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 and what the changes may mean for you,
* 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 the disestablishment of your substantive post was approved and therefore, you will unfortunately be displaced from your job role.

As a result of being displaced, you will be placed on [redeployment](https://aberdeencitycouncilo365.sharepoint.com/sites/PeopleAnytime/SitePages/Redeployment.aspx). A member of our People and Organisational Development (P&OD) Talent Team will be assigned to guide and support you through the redeployment process to seek redeployment opportunities to a suitable alternative role within the Council. The team member will be in touch shortly to explain the redeployment process, the support that you will receive and general working arrangements.

Your status within our re.cr.uit scheme is Priority 1 as an employee who has been displaced due to service restructure or redesign. When considering applications for vacancies, recruiting managers do so in priority order – therefore employees whose status is Priority 1 will have their application considered first and prioritised before any received from employees who fall within priority 2, 3 and 4. This process also helps to facilitate the retention of skilled and valued employees.

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/)

In the meantime, you will [detail any close out/handover requirements and what arrangements / role the employee will undertake whilst redeployment opportunities are being explored], alongside the redeployment process being undertaken. Please be reminded that the redeployment process will take precedence, with priority focus being to secure you a suitable alternative position in the Council.

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