

**Surrey Heath Borough Council**  
**Employment Committee**  
**6 April 2022**

---

**Organisational Change Policy and Procedure**

<b>Strategic Director/Head of Service</b>	Louise Livingston
<b>Report Author:</b>	Julie Simmonds, HR Manager
<b>Key Decision:</b>	No
<b>Wards Affected:</b>	n/a

---

**Summary and purpose**

Review and implementation of a new look and more information Policy for use during Transformations.

**Recommendation**

The Committee is advised to RESOLVE that the revised Organisation Change Policy (previously referred to Employment Stability Policy) be adopted.

**1. Background and Supporting Information**

- 1.1 The Organisation Change Policy and Procedure (Annex A) replaces the existing Employment Stability Policy and Procedure which was last reviewed in 2009 (Annex B). As the Employment Stability Policy was reviewed a number of years ago there was a lot that needed to change regarding the layout and to ensure it was a lot more informative to staff in the event they find themselves in a proposed restructure of their Team or Service.
- 1.2 Key considerations/changes following consultation with the Joint Staff Consultative Group are attached at Annex C to this report

**2. Reasons for Recommendation**

- 2.1 Current policy needs reviewing to make it clear, less room for different interpretations and more informative.

**3. Proposal and Alternative Options**

- 3.1 Propose adoption of the new Organisational Policy and Procedure to replace Employment Stability Policy and Procedure.

#### **4. Contribution to the Council's Five Year Strategy**

- 4.1 Adoption of clear process for any Transformations for the benefit of SHBC and staff.

#### **5. Resource Implications**

- 5.1 n/a

#### **Annexes**

Annex A – Organisational Change Policy and Procedure

Annex B – Employment Stability Policy and Procedure

Annex C – Key considerations/ changes discussed with JSCG