**Statement of Change – Business Case and Consultation Document**

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| Version Control | Changes Made | Author |
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| **Directorate:** |  |
| **Service Area:** |  |
| **Date:** |  |

**All Staff within the scope of the change and TU Representatives**

The purpose of the Statement of Change is to set out the impact of the service review on staff structures, roles, and employees. It will be used to underpin engagement with staff on the proposals and is designed to ensure a framework that allows both a consistent approach yet allow an understanding that an element of flexibility may be required depending on issues arising from specific reviews.

The statement of change contains a proposal which may result in a change to staffing levels, a change to roles and/or a change to hours. Following consultation, the outcome may result in redundancies therefore it should be noted that this is a formal redundancy consultation.

1. **Reasons for the reshaping proposals?**

1.1 The reasons for the review are………

1.2 The aims of the review are……..

1.3 The implications (if any) of this change to an employee that may have transferred from another Authority and therefore the TUPE Regulation may or may not apply i.e. is there any social, legal, or economic implications that the employee should be aware of

1. **Scope**

2.1 The posts in scope of the proposed service review are:

| **Post Title** | **Post Grade** | **Number of Posts** | **Number of Posts FTE** |
| --- | --- | --- | --- |
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|  |  |  |  |
| **Total** | *x* |  |  |
| **Cost of Structure** | x |  |  |

2.2 The current structure can be found at Appendix 1.

1. **Proposed Structure**

3.1 The proposed structure can be found at Appendix 2**.**

3.2 The proposed new structure for consultation will consist of:

| **Post Title** | **Post Grade** | **Number of Posts** | **Number of Posts FTE** |
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|  |  |  |  |
| **Total** | *x* |  |  |
| **Cost of Structure** | x |  |  |

3.3 If agreed following consultation, this would result in:

* A net reduction of x FTE from x FTE posts to x FTE (Note there are currently x vacant posts /xx FTE)
* Structure cost reduction of £xx (from £xx to £xx)
* Narrative of the reason i.e. any specific i.e. team removed or introducing

1. **Consultation and Engagement**

4.1 There will be a xx-day consultation period for all staff in scope of the review. An initial face to face briefing will begin the process, setting out the proposals and engagement process. There will be an opportunity to ask questions of service managers and the briefing will be attended by a HR advisor with Trade Unions representatives also invited to support staff.

4.2 The Statement of Change and a terms and conditions comparison of all authorities will be made available to all staff with additional FAQs relating to the service proposals will be posted on the Council’s Information SharePoint site/staff notice boards. These will be regularly updated to reflect questions raised during the consultation process.

4.3 All employees in scope will be offered a one-to-one meeting at which they can be accompanied by a trade union representative or a work colleague.

4.4 A final group meeting will be held following the closure of the engagement period, once all feedback has been considered and final decisions have been made.

1. **Trade Unions**

5.1 Trade Union representatives will be invited to attend all engagement meetings with staff. There will be the opportunity at the end of the engagement meetings for Trade Unions to have initial discussion with their members. Trade Unions can also accompany their members to one to one and appeal meetings.

1. **Review, Decision and Outcome**

6.1 We will aim to notify all in scope employees of the outcome within 2 weeks of the consultation process ending. This will be accompanied by an outline timetable for the process.

6.2 Should there be a need to extend the 2-week decision period as a result of significant issues raised, then all staff will be notified as early as possible, with an explanation for why an extension is required.

1. **Details of the Specific Reshaping Process**

7.1 At the first face to face consultation meeting the proposal of the way forward of reshaping will be shared. The full details of the assimilation process are contained in the Managing Change Procedure.

7.2 All employees will be notified in writing of the outcome of assimilation.

7.3 All employees have the opportunity to appeal the assimilation outcome. They will have seven calendar days to challenge the decision and will need to provide written evidence to support the reasons for the challenge.

7.1 Where an employee is not assimilated into one of the posts in the new structure, they will have the opportunity to be considered for the remaining posts before they are opened up to wider competition. Employees will be provided with the details of the remaining vacancies and given the opportunity to express an interest.

7.2 Where employees have not been appointed to posts following ring-fenced selection process, they will be eligible for Alternative Employment Support. All avenues will be explored to avoid the need for redundancy.

1. **Alternative Employment Support**

8.1 Where an employee has not been appointed to a post through the reshaping, a meeting will be arranged to discuss options such as suitable alternatives, VR, and trial periods.

8.2 Individual action plans will then be developed to support the employee in securing alternative employment with regular reviews and ongoing support throughout the process.

8.3 Where redundancy notices are issued alternative employment support will continue to be provided and all avenues will continue to be explored to avoid the need for redundancy during the redundancy notice period.

1. **Voluntary Redundancy (VR)**

9.1 A VR window may be opened at the start of the consultation process. It should be noted that any interest or application for VR will be assessed on a case-by-case basis in line with business needs.

9.2As we are four organisations that have merged, we are aware that there are a variety of VR schemes, therefore please gain support from X who will support with calculating potential figures and advise you on how to proceed with an application if required.

1. **How to engage with the reshaping proposals**

10.1 All consultation and supporting information will be made available on the Council’s SharePoint site. A hard copy information pack will be provided for staff without access to the Council’s ICT network.

10.2 Communication methods and information will be made available in different formats, as required, to ensure equal access to the documentation for all employees.

10.3 All employees in scope of the reshaping will be offered at least one 1:1 meeting during the reshaping process. The purpose of this is to seek the views and ideas of staff in relation to the proposals and provide as much opportunity for personal circumstances to be listened to, collated, and considered.

10.4 To request a 1-2-1 or group meeting with management, please contact xx.

10.5 To ask questions, provide comments or submit feedback on the proposals, a link on the SharePoint has been set up**.** This will ensure questions are promptly directed to the most appropriate person to answer and responses will be included in the service-related FAQs unless they relate only to the individual employee. Staff are encouraged to read the FAQs already on the website as a response may already have been provided.

10.6 Members of the recognised Trade Unions may wish to give their feedback through their Trade Union representative.

10.7 The Council’s SharePoint site is kept up to date to contain a range of information to support employees through the change process. You are encouraged to view this website on a regular basis during the reshaping process.

1. **Timescales**
   1. The proposed timeline for the review is set out in the attached **Appendix 3.**

I hope that I have covered as much as I can as part of this document, however if there are any queries, please contact xxxx

**Name**

**Assistant Director – xx**

**Appendices**

Appendix 1 Current structure

Appendix 2 Proposed structure

Appendix 3 Timeline

**Appendix 3**

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| --- | --- |
| **DATE/S** | **ACTIVITY** |
| ***Phase 1 - Information exchange/engagement*** | |
|  | Meeting with Trades Unions ahead of the start of engagement |
|  | **Meeting with staff in scope** (Trade Unions invited)  **Consultation process starts**  *Date, Time & Location* |
| As required | Individual meetings available upon request One to Ones- Employees can be accompanied by Trade Union |
|  | **Review/Update meeting with staff** (Trade Unions Invited)  *Date, Time & Location* |
|  | **Consultation process closes** |
| ***Phase 2 - Decision*** | |
|  | Collation and review of feedback from staff and Trades Unions and reflection of structure proposal. |
|  | **Final Decision Staff meeting** (Trade Unions Invited)   * Final structure released   *Date, Time & Location* |
| ***Phase 3 - Implementation*** | |
|  | * Assimilation outcomes confirmed * Assimilation challenge * Assimilation appointments confirmed * Vacancy Preference Process * Interviews * Where applicable redundancy notices issued |
|  | Transition to new structure |