



TITLE	REF	VERSION	
Organisational Change Procedure	HRPRO001	2.0	
DEPARTMENT	HR		
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ORGANISATIONAL CHANGE PROCEDURE

Procedure Statement

Activate Learning recognises that change is an integral part of organisational life and is committed to managing change effectively in an open, transparent and sensitive manner. This procedure aims to help alleviate the disruption of such a process through careful preparation and a sympathetic approach, whilst ensuring legal compliance. This procedure will be followed on those occasions when an **organisational change** is being proposed and will outline the steps taken. An organisational change is one which has a profound impact on a small number of staff or one which has a significant impact on a large number of staff, including, but not limited to, a significant change in job content, a significant change in permanent work location and/or a reduction in number and grade of posts. This procedure will apply in any scenario where a change in grade, fraction or where redundancy is a possibility. Relatively minor changes which affect a large number of people would not require the use of this procedure.

1.0 Steps within the Procedure

- Development and initial approval of a proposed change
- Preparation and publication of a consultation proposal
- Consultation with staff representatives
- Consultation with affected members of staff including notification of risk of redundancy
- Redundancy selection process
- Appeal against selection for redundancy
- Seeking alternative employment within Activate Learning
- Offers of alternative employment
- Support in seeking alternative employment outside Activate Learning

2.0 Development and Initial Approval of a Proposed Change

When a significant organisational change is being considered a detailed proposal will be developed and submitted for consideration by the Group Executive Team (GET). When GET has considered the proposal and made any necessary amendments to it they will instruct the senior manager responsible for the area affected to develop a consultation proposal.

3.0 Preparation and Publication of a Consultation Proposal

When the GET has given initial approval to a proposed change the senior manager responsible for the area will develop a consultation proposal. Where the proposed change may lead to redundancies the proposal will include the following items:

- the reasons for redundancies
- the numbers and categories of employees involved
- the numbers of employees in each category
- the proposed method of selecting employees for redundancy
- the proposed method of implementing redundancies
- the method of calculating redundancy payments

4.0 Consultation with Staff Representatives

Where 20 or more redundancies are envisaged, a meeting will be held with employee representatives (including the relevant recognised trade unions) to discuss the proposal and to respond to any initial questions. Where the proposed change may lead to redundancies, this meeting will mark the start of the formal collective consultation process. The duration of the consultation period will be that set out in s.188 (1A) of the Trade Union and Labour Relations (Consolidation) Act 1992. At the start of the collective consultation process the date on which the consultation period will expire (the expiry date) will be confirmed. In accordance with the requirements of the act no redundancies will take effect before the expiry date.

The purpose of the consultation is to consider ways in which the need for redundancies can be reduced or eliminated. As a result the consultation discussions will usually include the following:

The reasons why redundancies may be needed including the numbers and categories of employees involved and the numbers of employees in each category

Measures to reduce or eliminate the need for compulsory redundancies

Possible offer of a voluntary severance programme

Method of

