Addendum to Organisation Change Policy

Purpose

This addendum outlines interim changes to the Management of Change (MoC) process within the Trust, whilst the Trust undertakes a full review of the Organisational Change policy through the HR Policy Review Group. These changes aim to improve consistency, transparency, and partnership working in line with the Trust's values.

Scope of Changes

1. Clarification of Formal vs Informal Changes

The following table defines which changes require formal MoC consultation and which may be handled informally or via alternative processes:

Requires Formal MoC	**Handled Informally / Alternative Process**
Structural changes involving new or removed roles (excluding vacant roles)	Job evaluation (unless structural impact)
Changes affecting pay or employee costs (e.g. enhancements, base location)	Line management changes (confirmed in writing)
TUPE transfers	Office moves (same site)
Substantial changes to Terms and Conditions	Flexible working requests (via Flexible Working Policy)
	Fixed term contracts (via existing Trust process)

Note: This list is not exhaustive and will be regularly reviewed in partnership with Trade Union colleagues.

2. Approval Process Changes

Executive Team approval is no longer required for all MoC cases. Consultation documents must be approved by the relevant Service Director or equivalent.

Business cases are only required where changes incur additional costs (e.g. redundancy, new posts, increased enhancements etc.) or if there are significant role reductions.

3. Establishment of Management of Change Committee

A new MoC Committee will be formed with delegated authority to approve formal MoC cases.

Membership:

- Head of HR & OD (Chair)
- Staff Side Chair or Deputy
- Two additional Trade Union representatives
- HR & OD Business Partners (Deputy Chair)
- People Services Team Lead
- One Operational Representative
- One Nursing, Quality and Therapies Representative
- One Corporate Representative

Whilst this committee will aim to work in partnership to reach a collective decision on Consultation Documents, decision making authority sits with the Chair of the committee where no consensus can be reached.

Function of the committee:

The committee will review proposed changes and engage with managers presenting cases to help steer and provide guidance to ensure best practice is followed through change processes. The panel has delegated authority to approve, decline or request further actions prior to implementation

Meeting Frequency:

The committee will meet monthly, with provision for extraordinary meetings in urgent cases. On occasion, review via email will take place where there is a pressing operational need for approval.

Manager requirements:

Managers should submit their Organisational Change Consultation Document to the GHCHROps@ghc.nhs.uk inbox, at least one week prior to the next panel.

All supporting documents should be sent with the Consultation Document, including a fully completed QEIA document and Job Descriptions that have been evaluated, if relevant.

Managers leading the change will be expected to present their case at the committee and should therefore make themselves available or ask a deputy to

attend in their absence. They will be supported at the meeting by their HR & OD Business Partner with whom they have been working on designing the change.

4. Standardised Consultation Periods

- A standard 30-day consultation period will be adopted.
- Exceptions must be approved by the MoC Committee.
- Extensions during consultation must be agreed with Trade Union and HR representatives involved in the change.

5. Policy and Documentation Review

- The Organisation Change Policy and supporting documents will be reviewed and updated shortly, through the HR Policy Review Group.
- A suite of standardised templates will be developed for use in MoC processes.
- QEIA documentation will be revised with accompanying guidance.
- A process for managing trial periods/pilots will be included.

Review and Monitoring

This addendum will remain in effect until the full policy review is completed and approved. Progress will be monitored by the People Services team in partnership with Trade Union representatives.