**Appendix B - Organisational change ProposaL Template**

**Area under review – Project title**

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| **Prepared by:**  **HR Advisor** |  | **Date:** |  |

**Nature of organisational change e.g. Closure/ reduction/ restructure:**

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**Summary description of proposed change**

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**Reasons for the proposed changes – Background rationale:**

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**Posts likely to be directly affected:**

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| **Numbers by Grade:** |  | **Job Families:** |  |

**Are existing positions proposed to close and could this result in potential staff redundancies?**

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| **Proposed Timescale:** |  |
| **Any Time Constraints:** |  |

**What is the strategic impact of the proposed change?**

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| **Who will be responsible for managing this proposal?** |  |

**Please quantify any improvements / savings sought?**

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**What is the likely reputational impact of the change internally and/or externally?**

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**Does it have an impact on academic provision?**

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| **Direct:** | **Is there a plan to consult Senate?** |  |
| **What other provision is there in this area:** | |
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| **Indirect:** | **Is there any academic impact?** | |
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| **If so is there a need for Senate Consultation:** |  |

**Is there any direct impact on-**

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| **Students:** |  |
| **Other Services:** |  |

**Have alternatives options been considered?**

**(If yes please specify main reasons for not using them).**

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**Have there been any other proposals for reductions or change etc. in this area in the past 3 years?**

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**Has an Equality Impact Assessment been carried out? Yes/No**

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| **If No please indicate why this has not been done.**  **If Yes, please provide a summary of the key observations.** |

***Redeployment, Avoidance and Mitigation***

**Are existing positions proposed to close and could this result in potential redundancies?**

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**If there are potential redundancies, what is the likely potential for Redeployment or similar mitigation?**

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| **In the College or University Service:** |  |
| **Elsewhere in the University:** |  |

**Is Voluntary Severance being considered?**

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**What consultation has been undertaken to date (including with the relevant Trade Union(s) and staff) and is there a need to consult other groups? Please highlight the key points raised by the Trade Unions and Staff.**

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**Other Comments**

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