

ADD SCHOOL LOGO

Organisational Change Assessment Document

Rationale for reorganisation

INSERT DATE

1. Introduction

Please set out details of the reasons for the proposed restructure

2. Background

Please provide any useful background that may be helpful to support the rationale for change

3 Staffing Implications

Include here details of posts to be deleted, details of proposed redundancies and proposed change management plan including method of selection and matching process where appropriate.

Please also include here details of measures for supporting staff members through change. If needed, further guidance and support can be provided by your HR Consultant.

5. Financial Implications

Please include financial details including impact of any potential redundancy costs. Do not include any sensitive data and please seek guidance from your schools finance lead and your HR consultant

6. Equality Impact Assessment Implications

Please discuss this with your HR consultant

In drafting this proposal for organisational change consideration has been given to the provisions of the Equalities Act 2010. No issues have been identified.

7. Timetable

Please include a detailed timetable to include informal and formal consultation with staff members and trade unions. Please discuss timeframes with your HR Consultant particularly if there are potential redundancies or recruitment needs.

Current Structure

Please include a copy of your existing structure chart to include job details, names of existing team members and current grades.

Proposed Structure

Please include a copy of your proposed structure chart to include proposed job details and proposed grades.