**APPENDIX A**

**RESTRUCTURING PROJECT PLAN TEMPLATE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Step** | **Milestone** | **Lead** | **Total Working Days** | **Start Date** | **End Date** | **Comments** |
|  **Planning Phase** |
| 1 | Strategic Lead consider restructure & obtain support from Director to commence project |  |  |  |  |  |
| 2 | Planning meeting – complete project plan, [Occupational health and safety checklist for change](http://intranet/media/654949/occ-health-and-safety-checklist-for-change-1-002.pdf) (to consider the wellbeing of staff as a result of the change), integrated impact assessment & delegated officer report |  |  |  |  |  |
| Complete Proposal Consultation Document |  |  |  |  |  |
| Prepare new job profiles and / or amend existing profiles submit to Job Evaluation team for evaluation |  |  |  |  |  |
| 3 | DMT / SLT – Approval to consult |  | 1 day |  |  |  |
| 4 | Prepare communications to support consultation proposal document |  |  |  |  |  |
|  **Consultation Phase** |
| 5 | Distribute ‘embargoed’ consultation documentation to trade unions |  | 1 day |  |  |  |
| 6 | Notify/Schedule TU meeting to discuss proposals no less than 7 calendar days in advance of the opening consultation meeting with staff |  | 1 day |  |  |  |
| 7 | Consultation meeting with TU’s (note meeting) |  | 1 day |  |  |  |
| 8 | Open consultation with staff – letter |  | 1 day |  |  |  |
| 9 | Consultation meeting(s) with staff (note meeting & attendance list) |  |  |  |  |  |
| 10 | Set consultation period |  |  |  |  |  |
| 11 | Consider consultation responses and issue feedback to staff & TU’s |  |  |  |  |  |
| 12 | Review proposals in light of TU & staff comments |  |  |  |  |  |
| 13 | Review Job Profiles – submit any amendments to Job Evaluation team |  |  |  |  |  |
| 14 | Publish finalised documentation including final structure, if no changes – communicate ‘no change’  |  |  |  |  |  |
| 15 | Schedule 1-1 meetings with staff |  |  |  |  |  |
| 16 | 1-1 staff meetings – note meeting on ‘meeting discussion record pro-forma’ |  |  |  |  |  |
| **Step** | **Milestone** | **Lead** | **Total Working Days** | **Start Date** | **End Date** | **Comments** |
|  **Implementation Phase** |
| 17 | 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 |  |  |  |  |  |
| 18 | Prepare individual notifications to all staff, including timetable |  |  |  |  |  |
| Issue appropriate individual notifications to staff and ‘Assessment of Compatibility’ pro-formas |  |  |  |  |  |
| 19 | Consider requests for ‘Process Review’ |  |  |  |  |  |
| 20 | Undertake assessments |  |  |  |  |  |
| 21 | Schedule Interviews |  |  |  |  |  |
| Conduct interviews |  |  |  |  |  |
| 22 | Advise project HR Officer of outcomes of the appointment process. Prepare variations to contract / new TOE1s and written statements of particulars |  |  |  |  |  |
| 23 | Appropriate manager to communicate outcomes, where possible in person |  |  |  |  |  |
| 24 | Consider requests for ‘Process Review’ |  |  |  |  |  |
| 25 | Commence process to support ‘at risk’ employees |  |  |  |  |  |