



Sutton CE (VC) Primary School

Organisational Change Policy

May 2023



1. Introduction

- 1.1 The Governing Body is committed to ensuring its workforce operates effectively and efficiently.
- 1.2 The Governing Body will exercise good practice and regularly review its organisational structure to ensure that it is fit for purpose and delivers the best possible outcomes for pupils and is financially sustainable longer term.
- 1.3 The Governing Body aims to ensure security and stability of employment as far as possible. However, in light of funding limitations, service delivery requirements and external factors, organisational change may be necessary.
- 1.4 Organisational change refers to strategic change which has the potential to affect jobs and may result in the redeployment of employees and redundancy.
- 1.5 The purpose of this policy is to provide a framework for organisational change to be planned and implemented in an open, fair and consistent manner.

1.6. Definitions

“Headteacher” also refers to any other title used to identify the Headteacher, where appropriate.

“Employee” refers to any member of the staff, teaching and support, employed to work at the School.

2. Scope of this Policy

- 2.1 This policy applies to all employees of the Governing Body.
- 2.2 This policy does not form part of the employee’s contractual terms and conditions and may be amended from time to time.

3. Principles

- 3.1 When managing organisational change, the Governing Body will comply with all legislative requirements and operate in accordance with this policy.
- 3.2 The Governing Body is committed to a consistent and ongoing approach to resource planning. Non-pay spending will be continually reviewed in order to minimise budget-driven staffing changes.
- 3.3 Employees who are affected by organisational change will be provided with appropriate information and support in a timely manner. This includes employees who are absent from work for any reason.
- 3.4 Where organisational change may lead to redundancy, the Governing Body’s Redundancy Policy will be followed at the appropriate time.

4. Scheme of Delegation

- 4.1 Those responsible for managing organisational change will do so in accordance with the Governing Body’s Scheme of Delegation.

5. Equality and Equality Impact Assessment

- 5.1 The School will manage organisational change in accordance with equalities legislation and reasonable adjustments will be considered where required.

- 5.2. An Equality Impact Assessment (EIA) is not a legal requirement, however, will be automatically considered when organisational change is being planned and a determination made as to whether or not an initial assessment is sufficient or identifies the need for a full EIA.
- 5.3. The appropriate ACAS EIA will be followed, where one is deemed necessary.
- 5.4. When an EIA is undertaken, this will be included in the business case submission.

6. Planning Organisational Change

- 6.1. Organisational change will be planned carefully and with consideration to the School's Improvement Plan and wider organisational strategy.
- 6.2. Consideration will be given as to whether the aims of the required change can be achieved without a staffing restructure, for example, through non-pay related spend or a review of job descriptions and working practices.
- 6.3. It is recognised that the financial situation, or other factors, may change at any stage of the organisational change process and any such changes will be responded to.

7. Business Case

- 7.1. A business case will be produced and this will detail the proposed organisational change. The business case proposal will include the following:
 - Rationale for change
 - Current and proposed staffing structure (including job descriptions, person specifications and salary levels)
 - Identification of new and changed posts
 - Implementation plan including slotting in arrangements selection process
 - Timeline
 - Any salary protection/safeguarding arrangements, as appropriate
 - Appeals process, including specific grounds of appeal
 - Equalities Impact Assessment consideration or detail, as appropriate
- 7.2. The proposed new structure will be assessed for suitability and sustainability, particularly in terms of cost.
- 7.3. A job description and person specification will be created for new posts in the proposed structure. New roles should be assessed against the relevant job families/benchmarked or evaluated in line with the relevant job evaluation scheme, as appropriate.
- 7.4. Where potential redundancies are identified, the School will follow their Redundancy Policy and Procedure.
- 7.5. Formal approval will be gained on the proposals, in accordance with the School's Scheme of Delegation, prior to the implementation of the organisational change.

8. Implementation

- 8.1. A period of 10 working days formal consultation will be held with employees directly affected by the organisational change and the recognised trade unions.
- 8.2. All contractual changes will be confirmed in writing with appropriate notice.
- 8.3. Training needs will be discussed with employees who have a change to their role as a result of the organisational change process.

- 8.4. Any vacancies that arise during the organisational change process will be subject to normal recruitment procedures unless potential redundancies have been identified. Then the School will follow the provisions set out in their Redundancy Policy to recruit to the new structure.