

Finance Restructure – Timeline

Finance Officer – Trust Operations Payroll

Date	Action	Comments
14 th June 2018	Start consultation	Staff & recognised trade unions.
28 th June 2018, 5.00pm	Consultation ends. Deadline for return of completed form 1 indicating the roles that you would like to be considered for.	Comments collated.
29 th June 2018	Consideration of responses and decision on how to proceed. Consultation response document published.	Finance Director.
29 th June 2018	Letters inviting staff to interview and paperwork to be completed prior to interview are sent to applicants.	Finance Director.
w/c 2 nd July 2018	Completed paperwork to be submitted and interviews held.	Finance Director & member of Finance & Audit Committee.
5 th July 2018	Outcome letters are sent to all staff.	Finance Director.
19 th July 2018	Dismissal Hearings.	Executive Principal, Finance Director, employee, trade union representative.
19 th July 2018	Dismissal letters sent.	Executive Principal.
14 th September 2018	Appeal deadline.	
w/c 28th September 2018	Appeal Hearing.	CEO (or independent representative), Executive Principal, Finance Director, employee, trade union representative.
As per notice period	Dismissal.	

Finance Officers – School Based

Date	Action	Comments
14th June 2018	Start consultation.	Staff & recognised trade unions.
28th June 2018, 5.00pm	Consultation ends. Deadline for return of completed form 1 indicating the roles that you would like to be considered for.	Comments Collated.
29th June 2018	Consideration of responses and decision on how to proceed. Consultation response document published.	Finance Director.
29th June 2018	Confirmation of the skills based matrix to be completed.	Finance Director.
4th July 2018, 5.00pm	Deadline for submission of completed skills matrix.	
5th July 2018	Outcome letters are sent to all staff.	Finance Director.
19th July 2018	Dismissal Hearings.	Executive Principal, Finance Director, employee, trade union representative.
19th July 2018	Dismissal letters sent.	Executive Principal.
14th September 2018	Appeal deadline.	
w/c 28th September 2018	Appeal Hearing.	CEO (or independent representative), Executive Principal, Finance Director, employee, trade union representative.
As per notice period	Dismissal.	

Finance Assistants

Date	Action	Comments
14 th June 2018	Start consultation.	Staff & recognised trade unions.
28 th June 2018, 5.00pm	Consultation ends. Deadline for return of completed form 2 indicating the roles you would like to be considered for.	Comments Collated.
29 th June 2018	Consideration of responses and decision on how to proceed. Consultation response document published.	Finance Director.
4 th July 2018, 5.00pm	Deadline for submission of completed skills matrix.	
5 th July 2018	Administer selection criteria	Finance Director.
5 th July 2018	Outcome letters are sent to all staff.	Executive Principal and Finance Director.
19 th July 2018	Dismissal hearing.	Executive Principal, Finance Director, employee, trade union representative.
19 th July 2018	Dismissal letters sent.	Executive Principal.
14 th September 2018	Appeal deadline.	
w/c 28 th September 2018	Appeal Hearing.	CEO (or representative), Executive Principal, Finance Director, employee, trade union representative.
As per notice period	Dismissal.	