

The CSP negotiation template

The CSP and (insert employer's name) agree that:

A. The CSP rep's role

- 1 CSP reps involved in the process will be paid as per their rostered duties and replaced in their work area
- 2 CSP reps will attend consultation staff meetings and given opportunity and time to arrange their own meetings with staff to discuss proposed changes and to develop alternatives if desired by their members.
- 3 CSP reps to be offered the opportunity to meet before, during and end of consultation with the manager responsible for the restructuring.
- 4 Adequate time provided to CSP reps to review initial proposal and objectives in order to prepare for pre-consultation meeting. Not less than 5 working days is required before this meeting.

B. Objectives as set out in initial proposal to staff to include the following:

- 1 The purpose/function of the department/Service/Team etc
- 2 The expectations of the users of the service and to what extent those expectations are being met.
- 3 To establish a level of service that is appropriate and achievable, taking into account 1 and 2
- 4 To determine what level of staffing and resources is required to provide a safe service.

C. The process

- 1 Consultation will commence on X and be completed by X
- 2 CSP reps and management to communicate on regular basis and meet half way through the consultation on XX to determine the following:
 - Is Information sufficient – if not how will this be resolved and by whom/when?
 - What are the issues and questions arising from this exercise?
 - Can the questions/issue be resolved? Or is further investigation/research/planning required? If so how will this be progressed and how will the CSP reps be involved?
 - Timeframe – Review on whether more or less time is required for staff consultation.
- 3 Consultation ends on XX – Meeting between CSP reps and manager/s held on XX. Purpose of meeting to discuss staff feedback, alternative proposals if submitted. If agreement achieved on proposal and/or alternatives – determine plan of action on how changes to be implemented.

Flow chart – Managing change in partnership

What managing of change policies with respect to the Trade Union involvement should contain

