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**Executive Board: Organisational Restructuring Proposal**

Executive Board has identified three levels where organisational change proposals should be submitted for either information, comment or approval in principle for consultation to commence. Please follow the guidance below and prepare your information according to the appropriate level.

**Level 1: For Information**

Proposed changes that are within budget/headcount and affect under ten staff are submitted to Executive Board for information only.

*Deans and Directors should be able to make small changes within their remit without seeking approval or comment from Executive Board. However, they should ensure that EB are informed for* ***information*** *only:*

* The change is designed and implemented with the support of the HR Business Partner and complies with our Organisational Change policies, procedures and Trade Union Recognition Agreement.
* All relevant stakeholders are fully briefed on the changes and understand how they might be impacted by them
* All relevant support departments are informed and the changes effectively planned – e.g. CHIME, Finance

**Level 2: For Comment**

Proposed changes that are within budget/headcount and affect ten or more staff are submitted to Executive Board for comment.

*Deans and Directors proposing to make more substantial changes that can be delivered within their existing budget are asked to invite* ***comment*** *on their proposals from Executive Board.*

*These changes should be proposed in order to improve performance, delivery or to contribute to Brunel’s strategic goals. Executive Board is asked therefore to comment on the proposals in terms of their contribution to these areas, rather than the detail of the proposed changes.*

***Along with the actions in Level One,*** *Deans and Directors are asked to work with the HRBP to:*

* *Provide an Executive Board paper for comment that sets out the performance, delivery or strategic challenges the changes are proposed to address and how they will do so.*
* *Provide a follow up Executive Board paper for information, setting out the final proposals and the way that Executive Board comments have been addressed.*

**Level 3: For support and approval**

Proposed changes that are not within budget/headcount, and which have not been included in the planning round, should be submitted to Executive Board for approval in principal subject to consultation and following confirmation from the CFO that funding can be made available if approved.

*Ordinarily, changes that require additional funding/investment should be put forward through the planning round. However, as this is an annual process, there may be occasions where additional investment is required outside of the planning cycle and presented to EB for* ***approval.***

*In these cases, the Dean or Director is asked to work with the HRBP to:*

* *Put forward a business case for the required investment to Executive Board, setting out the strategic intent and the potential benefits and timescales.*
* *Identify the full cost ahead of the meeting and consult with the CFO to include the funding source within the business case*
* *Once the business case is approved, subject to meaningful consultation, the change will then be managed in line with the University’s organisational change policies.*

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| EB Paper Number: |  |
| Presented to EB by: |  |
| College/Department |  |
| Date: |  |

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| Name and job title of the HR lead: |
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| Do the University Organisational Change Policies apply? |
| Yes/No |

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| How do the proposals support the University’s Strategic Vision? **All levels** |
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| Brief overview of the proposed changes: **All Levels** |
| E.g.   * What are the proposed changes * How many roles are impacted * What type of roles are impacted |

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| Brief summary: What are the drivers for this proposed change? **All levels** |
| E.g.   * Performance * Delivery * Strategic Challenges * Brief statement of problem/opportunity/need for the change * Description of current state/risk of change not happening * Degree of urgency * What success will look like/ what are the benefits/ opportunities |

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| Brief summary: What are the issues and risks? **Level 2 and 3** |
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| Brief summary: What are the cost and resource implications? **Level 3** |
| E.g.   * Costs associated with the change – immediate and long term (investment or saving) including ongoing staffing costs and the cost of implementing changes (redundancy, VS, notice and holiday pay) * Impact on employees – number of staff members impacted by proposals * Number of roles removed and/or changes to roles |

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| Brief summary: What is the proposed process and what are the timelines? **Level 3** |
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| List of documents that will support this proposed Organisational Restructuring :  **Level 3** |
| E.g.   * Business case * Headcount and costs analysis, including funding source * Organisation Charts, including current vs new * Communication Plan/timetable * Job descriptions * Equality Impact Assessment |

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| Executive Board Comments on proposal – **Levels 2 and 3** |
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| Next Steps:  Follow up paper to EB **All levels** |
| Set out final arrangements including:   * Summary of consultation * Summary of any changes to proposals as a result of consultation * Final impact on staff and roles * Final budget position |