

Name of School

Re-organisation/ Restructure Proposal

(This paper outlines a template for head teachers/managers preparing restructure proposals to go to the trade unions and staff for consultation. The template is designed to relate to a single department/service and to being prepared by the head teacher. However, it may be adapted.)

1. Department/Service:**2. Lead manager:****3. Outline of the proposal**

(A short paragraph on what the proposal as a whole is all about.)

4. Rationale**4.1 Short description of the rationale**

(This should include the reason for the proposal (e.g. details of need to make budget savings), the business case, the impact on service delivery and risk management associated with the proposed changes. Include the impact on different teams where more than one team is affected.)

4.2 Short description of proposed changes for each team and/or role

(This could include a brief description of the changes you are proposing i.e. the 'As is' position and the 'To be' position. Possible things to mention (not an exhaustive list)):

- Proposed merger of posts.
- Proposed deletion of posts (where posts are proposed for deletion state which 'pool' of employees the posts are to be drawn from and the reason for that decision. If employees doing similar work are not to be included in the proposed pool, state why).
- Proposed changes to contract terms e.g. shift patterns, hours of employment, grades.
- Possible changes to processes, assets or systems.
- Potential changes to delegated authority.
- Proposed changes to reporting lines.
- Potential loss of knowledge to the organisation and how this will be handled.
- Proposal to discontinue some work.
- Potential impact on other members of staff who may have to pick up some of the workload.

4.3 Short summary of the proposed changes

Such as "This proposal affects XX posts and XX employees could potentially be subject to redundancy." or alternatively "This proposal does not give rise to any redundancies". (State that the proposal is subject to consultation and that no decision on the re-structure has yet been made.)

5. Impact assessment on the service**5.1 Impact of the proposed changes on the service**

Appendix 2

School
Logo

Name of School

(Include any specific (low priority) work that the service can no longer continue doing as a result of the proposed changes)

5.2 How the impact will be managed

Equalities and Health & Safety Impact Assessment

.(Please provide high level EIA information and draw any specific EIA issues that should be highlighted at this stage. (see Appendix 2a & 2b))

6. Appendices to be produced

6.1 'As Is' structure chart

(Indicating job titles, grades and part-time posts)

6.2 'To Be' structure chart

(Indicating job titles, grades, part-time posts and new posts (NP))

6.3 List of proposed posts for deletion/affected posts/new posts (see definitions below before completing them)

Deleted posts: (Include any post which is proposed for deletion.

Where there is a pool of identical or very similar posts and the pool is to be reduced (e.g. a move from 3 Admin Assistants to 2), all posts must be deleted and new posts created. The only exception to this is if some posts are vacant, in which case they may be deleted without need to delete the whole pool. This is because you cannot selectively delete a filled post within a pool of very similar posts.)

Affected posts: (Include posts which are not proposed for deletion, but may be affected by the proposed restructure.)

(This includes posts which will gain or lose direct reports, have a change in line management, be reassigned to another team, or have an increase in their scope of work.
Vacant posts do not need to be included here)

New posts:(Any new posts proposed for creation. Please include indicative grade where possible; these grades will be evaluated at a later date.

Also include on this list any remaining posts from depleted pools. These JDs don't need to be re-evaluated.)

(It must be possible to track from the 'As Is' structure chart for a service to the 'To Be', by using the 'proposed posts for deletion' and 'proposed new posts' lists

$$\boxed{\text{'As Is'}} + \boxed{\text{'New'}} - \boxed{\text{'Deleted'}} = \boxed{\text{'To Be'}}$$

Appendix 2

Name of School

School
Logo

6.3 Savings

To be worked out with your respective Finance Manager (template provided). This should include:

- Number of FTEs in both 'As is' and 'To be' structures.
- Net savings.

7. Job Descriptions

7.1 Job descriptions/person specifications (a single document) for all proposed new posts are required **shortly after the launch** of the consultation

7.2 Please see Appendix 4 Guidance on preparing a job description and person specification

N.B.: Please avoid the temptation to modify/adapt the templates, as this will complicate the collation of all the various proposals into a cohesive consultation document.