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 job role of [job title], was identified as potentially not requiring as many employees as is currently allocated on the structure, therefore placing you at risk of being displaced from your current role.

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 method proposed for selection – which would be in accordance with Aberdeen City Council’s Displacement Assessment Procedure where we would apply a selection matrix against set criteria for the job,
* 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, and therefore, the selection assessment process to manage the reduction in numbers of your job role will now be progressed.

You will be placed in a selection pool with colleagues who occupy the same post. The number of employees carrying out the role will then be reduced via the Displacement Assessment Process; the details of which are in the attached document. As part of this process you are required to complete the Supporting Information Form within the document to demonstrate the ways in which you meet the range of criteria. The document lays out the areas for assessment and, once completed, the form will contribute towards the basis of the meeting.

To facilitate this process please return the attached Supporting Information Form to **<RtrnSIFormToName>** within **10 days (*NB this is the maximum and may be reduced at the request and agreement of the affected group).*** Once you have completed the Supporting Information Form, you will be invited to attend a Displacement Assessment Discussion with <**DADiscussMgrName**>, who will be the manager responsible for scoring employees in this selection pool against the criteria. The location, date and time of this meeting will be confirmed to you via email, with a minimum of 5 days’ notice. Please note that you are entitled to be accompanied by a trade union representative or a colleague of your choosing.

Please note that, if you successfully secure a post via the Displacement Assessment Procedure, this will be confirmed to you in writing.

If however, following the conclusion of the selection assessment process, you do **not** secure a role and your current post is disestablished, this would result in you being displaced from your current role. This outcome would 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 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**

Enc. Displacement Assessment Procedure

Supporting Information Form

Cc. AskHR

P&OD Advisor - name