



Report to: Personnel and General Purposes Sub-Committee, 15th July 2020

Report of: Head of People Services

Subject: CHANGE MANAGEMENT POLICY

1. Recommendation

1.1. That the Sub-Committee approve the proposed amendments to the Change Management Policy.

2. Background

2.1 The current change Management Policy came into effect in Dec 2017 and is therefore overdue for review. The update to this policy has so far incorporated feedback from the People Services team, and is in line with current CIPD and ACAS guidelines. The key changes include:

2.1.1 Updates to Pensions and EAP information

2.1.2 Inclusion of a process for minor changes that do not necessitate changes to T&Cs (section 6.)

2.1.3 Reference to additional related documents of: Redundancy Policy, Redeployment Policy and Pensions Discretions Policy. (section 14.)

3. Implications

3.1 Financial and Budgetary Implications
None.

3.2 Legal and Governance Implications
Although not directly referenced in the policy the any voluntary redundancies that meet the 2.6 times salary cost criteria, but would involve a payment in excess of £95,000 will need to be approved by this committee. This temporary arrangement will be reviewed when and if the government introduces the proposed public sector exit payment cap.

3.3 Risk Implications
None.

3.4 Corporate/Policy Implications
None.

3.5 Equality Implications
This policy is designed to ensure that we meet our obligations in the Equality Act 2010 by completing an Equality Impact Assessment for any proposals.

3.6 Human Resources Implications

- To provide full HR Lead support on all change management initiatives (formal or minor changes)
- To ensure all options for avoidance of Compulsory Redundancies are considered.

3.7 Health and Safety Implications

None.

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Background Papers: none