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**

I write following conclusion of formal consultation on [date] regarding the [business case title]. Under the proposals, your substantive post of [job title], was identified as potentially not being part of the proposed structure, thereby resulting in your role being at risk of disestablishment and placing you at risk of being displaced.

Following discussions and communications with you on these proposals prior to and during formal consultation, specifically on [enter date(s) of key consultation meetings], you were provided with:

* clarity on the rationale for the proposed change,
* information on the different, new or amalgamated roles being proposed within the new structure and the roles you may be able to claim a match to within the redesigned structure in line with the Job Matching process,
* details of the job matching process that would apply in your circumstances,
* the opportunity to ask questions and make comments/representations,
* information on timescales and next steps should the proposals be approved and
* reassurance of the support available to you through the process.

I now confirm, as we discussed on [date], that the proposal within the business case specific to your substantive post was approved. The job matching process will now be progressed to fully assess and determine your suitability for a different, new or amalgamated role in the new structure – and you will receive a letter with further details on this in the following days.

Please note that, if you are successfully matched into a role via the job matching process, this will be confirmed to you in writing. If, however, you are **not** matched into a role via job matching, this would result in you being displaced from your current role. This outcome would also be confirmed in writing, and you would be placed on [redeployment](https://aberdeencitycouncilo365.sharepoint.com/sites/PeopleAnytime/SitePages/Redeployment.aspx). 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 potentially 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 hope the above explains the current position and next steps, however if you have any questions please do not hesitate to contact me.

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.

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

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

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

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 remain committed to continuing to manage this process in a sensitive and respectful manner.

Yours sincerely

**Name**

**Job Title**

Cc. AskHR

P&OD Advisor - name