

Report of	Meeting	Date
Deputy Chief Executive	Executive Member Decision	August 2020

CHANGE POLICY

PURPOSE OF REPORT

- To present the new shared Change Policy, for Executive Member consideration and approval.

RECOMMENDATION(S)

- That the new policy is approved and adopted.

EXECUTIVE SUMMARY OF REPORT

- The Change Policy is the first of the shared HR policy framework to be developed. The framework is intended to provide modern, concise, and accessible guidance to employees and managers. The policies within the framework will apply to all employees across Chorley and South Ribble Councils.
- The Change policy combines the Chorley policies of Restructures, Redundancy, Redeployment and the SRBC policies of Restructures, Redundancy, and Discretionary Compensation.
- The policy has been co-produced with the councils' Unison branch and has been approved by Shared Services Joint Committee. Employee consultation has taken place and feedback incorporated into the final version of the policy.
- The Change policy will be utilised during the review stage of the phase one shared services.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

7. The policies form part of the Human Resources shared policy framework that ensures that the Councils adhere to current legislation and continue to be proactive employers.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

8. Not to accept the updates to this HR policy.

CORPORATE PRIORITIES

9. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy homes and communities		An ambitious council that does more to meet the needs of residents and the local area	x

BACKGROUND

Shared HR Policy framework

10. The Shared HR Policy framework groups policies by theme or circumstance. For example, it is appropriate to collate the policies surrounding organisational change to avoid duplication or contradiction. The new policies will be easy to follow and understand, avoiding jargon or legalistic language.
11. HR policies will not provide specific advice on individual circumstances. Detail which is specific to the individual will be included in their written statement of particulars (WSP). This will include information such as salary, notice period, redundancy multiplier, weekly hours, and annual leave entitlement. HR will continue to provide advice and support to managers and employees on situations affecting them.

Change policy

12. The policy provides a clear process for managers to follow alongside tools which can be used, which will be added to as examples of good practice are shared. The policy will be supported by parallel HR specific tools such as templates, meeting outlines, and manager guidance which will be developed and shared as appropriate.
13. The policy provides further clarity around consultation, how to undertake it, and how to ensure it is meaningful. It re-defines how the councils approach employees on secondment. The policy also clearly defines the conditions for appeal against redundancy, to those in accordance with the ACAS code.
14. This policy will apply to the phase 1 shared services review process and subsequent organisational changes.

Next steps

15. Promotion of the policy will be achieved through employee engagement groups, the intranet, and team meetings. Chorley managers will be expected to read and confirm their

understanding through the e-learning portal. SRBC managers will be briefed and supported to engage with their teams.

IMPLICATIONS OF REPORT

16. With the extension of shared services it is important that where appropriate and necessary the HR policies of the councils are aligned. The risk were this policy not to be adopted by either council is that colleagues working within the shared service would be provided with a different policy framework to work in. This would lead to inequality and confusion for staff.
17. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	x	Customer Services	
Human Resources		Equality and Diversity	
Legal	x	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

18. No financial impact.

COMMENTS OF THE MONITORING OFFICER

19. This is a new policy but replaces existing documents that are within the policy framework of both council's as such it is an Executive Decision.

Chris Sinnott
Deputy Chief Executive

Report Author	Ext	Date
Hollie Walmsley	515372	July 2020

Following careful consideration and assessment of the contents of this report, I approve the recommendation(s) contained in Paragraph 2 of the report in accordance with my delegated power to make executive decisions.



Dated 26 August 2020

Councillor Peter Wilson
Executive Member (Resources)