



Managing Structural Change

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Managing Structural Change

Aim

The University of Essex puts people at the centre of everything we do and this should be the guiding principle in our approach to managing structural change. We aim to manage structural change fairly, sympathetically and with consideration of the impact on individuals. Undertaking structural change is a significant step, which is likely to have a profound effect on a team and its managers. In line with our commitment to creating an enabling environment, it is therefore crucial that any restructuring is fully thought through with the wellbeing of employees built into the process from the outset.

Summary

There are a number of critical steps to managing a restructuring effectively and fairly. Thorough consideration must be given at the outset to the objectives of the structural change and workforce needs for the future, in the context of the University's overall strategic priorities. Sufficient time must be set aside in order to conduct the restructuring properly. Effective and regular communication and consultation with all stakeholders is essential, especially employees and trade unions. Wellbeing support must also be considered and provided at every stage. Where people are matched to the available roles, this must be done in consultation with individuals affected. The University will seek to redeploy individuals who are left without a role, through the operation of a redeployment list managed by People and Culture.

Flowchart of a restructuring

1. Consideration of future objectives and workforce needs
2. Are these minor changes or relate mainly to performance of the individual?

Yes

Make minor adjustments to practices or roles. If the issue is performance, this must be tackled separately through the Capability Procedure. If in doubt, take advice from People and Culture.

No

Phase 1 – Rationale and agreement

- Prepare a proposal document setting out rationale and impact.
- Informal / confidential discussion with trade unions.
- Start to plan the timetable.
- Seek agreement of USG/Council.

Support

- Template proposal document.
- FAQs.



Phase 2 – Planning and communication

- Ask People and Culture to inform the trade unions.
- Communicate proposals to all employees in unit.
- Set up your project team and develop detailed plans.

Support

- Project plan template.

- Job impact workshop for the affected team.
- Job profile template.



Phase 3 – Implementation

- One-to-one consultation with employees. Consultation with trade unions.
- Review structure and roles in response to consultation feedback
- Matching exercise of people to posts.
- Carry out as necessary: slotting in; selection process; redeployment.

Support

- Guidance for managers on conversations and supporting team members.
- Guidance for employees on CV



Phase 4 - New structure in place

- Development for new roles.
- Team identity, vision, shared values, leadership

1. Policy Statement

1.1 The University of Essex recognises the value of a stable and experienced work force for achieving our mission to contribute to society through excellence in education and excellence in research. By careful forward planning we aim to ensure that as far as possible, in meeting our institutional needs we also provide security of employment for employees. The University and the recognised trade unions agree that maintaining and enhancing efficiency and best practice is an important means to safeguard current and future employment of staff.

1.2 This policy sets out the principles and procedures which will be followed in the event of the need to reduce the number of posts or of organisational change which affects those employed by the University. These arrangements do not signal any change to the policy of using best endeavours to avoid the need for redundancy. This policy is to deal with any need to reduce the number of employees by means other than redundancy, wherever possible. Where redundancies are unavoidable, the University will continue to make every reasonable effort (in consultation with the recognized trade unions (the TUs) and individuals affected) to minimise the number of employees made redundant.

1.3 This policy applies to all University of Essex employees affected by structural change in the workplace. It does not apply to employees whose performance is being managed under either the capability or disciplinary procedures (including those that form part of Ordinance 41) or employees whose fixed term contracts come to an end in the normal course of events (although as part of a wider restructuring exercise, fixed term employees would be treated in the same way as other employees – see para 6.3).

1.4 The University recognises that early consultation with the recognised trade unions is an important part of the process to avoid compulsory redundancies. The University also recognises that any such consultation must be meaningful and take place before any final decisions are made with adequate time for the trade unions to consult with their members.

1.5 This policy forms part of employees' terms and conditions of service.

2. Structural change and redundancy – definitions

2.1 Proposals for structural change may follow a review of a particular Faculty, Department, School, other academic unit or Professional Services Section (including any such reviews undertaken under the terms of Ordinance 14, part 27).

2.2 This policy provides protection for employees by providing an agreed procedure when structural change occurs. Structural change is the description given to any reorganisation of work that substantially affects individual posts. These changes, which will be defined and agreed by USG after consultation with the TU's, will be considered to constitute structural change if they involve any of the following characteristics (this is not a definitive list):

- a. major changes in the number of posts within the organisation
- b. substantially different spread of duties and responsibilities between posts and departments
- c. a substantial change to the type of duties required within particular posts
- d. a change to the accountability of posts which significantly affects the reporting lines of the post-holder e.g. movement to a new section (as opposed to within the same team/area of work).
- e. an increase or decrease in the level of responsibilities within posts including those which may have implications for their grading or salary
- f. the introduction of radical new working practices which directly affect the demands on posts

2.3 Structural change does not occur:

- a. with routine or incremental changes to, and advances in, working practices
- b. when employees move into posts different from the one into which they were appointed in order to gain experience, achieve promotion, enhance competence or support the day to day running of the University e.g. secondment or acting up in another position
- c. when employees take on new roles which can reasonably be regarded as falling within the scope of their existing post, including the acceptance and cessation of time-limited roles of additional responsibility alongside the responsibilities of their existing post

2.4 The focus in cases of structural change must be on the role and not the person currently in that role. Structural change must not be used where the issue is really one of capability, but only where there is a significant change to or loss of a role.

2.5 It is not always necessary to undertake a full restructuring exercise if changes to roles or working practices are minor. It is reasonable and to be expected that roles and responsibilities will evolve over time and job descriptions may need to be updated.

2.6 Under the Employment Rights Act 1996, dismissal by reason of redundancy arises when employees are dismissed in the following circumstances:

- where the employer has ceased, or intends to cease, to carry on the business in the place where the employee was so employed; or
- where the requirements of the business for employees to carry out work of a particular kind have ceased or diminished or are expected to cease or diminish; or
- where the requirements of the business for employees to carry out work of a particular kind, in the place where they were so employed, have ceased or diminished or are expected to cease or diminish

3. Roles and responsibilities

Role of Heads of Department and Sections

3.1 Our Heads of Department and Sections will consider carefully the rationale for structural change and ensure that the necessary plans and resources are in place for any restructuring exercise.

Role of managers

3.2 Managers play a crucial role in making a success of a restructuring exercise. During any restructuring, managers will:

Responsibilities

- **Set out a clear direction and share information wherever possible.**

For example: Pro-actively sharing the proposal document with the team affected.

- **Coming to a judgement and making decisions that recognize our commitment to the well-being of our staff.**

For example: Being open to looking at different ways of working and flexible working options.

■ **Demonstrate inclusive behaviours.**

For example: take account of any different needs of team members e.g. those working part time, on a different campus, may have additional concerns because of health conditions, etc.

Be open to flexible working options as a means for someone to fit into a different role.

■ **Ensure individuals have support for their development in order to meet the challenges and opportunities ahead.**

For example: planning in advance with People and Culture what development activity might be undertaken to help employees move into new roles.

■ **Support the well-being and resilience of the team and individuals.**

For example: undertake regular communication and monitor and take action to protect well-being.

3.3 Managers will take the lead role in:

- planning and managing the restructuring exercise.
- communicating with and supporting the team involved in the restructure.
- taking decisions, with People and Culture support, on successor rights and outcomes of selection processes.
- consulting with the trade unions and individual team members, with People and Culture support.

Role of employees

3.4 As the University moves towards a more flexible working culture, with more fluid boundaries between teams, there will be more regular change and opportunity. This will mean individuals, with the University's support, will manage their own development and career planning so that they can take positive advantage of this. As part of formal restructuring, employees will play an active part in consultation and considering their career objectives.

Role of People and Culture

3.5 People and Culture (P&C) is an important partner for managers undertaking a restructuring. People and Culture must be consulted early in the process of developing a proposal, and will support managers in seeking agreement and consulting with trade unions. People and Culture will also advise managers through the consultation process and as they take decisions on selection. In planning for the future structure, People and Culture will support managers as they plan for different ways of working and any training and development for the affected team.

4. Phase 1 - Developing proposals

4.1 The first stage of any structural change must be a thorough consideration of the workforce and team needs for the future. People and Culture Business Partners, who support managers in planning strategic changes, must be involved at this stage. At this stage, it will be important to consider the extent to which there is a genuine requirement for structural change or whether a change in type or volume of work could be managed through updating existing role descriptions or through informal rearrangement of responsibilities within the team or section.

4.2 A proposal document must be produced which sets out the rationale and impact. It is important that this is open about the likely impact so that issues can be addressed at an early stage rather than causing a surprise later on. This should include:

- background to the team / area of work
- the need for change and the impact of not changing
- the options considered, including pros and cons
- summary of proposed change
- the financial implications of the proposed change
- current structure and proposed structure
- the number and type of posts affected
- the total number of employees affected
- whether a method of selecting employees for redundancy, carrying out redundancy, and calculating redundancy payments will be used rather than the one set out in this policy and procedure.
- agency / temporary workers in the team/Department: the number, where they are working, and type of work.
- timeline

4.3 As the proposal is being developed, initial informal discussion and engagement with staff and trades unions are important mechanisms for ensuring that we move forward in a way that engages and involves staff and their union representatives. see Part 5.

4.4 The proposal must be considered by USG (or its representative) for approval, or by Council if redundancies under Ordinance 41 are being considered. Proposals to USG and Council should be routed through People and Culture.

5. Phase 2 - Planning and communication

5.1 Once a restructuring proposal has been agreed, it is important to plan in more detail how it will be implemented e.g. project plan, change plan, stakeholder mapping.

5.2 Good communication and consultation are key factors in managing a restructuring well. Involving employees and trade unions will bring a number of benefits:

- better decisions – trade unions and employees may be able to notice omissions, provide ideas and suggestions on how to make the restructuring effective, and highlight potential problems.
- protecting wellbeing – timely and regular consultation will allow reassurance and support to be given to employees who may be feeling anxious over an extended period of time.
- enhancing engagement – where employees feel they are involved and listened to, they are more likely to be engaged.

5.3 The stages of communication and consultation in a restructuring following agreement to the proposal are as follows:

1. USG or Council agreement
2. communicate with staff – start of formal consultation
consult with trade unions, sharing proposal document
3. one to one consultation meetings with employees on the proposed structure
4. consultation closed. Feedback considered and outcome communicated
5. one to one meetings with individuals on next steps for them

Consultation with Trade Unions

5.4 The University regards the recognised Trade Unions as important partners in conducting restructurings fairly, effectively, and with due regard to staff well-being. It will make use of its regular scheduled formal meetings with the recognised Trade Unions (the Joint Negotiating Committee (JNC)) to identify any potential future structural change.

5.5 Where managers and Heads of Department and Section are considering future structural change, it can be helpful to discuss emerging ideas informally and in confidence with the trade unions and with employees at an early stage. This can help to identify potential issues at an early stage so that

they can be addressed proactively. It is also helpful to involve trade unions in any communication meetings with staff e.g. a meeting of all staff in the team.

5.6 From the point at which the University Steering Group (USG) identifies the risk of redundancy, the University will consult formally and fully with the Trade Unions. This may happen through the structured formal consultation meetings (JNC), or electronically where time is critical.

5.7 The University agrees to full and early disclosure of the necessary information to enable an informed dialogue prior to the date upon which the proposed changes will take place. The proposal document (set out at para 4.2) will be shared with the trade unions at an early stage. In all cases, proposals must explicitly indicate the implications of any proposed structural change for employees in the unit and customers.

5.8 The consultation will explore ways of avoiding or reducing redundancies which do not compromise the University's day-to-day business and long-term capacity to achieve its goals. These may include measures such as freezing suitable vacancies in the relevant area, considering whether the changes could be achieved through natural turnover or voluntary redundancy, suspending overtime working and re-training and redeploying the affected employees (both permanent and fixed-term employees).

Consultation with employees

5.9 Once USG and (where appropriate) Council, has agreed that the restructure should go ahead, line managers must inform all employees in the management unit that a restructuring is proposed. The information contained in the proposal document should be shared – commercially sensitive information may be withheld. The best way to do this is through an all staff meeting, followed up by one-to-ones, email and with a clear indication of who can answer questions and deal with any immediate concerns. Managers may use other methods of consultation, for example feedback informally to line managers, written feedback by e-mail, group meetings.

5.10 Line managers should follow up this general communication with one-to-one consultation meetings with employees directly affected by the restructure. Employees will have the right to be accompanied by a trade union representative or a workplace colleague in any such individual consultation meeting.

5.11 These consultation meetings will cover the reason for the restructure, the impact on their current post, successor rights/selection pools, and next steps / timetable. The meeting will provide an opportunity to discuss new job descriptions in more detail and provide feedback on the proposals or alternative ways of meeting the needs of the business to mitigate the need for redundancies.

6. Phase 3 – Implementation

6.1 Once a restructure has been agreed, the next step is for line managers to compare current and future structures and roles, and determine outcomes for individuals. The following flowchart sets out next steps depending on whether someone has the same or similar role, if their role is substantially changed or if there is no role. Line managers will be the decision maker but this should be done in consultation with People and Culture and on the basis of current and proposed job descriptions. If current job descriptions are out of date, the pro-forma at Appendix 1 should be used by managers in consultation with employees.

6.2 Where existing posts are upgraded or downgraded, this must be done on the basis of a formal HERA job evaluation (or similar process for academic roles) and with consultation of the affected individual. If current posts have a flexible working arrangement in place, this may need to be reconsidered for a new post, but we will seek to respect the current flexible arrangements where this is feasible in the context of the new role.

6.3 It is important that the pool of those considered to be affected by the restructuring is drawn appropriately. Where roles within the team involve similar work and could broadly be interchangeable with some training, these must be considered within the pool. No distinction should be made on the basis of contract type (fixed term employees should be treated on the same basis as those with permanent contracts) or perceived capability of those currently working in these roles.

Compare roles and determine outcome for individuals

Role the same, with no reduction in roles (A)

- Individual informed and confirmed in role

Role substantially changed or no longer exists

- Consultation starts
- Assess successor rights to new posts (majority of the new role)

– Successor rights – one person (B)

- Slotting in interview

– Successor rights – more than one person (C)

- Determine and check selection pool with People and Culture
- Selection process

- **Successful:** appointment
 - **Not successful**
 - Redundant: dismissal notice issued (appeal available)
 - Redeployment offered
- **No successor rights (D)**
 - May be able to apply for roles where there are no successors
 - If unsuccessful or no roles to apply for
 - Redundant: dismissal notice issues (appeal available)
 - Redeployment offered

Consider order e.g. deciding on roles with no successor first.

6.4 If there is no change or minor change to a role, the individual holding it can be confirmed in post ((A) in flowchart above). However, line managers (with support from People and Culture) should ensure that there are not similarities with other roles which are deemed to be substantially changed. If this is the case, then the individuals holding this post should be part of a wider selection pool.

6.5 When current post-holders are identified as being significantly affected by the change or at risk of redundancy, managers will hold one-to-one consultation meetings with them. Employees will be entitled to be accompanied by a trade union representative or workplace colleague. The purpose of this discussion will be to clarify the responsibilities under the current role compared to those under the proposed role(s), to seek views on the new structure and roles, and to understand willingness to train and take on new opportunities.

6.6 Where employees are matched with a suitable alternative post, it is expected that they will accept it. Any employee who unreasonably refuses an offer of suitable alternative employment¹ will lose any entitlement to redundancy pay.

¹ Suitable alternative employment will be determined by reference to the job content, terms, required skills, pay, level of responsibility, hours and location of the current and new posts and where possible, will be agreed. Where no agreement is reached, the relevant Section Head or Head of Department will have the authority to determine the issue.

6.7 Following this consultation, line managers will need to come to a decision on the final structure. On the basis of this, further meetings will need to be held with individuals to discuss next steps as set out in the flowchart above. These will be one of the following:

(A) Successor rights

6.7 Line managers will need to make a judgment and take a decision on successor rights, with advice from People and Culture. Where a post in the new structure at the same grade includes a majority of the essential elements of the duties of a post in the current structure (including, in relation to posts within the academic staff, the necessary subject expertise required of the post-holder) the current post-holder will have successor rights to the new post. Successor rights will normally only apply to posts where the grade is unchanged. These cases are likely to be exceptional and the skills for the higher graded posts will be assessed through a selection interview process. There may be more than one person with successor rights. People and Culture will support managers in determining where successor rights apply.

(B) One person

6.8 If there is only one successor to a new post, they will be asked to attend a “slotting in” interview with the manager. This interview will be for the sole purpose of discussing the changes in the job and what that may mean in terms of new expectations of post-holder and any training support required. It will also allow the employee to ask questions about the new post and to agree any new objectives and development needs. Following this interview, the post-holder will be appointed designate. The appointment will take effect from the date the restructuring comes into effect or as agreed locally.

(C) More than one person

6.9 In some cases, there will be more than one person with successor rights. In these cases, appointments will be made on the basis of selection interviews led by the appropriate line manager and in line with the Resourcing Guidance. Until the suitability of those with successor rights has been determined following the interview process, the post(s) will not be advertised and competition will be restricted to those with agreed successor rights. In some cases, it may be possible to agree posts between the appropriate manager(s), affected employees and People and Culture on the basis of the informal discussions. Records must be kept of the process followed, interviews / discussions, and the decisions taken.

6.10 The criteria for selecting employees based on objective evidence may, among other things, include:

- skills or qualifications: in order to ensure the retention of a workforce with the balance of skills appropriate to future needs, selection will be on an objective basis
- individual ability: ability or specialist knowledge acquired as a result of special training or an individual’s contribution to meeting the objectives of the University

- standard of work performance: selection will be based on objective evidence
- disciplinary records: disciplinary records will be checked and reasons investigated.

6.11 Managers will apply the chosen criteria objectively and consistently and will not base them solely on the views of one person or in a discriminatory manner. The process will be conducted transparently but with due confidentiality to those affected.

6.12 However successor rights are determined and the selection process undertaken, the final decision regarding appointment will be made by the line manager. This reflects the paramount importance of the individual fulfilling the duties described in the job description and the attributes in the person specification, thereby supporting the University's business need.

Employees without a role

6.13 It is possible that some employees may not be appointed to a role in the new structure. This might be because they have no successor rights to new posts or because they were unsuccessful in a competitive selection interview for a post to which they had shared rights. Should this situation arise, employees concerned shall be considered to be at risk of redundancy. They will be issued with a redundancy notice and the redeployment arrangements outlined in Part 7 shall apply.

Jobs without successor rights/special cases

6.14 Some posts created in a restructure process will hold no resemblance to any post within the old structure so that no employee can claim successor rights. Similarly, whilst some posts may have some similarity to "old" posts, the similarity will not be sufficient to allow slotting in to occur. These posts will be available to employees who are part of this restructure and are without a role in the new structure. Such posts will be filled following the principles set out the University's [Resourcing Guidance](#) – inclusivity, values based, rigour, fairness and consistency. Employees who are without a post as part of that restructure will be given priority consideration for these posts where they are at the same grade.

7. Redeployment

7.1 As part of the University's duty to seek to avoid redundancies, redeployment opportunities will be offered to all those without a role.

7.2 Employees will be given details of vacancies and will need to decide whether to apply for them. Posts will be at the same or lower grade and may be fixed-term. Where a new post is one or two grades lower than the current post, salary will be protected for one year. When salary protection has concluded, the post holder will be placed at the top non-discretionary salary point of the grade for the post. Reasonable training and support will be provided to all those redeployed to allow them to perform well in the new job and managers should consider when they receive an application whether the employee could be developed to meet the requirements of the post within a reasonable time.

Redeployment will normally only apply where the grade of the new post is at the same level, or up to two grades lower than the previous role. In exceptional circumstances redeployment may apply where the post is at a higher grade and the skills for the higher grade posts will be assessed through a selection process.

7.3 Job vacancies in the University will be filled only after first considering whether employees seeking redeployment are suitable for them. Employees seeking redeployment would go through an application and selection process. Where necessary, any such selection process shall comply with the requirements of Ordinance 36, 37, or 38 for relevant categories of employees. Redeployment should continue the terms of the previous contract, i.e. permanent to permanent, even where a transfer is into a fixed term post. This means that an employee on a permanent contract who takes up a fixed term role as a suitable alternative to their substantive, redundant post, will retain the employment rights associated with the substantive post (although will still be displaced at the end of the fixed-term i.e. have no substantive post), specifically those in relation to continuity of service and future redundancy rights.

7.4 If an employee has been given notice of redundancy during maternity leave, adoption leave or shared parental leave, or, from 6 April 2024, after they have informed us that they are pregnant or within 18 months of the child's date of birth or placement for adoption, the University has a statutory obligation to offer them suitable alternative work, where it exists, in preference to other employees who have also been selected for redundancy.

7.5 Further guidance on [redeployment](#) is available.

Trial period

7.6 Where an employee at risk of redundancy moves into a new role under this policy, there will be a four-week trial period. Where an employee has been redeployed, line managers may decide or the employee may request to use a longer trial period. Where a longer trial period is used, this would usually be 12 weeks. The trial period will allow the manager to assess the employee's suitability for the new post and allow the employee to consider whether the post is within their capability.

7.7 The line manager or employee may instigate an extension to the trial period, for example to take account of retraining. This must be done with reasonable notice before the end of the trial period and with a good rationale. The line manager will need to give written agreement to the extension.

7.8 Should the employer wish to end the new contract within the trial period for a reason connected with the new job, the employee will preserve the right to a redundancy payment under the old contract. Should the employee wish to end the new contract within the trial period and this is deemed to amount to a refusal of suitable alternative employment, the employee may lose any entitlement to redundancy pay.

7.9 At the end of the trial period, the line manager will make an assessment of the employee's suitability for the post based on the job description – whether the criteria have been met or are likely to be met with suitable support.

7.10 If the employee works beyond the end of the minimum trial period or the jointly agreed extended period, any redundancy entitlement will be lost because the employee will be deemed to have accepted the new employment.

Time off to look for work

7.11 Any employee selected for redundancy will be provided with reasonable paid time off to look for alternative work or to attend training.

8. Redundancy

The parts of the policy that relate to selection of employees for redundancy are not agreed with the recognised trade unions which have a policy of opposition to compulsory redundancies.

8.1 Where an employee does not have a role in the new structure or has not been successful in selection process (set out in Part 6.8 - 6.12), they will be issued with notice of redundancy. During the notice period, they will be considered for redeployment (as set out above). Employees will be entitled to statutory redundancy pay², which will be paid when they leave the University. Some employees may be entitled to take early retirement depending on scheme rules. Further advice is available from the Pensions Team.

8.2 The University must notify the Redundancy Payments Service if it is proposed to make 20 or more workers across the University redundant over a period of 90 days or less.

8.3 As required by the legislation the University will actively engage with the relevant trade unions on a range of options with a view to reaching agreement about ways of:

- avoiding the dismissals
- reducing the number of employees to be dismissed
- mitigating the consequences of the dismissals

² In cases where an employee leave the University as a result of structural change even where there has been no overall reduction in posts, they will receive a payment equivalent to statutory redundancy payment

Compulsory redundancies

8.4 If, following the procedures set out above, the University still believes that compulsory redundancies may be necessary we will follow the procedure set out under Part 6. This part of the policy is not agreed with the recognised trade unions which have a policy of opposition to compulsory redundancies.

8.5 The University's Council has the authority to make academic employees redundant (set out in Ordinance 41). Council delegates its responsibilities in this area to a Redundancy Committee (paragraph 11 (3)) which will oversee the application of this policy and procedure. Academic employees who feel that they have been unfairly selected for redundancy may choose to appeal to the Redundancy Committee, within 15 days of receipt of the dismissal letter and should address their appeal, in writing, with reasons, to the Director of HR.

9. Guidance and support for employees

9.1 The University will deal with any potential redundancies and structural change in the fairest, most consistent and sympathetic manner possible and minimize as far as is reasonably possible any hardship that may be suffered by the employees concerned, and their families. Guidance is available [\[link\]](#). Employees may also seek advice from People and Culture on policy and process by contacting staffing@essex.ac.uk – advice is likely to be a different officer to those advising the management team in that area.

9.2 Employees who face redundancy will be given a named People and Culture contact to support them during this process. The [Employee Assistance Programme](#) can also provide guidance and counselling.

10. Assessing the impact on Equality

10.1 We are committed to meeting our obligations under the Equality Act 2010, which requires the University show no discrimination as required by law on account of age, disability, gender reassignment*, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The University will always act lawfully and this may include taking action to support people with particular protected characteristics, including disability and sex. In addition to its obligations under the EA, the University shall adopt policies, practices, and procedures that define

expected standards of behaviour and specify any additional characteristics, beyond those required by law, to which protection is provided, for example, in relation to political belief, social background and refugee status.

*The University's policies, practices and procedures specifically extend to all gender identities including trans, non-binary and gender non-conforming people.

10.2 Our Equality, diversity and inclusion policy sets out our approach, in the context of our institutional mission, values and objectives as set out in our Strategic Plan, our People Supporting Strategy, our Education and Research Strategies and equalities legislation.

11. Appeals

11.1 If an employee has concerns about the process at any stage, these can be raised with their line manager, who must take these concerns seriously and respond in a timely way. If these concerns are not resolved, employees may also use the Grievance Procedure. If an employee wishes to appeal a notice of redundancy they may use the University's Appeals Procedure and appeal within 14 calendar days. Any other concerns may be raised using the Grievance Procedure.

Appendix 1 - Template proposal document

1. Introduction / context

Brief summary of the proposal and how this fits into the University's mission to deliver excellence in research and education. Detail how it fits with the strategic plan.

2. Background to the team / area of work

Brief background of where the team sits in the organisational structure, how long it has had its current structure, and how it has operated to date. Include any analysis of the impact of the team's work and any relevant workflows.

3. The business case and rationale: the need for change and the impact of not changing

Explain why there is a need to change (e.g. a clearer more coherent offer, a flexible, agile approach, enabling economies of scale). Set out the strategic and operational drivers for change, including financial drivers and the shortcomings of existing arrangements. Consider any cultural implications and behaviours desired.

4. The options considered

Summary of all the options that have been or might be considered and the feasibility of each. Outline the decision making process that has been used to arrive at the preferred option.

5. Summary of proposed change, including timelines

Set out how the work and roles will change, including any impact on skills or experience needed. Cover whether there will be any change to how the team works, for example a need for increased collaboration or agile working. Include the financial implications of the proposed change. Provide a table of timings.

6. Current structure and proposed structure

This should include an organisational chart of the current structure and the proposed structure, highlighting any changes.

7. Stakeholder engagement

Identify your stakeholders and how you are going to engage with them and, if applicable, maintain a service.

8. The new vision statement and communication plan

Detail the key messages to staff on the future vision. Detail the approach to communication and the methods and mediums to be used.

9. The number and type of posts affected, and the total number of employees affected

Detail about the proposed number, grade and types of the post, and what the likely impact will be for individuals: no change, some change, without a role.

10. Areas for consultation and feedback

Explain the opportunities for involvement and feedback and how this is going to be conducted.

11. Whether a method of selecting employees for redundancy will be used rather than the one set out in this policy and procedure.

It is expected that in the vast majority of cases, the method will be that set out in this policy. A different method may be proposed if, for example, there are large numbers of employees affected.

12. Progress to date

Outline any steps that have already been taken in supporting moving towards the new world vision.

Collectively agreed with the University's recognized trade unions, forming part of employees' terms and conditions of service.

Document control panel

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