

# Managers' Briefing To Staff

## ***SLIDE 1***

This presentation will last approximately 20 minutes at the end of it I will do my best to answer any questions that you may have. If there are any questions that I cannot answer then I will take them away and make sure they are answered as soon as possible. I will also be giving you a handout which summarises all I have to say today and a copy of the slides that I will be showing you this morning. Whilst you are welcome to take notes during the meeting all that I say will be summarised in the handouts.

Yesterday I attended a meeting with the Managing Director when he announced that a decision has been taken with regard to the reorganisation of the organisation. He announced that there will be major change in the organisation. The principal changes will be:

## ***SLIDE 2***

1. A decision was taken yesterday to centralise all office activity upon one location in Central London.
2. The new office location has been decided upon and will be available for occupation from late Spring 2005 onwards.
3. The Birmingham office will then be closing in the Autumn of 2005.

## ***SLIDE 3***

The new offices are situated at 23 Central Road a short walk from Paddington station. One option we considered was to purchase a green field site and build a new office complex but it was found such a venture would have been too disruptive upon the our organisation.

The main purpose of the move to a new single office is to continue to supply a first class service to our customers whilst at the same time becoming more efficient. Work in the new offices will be reorganised and jobs will change, those changes will allow us to manage with a reduction of about 25% in our staffing.

***SLIDE 4***

I am very sorry to announce that the Birmingham and existing London offices will close once the new London office is up and running. At this stage it is too early to give any firm indication on dates but we anticipate the closure to be in the Autumn of 2005. There will be some posts available in London for which Birmingham staff may apply. Where staff are redundant we will ensure that every help is given to them to find alternative employment and make appropriate redundancy payments.

***SLIDE 5***

We are anxious to involve you in the reorganisation arrangements. To facilitate your involvement we want to set up a group of staff representatives that we can consult with. Staff representatives will be invited to comment upon measures that may be taken to reduce the numbers of employees made redundant and how we might mitigate the consequences.

Representatives will be elected by secret ballot next week. Representatives can be assured they will be free to express their views with no recriminations. In your packs you will find a Representative Nomination Form. I do urge you to ensure that an appropriate person is nominated for your Division.

***SLIDE 6***

We will hold a series of consultative meetings with the elected staff representatives in December. Those consultations will be concluded by 17 December. You will then be given written details of the outcome of the consultations during the week of 20 December.

During January/ early February all staff will be given the chance of discussing their personal preferences with regard to the outcome of the reorganisation. Your personal preferences will form an important input into our decisions about your future employment.

***SLIDE 7***

This means that by mid-February you will know where you stand. Whether your job will continue with the organisation, the nature of that job or alternatively when you will be redundant and how much money you will receive.

The new London office will be available for occupation from May/June next year. Staff appointed into positions in the new offices will transfer from that time. We will continue to run the Birmingham office in parallel with the new London Office with a view to maintaining customer services. At this stage we anticipate the Birmingham office to close next Autumn. This date may however change and in any case we will try to be flexible to take account of your preferences.

***SLIDE 8***

In your information packs you have a copy of this timetable.

Finally let me say that I am genuinely sorry to inflict this period of change upon you all. Whatever happens I can assure you that you will be treated at all times with respect and sympathy. The experience of other organisations shows that if we work together in the next few months in an open and honest fashion then it will give rise to the best possible outcome for us all.