

## Organisational Change

### Summary

The Organisational Change Policy and Procedure does not form part of any employee's contract of employment and is entirely non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the Council at anytime. Everyone should ensure that they take the time to read and understand the content of this policy and procedure and act in accordance with its aims and objectives. If you need support reading and/or understating this policy and procedure, please speak with your line manager. All staff must ensure that they are familiar with and comply with and support the council's policies, procedures and guidance.

# HR Policy and Guidance

## Quick Glance

[Who does this policy apply to?](#)

[What is Organisational Change?](#)

[What happens next?](#)

[What information will be communicated?](#)

[What will the proposed structure show?](#)

[What will the proposed selection methods include?](#)

[What will the timeline show?](#)

[How will I be able to put forward my opinions on the proposals?](#)

[What happens if I don't secure a role?](#)

[What happens if I am made redundant?](#)

[If I've worked for the council before can I be re-engaged?](#)

Who does this policy apply to?	The processes will apply to all permanent employees regardless of the nature of their contract.
What is Organisational Change?	Developing a new or changed structure which will deliver cost effective structures and reduce unnecessary duplication and cost. Here are some examples of Organisational Change: <ul style="list-style-type: none"> <li>• Creating a new service model</li> <li>• Making service improvements</li> <li>• Closing Services</li> <li>• Reducing costs within a service</li> <li>• Integrating services with Partners</li> </ul>
What happens next?	Your manager will need to communicate with you and the trade union on any proposed changes, such as new reporting lines, deletion of roles etc.
What information will be communicated?	The following will be included; <ul style="list-style-type: none"> <li>• Background about why the proposed changes are taking place</li> <li>• Who's included</li> <li>• Proposed structure</li> <li>• Proposed selection methods for the new roles</li> <li>• Timeline</li> <li>• How to feedback/submit any alternatives</li> </ul>
What will the proposed structure show	The proposed structure will detail if there are any changes to line management, any new roles and if any roles are being removed etc.

# HR Policy and Guidance

What will the proposed selection methods include?	Where there are minor changes to the role, employees will be placed into the new roles as long as the amount of roles remains the same or more. Where there are more substantial changes or there is a reduction in the roles there will a proposed recruitment process to select how the remaining roles will be filled.
What will the timeline show?	This will state how long the consultation period will be, and the deadline for submitting alternative proposals and feedback.
How will I be able to put forward my opinions on the proposals?	<p>This can be done through a variety of methods</p> <ul style="list-style-type: none"> <li>• 121 meetings with the manager</li> <li>• Group meetings with the managers</li> <li>• Submitting in writing any concerns or alternatives proposals</li> </ul> <p>After the consultation period has ended the manager will consider and respond to any feedback received. They will also confirm the new structure and the final selection methods.</p>
What happens if I don't secure a role?	<p>Any employee who remains without a role may be offered a vacant post at the same grade or one below (with pay protection for 12 months) if this is considered to constitute 'suitable alternative employment'.</p> <p>If an employee unreasonably declines an offer of suitable alternative employment they would not be entitled to any payments in respect of redundancy.</p> <p>Any permanent employee remaining without a post will be identified as potentially at risk and will be supported through the council's redeployment process in seeking to secure suitable alternative employment elsewhere within the council.</p> <p>Where notice of redundancy is necessary, contractual notice or statutory notice will be given, whichever is greater, at the end of the process.</p>
What happens if I am made redundant?	Please read the Redundancy Policy ( <a href="#">link</a> ) which will cover any specific questions related to redundancy.
If I've worked for the	An ex-employee who has left the council for reasons of

# HR Policy and Guidance

<p>council before can I be re-engaged?</p>	<p>compulsory redundancy, voluntary redundancy or voluntary early retirement (VER) <b>and</b> who received redundancy/pension payments cannot be re-engaged within one year of them leaving, unless in exceptional circumstances. The re-engagement of an ex-employee must be approved by the Managing Director and must be requested at the short-listing stage of the recruitment process and before the ex-employee is invited to interview. The Managing Director's decision will be informed by the business and operational interest of the council in the particular circumstances of the case.</p>
--	--