PCC NAME

Restructure Proposal Form

Line Manager Responsibilities

When considering restructuring your department(s), you must seek the advice and assistance of Human Resources, as restructuring and redundancy legislation is complex. As part of the proposed restructure, you must complete the below information in as much detail as possible. This form should then be sent to the PCC/TRUSTEES/BOARD before you take any further action.

Employees will receive a copy of this form as part of the consultation process

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| Details |
| Name of Department to be restructured: |  |
| Line Manager responsible: |  |
| Effective date of restructure: |  |

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| Overview |
| *Overview of why a restructure is necessary, including the current working context, any financial or environmental factors affecting the need for the restructure, and any changes in strategy* |
| Objectives |
| *List the objectives of the proposed restructure, including a current organogram and a proposed organogram, detailing how the changes will impact on the current service provision overall* |
| Effect on individual roles |
| *Explain the impact on each role within the current and revised organograms and how their roles will change or which roles will need to be made redundant* |
| Potential Redundancies |
| *Provide a rationale that clearly identifies the reason why specific roles need to be made redundant, the selection pool and criteria, and any potential alternative employment that is currently available in the organisation (Please note the candidates for redundancy legally have preference over external recruitment provided that the role is suitable). You should clarify if you will ask for volunteers to be sought for voluntary redundancy. Please work with HR to ensure this is done legally.* |
| Training and Support |
| *Identify the training and wellbeing needs for each employee to ensure that the proposed restructure is successful, in both application and overall team wellbeing.* |

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| Planned Timescales |
| Approval of Restructure from PCC/BOARD/TRUSTEES |  |
| Approval of Restructure from COEG |  |
| Consultation Start date(This will include scheduling a meeting for all affected employees to discuss the proposed restructure). This should be a team meeting, plus individual meetings |  |
| Follow up meetings with staff (individually) – By law you must meet with affected employees twice even if they are not at risk of redundancy themselves(You must address any concerns the employees have and obtain feedback from them on how this will affect them, and any ideas they have as an alternative to restructure) |  |
| End of Consultation (Following this, you will need to consider all the feedback from employees, before making a decision on whether to proceed with the planned restructure) |  |
| Meeting with staff to feedback the result(You should do this individually, preferably on the same day, particularly for those whose roles are potentially subject to being made redundant) |  |
| Communication to the Parish Office (You should organise communications to be sent to all staff to confirm the restructure and ask for people to be mindful of the impact this will have on the team involved in the restructure) |  |
| Implementation of restructure date(The date you wish the restructure to be implemented) |  |