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| Planning Phase | | | | | | |
| Step | Milestone | Lead | Total Working Days | Start Date | End Date | Comments |
| 1 | Strategic Lead consider restructure & obtain support from Director to commence project |  |  |  |  |  |
| 2 | Planning meeting – complete project plan, equality impact assessment & delegated officer report  Please also refer to: [Health and Safety Considerations for Change](http://brian/worklife/SitePages/Document%20Library.aspx?RootFolder=%2Fworklife%2FDocument%20Library%2FHealth%20and%20Safety%2FHealth%20and%20Safety%20Considerations%20for%20Change%20Checklist&FolderCTID=0x0120006EA6F432501C6C4DA8F4939EE6DBD28B&View=%7bDCED8F32-3484-4D8D-AB76-F58EDE2B9E27%7d) |  |  |  |  |  |
|  | Complete Proposal Consultation Document |  |  |  |  |  |
|  | Prepare new job profiles and / or amend existing profiles submit to JE Team for evaluation |  |  |  |  |  |
| 3 | DMT / SLT - Approval to consult |  |  |  |  |  |
| 4 | Organisational Support Team |  |  |  |  |  |
| 5 | Prepare communications to support consultation proposal document |  |  |  |  |  |

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| Consultation Phase | | | | | | |
| Step | Milestone | Lead | Total Working Days | Start Date | End Date | Comments |
| 6 | Distribute ‘embargoed’ consultation documentation to Trade Unions |  |  |  |  |  |
| 7 | Schedule TU meeting to discuss proposals no less than 7 days in advance of opening staff consultation meeting |  |  |  |  |  |
| 8 | Consultation meeting with TU’s (note meeting) |  |  |  |  |  |
| 9 | Open consultation with staff - letter |  |  |  |  |  |
| 10 | Consultation meeting(s) with Staff (note meeting & attendance list) |  |  |  |  |  |
| 11 | Set consultation period |  |  |  |  |  |
| 12 | Consider consultation responses and issue feedback to staff & TU’s |  |  |  |  |  |
| 13 | Review proposals in light of TU & staff comments |  |  |  |  |  |
| 14 | Review Job Profiles - submit any amendments to Job Evaluation team |  |  |  |  |  |
| 15 | Publish finalised documentation including final structure, if no changes - communicate ‘no change’ |  |  |  |  |  |
| 16 | Schedule 1-1 meetings with staff |  |  |  |  |  |
| 17 | 1-1 staff meetings - note meeting on ‘meeting discussion record pro-forma’ |  |  |  |  |  |

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| Implementation Phase | | | | | | |
| Step | Milestone | Lead | Total Working Days | Start Date | End Date | Comments |
| 18 | Identify employees to be considered for ‘confirm in post a & b’ and those ‘at risk’ - Consider whether ER / VR will be options |  |  |  |  |  |
|  | Identify ‘new posts’ to be advertised with affected staff group |  |  |  |  |  |
| 19 | Prepare individual notifications to all staff, including timetable |  |  |  |  |  |
|  | Issue appropriate individual notifications to staff and ‘Assessment of Compatibility’ pro-formas |  |  |  |  |  |
| 20 | Consider requests for ‘Process Review’ |  |  |  |  |  |
| 21 | Undertake assessments |  |  |  |  |  |
| 22 | Schedule Interviews |  |  |  |  |  |
|  | Conduct interviews |  |  |  |  |  |
| 23 | Advise project HR Officer of outcomes of the appointment process. Prepare variations to contract / new TOE1’s and written statements of particulars |  |  |  |  |  |
| 24 | Appropriate manager to communicate outcomes, where possible in person |  |  |  |  |  |
| 25 | Consider requests for ‘Process Review’ |  |  |  |  |  |
| 26 | Commence process to support ‘at risk’ employees |  |  |  |  |  |