requiring as many employees as is currently allocated on the structure. The result is that you would be placed in a selection pool with colleagues in the same post, and the number of employees carrying out that role would then be reduced following an appropriate selection process. This therefore puts you at risk of being displaced and the Council wishes to consult directly with you in relation to this proposal.

In terms of providing for formal individual consultation with you and ensuring 2-way communication about these proposals, you are invited to a consultation meeting on [**DATE, TIME, PLACE**]. You are entitled to be accompanied at the meeting by a trade union representative or an Aberdeen City Council colleague of your choosing. The purpose of the meeting is to explain the rationale for the proposed reduction in the numbers of your post, to answer questions, and to gain your comments and input around this, including any alternative options you may wish to put forward.

As part of this formal individual consultation, we need to highlight the methods proposed for selection in this process. The proposal is that selection will be carried out either through a selection matrix against criteria of the job (ACC’s Displacement Assessment Procedure) or a competency-based interview.

Please note that if, following the conclusion of the selection assessment process, your current role is disestablished, this would result in you being displaced. This outcome would be confirmed in writing, and you would be placed on redeployment. A member of our People and Organisational Development (P&OD) Team would be assigned to guide you through the redeployment process to seek redeployment opportunities to a suitable alternative role within the Council.

In the meantime, it is important that you understand your status within our re.cr.uit scheme. You currently fall within Priority 2 as an employee who is at risk of being displaced due to service restructure or redesign.  To be classified as priority 2, an employee must have been formally advised:

1. of proposals that their role will be disestablished or
2. that they are subject to a competitive selection exercise in accordance with the Displacement Assessment Process where there is a reduction in posts or, via job matching, where there is a possibility of not being matched to a new or amalgamated role.

When considering applications for vacancies, recruiting managers do so in priority order – therefore any employee who chooses to apply for vacancies whilst under priority 2 status, will have their application considered after any received from employees already on redeployment (i.e., priority 1) and before any others, including those who fall within priority 3 and 4.

For more information about our re.cr.uit scheme please see - [re.cr.uit | Aberdeen City Council: People Anytime](https://peopleanytime.aberdeencity.gov.uk/recruitment-and-talent/re-cr-uit-2/)

I am very aware that this can be an uncertain and anxious time, and we will strive to support you and minimise impact on you wherever possible. If you have any questions on the content of this letter or any other aspect of the proposed changes, please do not hesitate to contact me at [insert email address/contact number].

Please also note our Employee Assistance Partner, Vivup, who can be contacted on 0800 023 9324, 24/7 365 days a year or by visiting accmybenefits.vivup.co.uk, and can provide the following:

* A helpline for advice and guidance
* Psychological guidance and emotional support
* Individual counselling, either face to face or over the phone

This service is free and available to all employees, with no limit on the number of time you can call, and everything discussed is treated in the strictest confidence.

I am mindful of the duty of care we have to all employees.  There will understandably be questions and concerns arising from this stage in the process, and I would urge you to raise those directly with me as we move forward. You may also wish to seek support from our [Trade Unions](https://aberdeencitycouncilo365.sharepoint.com/sites/PeopleAnytime/SitePages/Trade-Union-Representatives.aspx) if you are a member. Please be assured I am committed to managing this process in a sensitive and respectful manner.

Yours sincerely

**Name**

**Job Title**

Cc. AskHR

P&OD Advisor - name