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| BTH logo large right aligned  **Consultation Document**  **Re-Structure within [INSERT DEPARTMENT]**  **Introduction**  This consultation document outlines a proposal to re-structure the [INSERT DEPARTMENT]. The purpose of this document is to commence a period of consultation with you which will conclude on [**INSERT DATE, must be a** **minimum of 3 weeks**]. During this time, we will be actively seeking the views of those of affected by this proposed re-structure and we are also seeking your responses and proposals in relation to any other options you may want to be considered.  We plan on talking with our staff side colleagues over the coming period and would expect them to play a full and active part in the consultation process.  **Proposal**  Include:   * Background * Reason for proposed change(s) * Who is to be affected * Considered option(s) * Detail whether the proposed change will result in any redundancies * Expand on the key changes – e.g. insert posts to be changes or removed (include details of these), insert any new posts (include detail of these), insert any changes of location * Benefits of the proposed change(s)   **Please note** – you may wish to include an organisational chart visual at this point of the consultation document for both the current and proposed structures  **Costs**  The proposed new structure if implemented will [INSERT SAVINGS OR ASSOCIATE COSTS] |

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| **Proposed Changes and New Structure** | | | | | | | | |
| **Current Structure** | | | |  | **Proposed Structure** | | | |
| **Job title** | | **Band** | **WTE** | **Job Title** | | **Band** | **WTE** |
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| **Timetable**  The timetable of the consultation process is as follows;   |  |  | | --- | --- | | Date | Draft consultation document shared with staff side representatives | | Date | Draft consultation paper shared Divisional Board | | Date | Consultation commenced (consultation paper to be sent to all affected employees via e-mail) | | Dates | Group consultation meetings with affected employees and staff side representatives | | Dates | 1:1 meetings with affected staff | | Date | Conclusion of consultation period | | Dates | Consultation outcome to be communicated with employees and staff side representatives |   The purpose of consultation meetings with employees and their representatives will be:   * To receive and where possible address any question on the reasons for change * To consider any comments or view on the consultation document including any alternative proposals and costing’s before determining any final decision to proceed * To clarify any change processes and timeframe specific to the proposed change exercise under discussion   Detail below pre identified dates for 1:1 meetings with affected staff;   * [INSERT DATES, TIMES, VENUE/MS TEAMS, HOW TO BOOK]   At the end of the consultation after full consideration of the feedback received a written report will be provided and will include the change process to be followed and the timeframes for this. The report will include:   * The reasons for the decision * Identification of posts which are the same or substantially the same in the old and new structures * Arrangement for filling posts via ’slotting in’ or restricted competition * Selection arrangements for posts within the new structure * Arrangements for seeking suitable alternative employment * Reference to the Trust’s pay protection arrangements and how these will apply * Support for staff who are affected by the change   **Communication**  The main mode of communication will be via e-mail for employees in work, unless otherwise stated. Employees on long term sickness/maternity leave will be contacted separately.  **The next steps**  Subject to the outcome of the consultation process, the new structure will take affect from [INSERT DATE]  Applications for the new structure will be restricted in the first instance to staff substantively employed in the department at the same/one up/one down Agenda for Change (AfC) band as the posts proposed in the new structure. The definition of substantive includes staff continuously employed by the Trust for over 12 months. Where this is not possible consideration will be given to allowing applications for from individuals at different bands. We will be seeking applications for the following:  INSERT DETAILS OF POSTS AND POOLING ARRANGEMENTS, e.g.   * The Manager (restricted in the first instance to the existing substantive staff at AfC band 8a)   Information regarding the job descriptions and person specifications for all of the above roles will be available by the [INSERT DATE]  **Selection Process**  It is envisaged that the selection process will take place from [INSERT DATE] and will be completed by [INSET DATE].  It may be that some staff do not wish to be considered for positions within the proposed new structure and where there is a reduction in staff numbers it may be possible to consider alternative options and anyone wishing to do so should contact their nominated HR representative.  The [INSERT POST TITLES) will be actively involved in the appointment of [INSERT POSTS}.  The newly appointed [INSERT POST] will be actively involved in the selection procedure for [INSERT POST DETAILS].  We will not be inviting applications for the roles until after [INSERT DATE] to allow sufficient time to consult and consider any alternative proposals prior to determining the final structure. It is envisaged that the selection process will take place from [INSERT DATE] and will be completed by [INSERT DATE].  **Contact details**   |  |  |  | | --- | --- | --- | | **Manager name:**  **Job title:**  **Contact details:** | **HR representative name:**  **Job title:**  **Contact details** | **Staff side representative names and contact details:** |   **INSERT NAME**  **INSERT DATE** |