

EMPLOYMENT COMMITTEE – 1 NOVEMBER 2011

ORGANISATIONAL CHANGE POLICY AND PROCEDURE

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose of report

1. The purpose of this report is to seek the approval of the Employment Committee to the Organisational Change Policy and Procedure.

Background

2. The pace of change within the County Council has increased significantly as a result of innovations in the way in which services are provided and the requirement for efficiency savings. The Organisational Change Policy and Procedure has therefore been reviewed with the aim of enabling change to be achieved more efficiently and effectively while still ensuring all necessary legal requirements are met.
3. Key changes in the new Policy and Procedure are:
 - Greater emphasis on planning change carefully and working closely with the trade unions from an early stage;
 - The provision to agree a shorter consultation period with trade unions and employees when a service is ceasing entirely;
 - When a service is being reconfigured, reducing the necessity for formal selection Procedures for employees;
 - The promotion of more transparent decision-making.

(The new Policy and Procedure will be supported by a comprehensive toolkit of materials for managers and HR advisers.)

Trade Union Consultation

4. Consultation has taken place with the recognised trade unions for employees employed under the conditions of service of the National Joint Council for Local Government Services and they indicated their agreement to the Policy and Procedure at the Central Negotiating and Consultative Committee held on 28 September 2011. Consultation has also been taking place with the recognised trade unions for centrally-

employed teachers and an additional meeting of the Teachers' Negotiating Committee is due to be held on 27 October 2011 where their agreement to the Policy and Procedure will be sought.

Recommendations

5. The Employment Committee is asked to approve the Organisational Change Policy and Procedure.

Background papers

6. A copy of the Organisational Change Policy and Procedure is attached.

Circulation under Local Issues Alert Procedures

7. None.

Officer to Contact

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List of Appendices

Appendix – Organisational Change Policy and Procedure

Equal opportunities implications

8. A key purpose of this Policy and Procedure is to ensure that employees are treated fairly in the context of organisational change. The Policy and Procedure includes guidance on the consideration of the equality impacts of organisational change – both service-related and employment-related – and also sets out measures available to support individual employees.
9. A draft of the Policy and Procedure was shared with representatives of the Black Workers Group, the Disabled Workers Group and the Lesbian, Gay, Bisexual and Transgender (LGBT) Group. Feedback was received from the LGBT Workers Group and their comments have resulted in amendments to the guidance for managers on managing the impact of organisational change.