

Business Case for Organisational Change

(In accordance with Organisational Change Management Policy and Procedure)

College/Professional Services	
Department	
Section/Team (if applicable)	
Organisational Change Lead	
HR Lead	
Date	

PART ONE – PROPOSAL FOR ORGANISATIONAL CHANGE

<p>1. Background Explain why you are proposing organisational change and any background context</p>
<p>2. Scope and function of the area to be reviewed Identify the area/service and workforce that are to be covered by the review Summarise the main activities of the area/service</p>
<p>3. Summary of the existing arrangements Outline the existing arrangements in place including how the area/service is organised and managed. If applicable, please attach a current organisational structure chart and a summary of the existing workforce with their annual costs.</p>
<p>4. Reason(s) for the proposed change and contribution to Brunel 2030 and College/Department strategic objectives Detail why change is required and the anticipated benefits. Please confirm how the change will contribute to the university's strategic plan and the department's strategic objectives</p>

5. The proposals in detail

Set out in detail the organisational change proposed

6. Impact of proposals - service delivery

Describe in detail what will be different about service delivery and how it will change the nature of the work in the area.

7. Impact of proposals – workforce

Set out how the proposals will impact on the workforce. Where appropriate attach current and proposed structure charts, outline job descriptions for posts within the review with indicative grades, posts deemed in and out of scope of the exercise and the number of posts in the current and proposed structures. Include details of assimilation, ring fencing and redeployment for each individual employee where possible (see staffing strategy table template)

The proposal for change will be managed in accordance with: The ACAS guidance for 'Managing Redundancies' (small or large scale).

The guidance advises that whilst there is no statutory obligation for employers to have an appeal procedure for redundancy dismissals, as the Acas Code of Practice on Discipline and Grievance Procedures does not apply, it is good practice, when you give formal notice of a redundancy dismissal, to offer the Right of Appeal.

The University Change Management provides for the Right of Appeal in accordance with this guidance.

8. Impact of proposals - financial

Attach separate spreadsheet if necessary. Detail the financial impact of the proposals including current and proposed costs, sources of income, estimate of costs of change (e.g. voluntary severance, redundancy, salary protection, and pension), return on investment, cost of any risk introduced and means of funding in known.

9. Stakeholder consultation

***Please liaise with HR to establish collective consultation requirements.**

Confirm arrangements for consultation including consultation with employees, the recognised trade unions (GMB, UCU, Unison and Unite) and other key stakeholders.

10. Implementation timeline

In this section set out the planned stages of the process and anticipated timescales

11. Resources

List who will be involved in the process including lead manager, HR and Finance (as necessary)

12. Communication plan

Set out how the proposals and regular updates will be communicated with employees and other stakeholders affected by the proposals. Include informal dialogue as well as formal communication channels.

13. Risks and issues

Confirm the arrangements for assessing risks to the success of the exercise and mitigating issues

14. Equality impact assessment

Given the aims of the proposals, what equality issues does the data highlight in relation to protected characteristics (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation). How could the proposed change contribute to equality, diversity and inclusivity? What actions will you take?

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15. Attachments List any attachments as necessary

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Approval/Declined by Executive Board	
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Comments	
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