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**Business Case for Organisational Restructuring**

All proposals subject to Organisational Change Management Policies and Procedures, relevant ACAS code of practice and guidelines and Trade Union Recognition and Partnership Agreement.

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| Academic area / Department |  |
| Academic area/Department affected by this proposed change: |  |
| Change lead: |  |
| HR lead: |  |
| Date of Business Case: |  |

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| **Steps to be Taken for Organisational Restructuring** | **Target completion date**  | **Actual completion date** |
| HRBP lead identified to support development of business case with change lead and provide expertise on consultation and implementation |  |  |
| Proposed changes discussed with Finance HRBP  |  |  |
| Agree who else is involved in the process |  |  |
| Initial discussion with Trade Unions to share forthcoming draft proposals (for information at this early stage) so they are informed if members approach them and to seek confirmation on which union reps will be involved ahead of consultation starting |  |  |
| OD informed for OD advice including change management expertise, EIAs and staff support and development *(contact ED&I for further information)* |  |  |
| Case presented to EB for information/comment/approval depending on scale of change proposed so that meaningful consultation can commence after this point. |  |  |
| Case presented at monthly SCC Sub-Committee and consultation commences (Progress to be noted at formal SCC) |  |  |
| Timelines and consultation steps finalised to include as appropriate:* Consultation packs (Business Case, draft JDs, structure charts, Project Timescales, etc)
* Consultation meeting timescales (group meetings and 121 meetings)
* Consultation duration and how to contribute
* Support for staff during consultation
* Implementation plan
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| Post consultation final business case to EB |  |  |
| Final business case shared with TUs and staff affected by changes |  |  |
| Implementation arrangements finalised including * Individual consultation meetings,
* Consultation on redundancy mitigations and any redundancy selection criteria
* Slotting/matching
* VS
* Ring-fencing recruitment and selection processes,
* Communication plans
* Training and support
* Contractual changes (including CHIME amendments)
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| How do the proposals support the University’s Strategic Vision? |
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| Overview of Department and area highlighted for change: |
| E.g.* How is the department organised, which area has been identified for change
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| What are the proposed changes? |
| E.g.* Current vs future
* Structure charts (current and proposed)
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| What are the drivers for change? |
| E.g.* Statement of problem/opportunity/need for the change
* Description of current state/ Degree of urgency
* What success will look like/ what are the benefits/ opportunities
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| What are the issues and risks? |
| E.g.* Risk of change not happening
* Impact on workforce and service delivery
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| What are the cost implications? |
| E.g.* Costs associated with the change – immediate and long term (investment or saving) including future staffing costs and costs of implementing change (e.g. VS and redundancy costs)
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| What are the staffing implications? How many staff could be affected by the change? |
| E.g.* Impact on employees
* Number of employees who could be at risk
* Is section 118 applicable
* Number of roles removed or changed (including grade changes)
* Number of new roles
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| Proposed process for handling staff feedback and any concerns? |
| Expected |

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| List of documents that will support this proposed change: |
| E.g. * Equality Impact Assessment confirmed in line with strategy
* Impact on health and safety [***BUL Individual Risk Assessment***](https://intra.brunel.ac.uk/safety/RiskAssessment/Documents/BUL%20Individual%20Risk%20Assessment%20-%20October%202020.docx)
* Headcount and costs analysis
* Organisation Charts, current vs new position
* Timelines
* Communication Plan
* Job descriptions
* VS documentation (if relevant)
* List of who is involved in the process
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| **Next Steps: Final update to EB** Date:Presented by: |
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