

**SUBJECT:** HR POLICY CHANGE – MANAGEMENT OF CHANGE

**DIRECTORATE:** CHIEF EXECUTIVE AND TOWN CLERK

**REPORT AUTHOR:** ALI THACKER (HR AND PAYROLL TEAM LEADER)

## **1. Purpose of Report**

- 1.1 To provide Executive with an overview of the proposed changes the Councils Management of Change Policy, and to request that Executive formally approve the revised policy.

## **2. Background**

- 2.1 Recently HR have reviewed the above policy in conjunction with Trade Unions, and this report provides a summary of the proposed changes.

## **3. Summary of Management of Change Policy Changes**

- 3.1 Below is an overview of the changes proposed:

Section 4.4 has been added to include Trade Unions responsibilities as part of the Management of Changes processes.

Section 5.1 – Preparation – Bullet Point 2 the following wording has been inserted “(prior to the start of any processes).”

Section 5.3 – Job Descriptions – The following wording has been re-worded:  
“However as a check, prior to commencing formal consultation, the Manager should review the job descriptions of affected employees and if the manager and/or effected employee feel any updates are required prior to the formal consultation process, these should be discussed however ultimately it would be for the manager to determine if the job description is up to date.”

Section 5.4 – Has been re-worded as follows:

“It is recommended that Managers do not commence any formal consultation with employees until the manager is satisfied that current job descriptions are up to date and have been evaluated under the Council’s Job Evaluation Scheme to ensure that employees are not adversely affected during the Management of Change process.”

Section 5.5 – The following wording has been inserted:

“Where minor changes are proposed, the Director/ Chief Executive can formally approve the changes without the need to take reports to JCC and the Executive. These proposals should be discussed with HR prior to any processes commence.

Examples of minor changes may include (but not limited to):

- Proposed minor modifications to a Job Description.
- Proposals where there are no changes to employees pay.

- Proposals where posts are transferring to another team/department but where the role, duties and responsibilities remain the same/similar.
- Line management change”

Section 5.7 – The following wording has been inserted:

“In the event that a grievance or complaint has been raised prior to the commencement of a Management of Change process, which directly relates or impacts on the proposals, the grievance or complaint should be concluded before the commencement of any management of changes processes where possible.”

Section 6.1 – The following wording has been inserted:

“Prior to any consultation processes commencing, Managers in conjunction with HR, must determine who is affected and indirectly affected by proposals.”

Section 8.2 and 8.3 – The following wording has been re-worded in to take account of changes made to the Councils Acting up and Secondment Policies:

“Employees seconded or acting up into posts in the current (old) structure, will have rights against their substantive posts only, unless the secondment is greater than 11 months in which case, in accordance with the Council’s Secondment Policy, the secondee will lose automatic rights to return to their substantive post or be in competition for their substantive post if the role has been filled with a fixed term contract (where necessary).

However, in accordance with the Secondment and Acting Up Policies, in exceptional circumstances where the employee has been seconded or undertaking acting up duties to another post for over two years, the Assistant Director/ Director has the discretion to give an employee rights to post(s) based upon their acting up duties/ grade and/or based upon the post/ duties/ grade of the position they have been seconded to. (This however does not apply to employees acting up into Chief Officer positions – including Assistant Directors as in line with the Constitution appointments to permanent Chief Officer positions are to be made following member appointment panels).”

Section 8.4 – The following wording has been changed to take account of the above change.

“During a management of change process, it is the managers responsibility to determine an employees proposed rights to any post. However, in the event where an employee has been seconded/acting up, in accordance with 8.3 the manager will be required to liaise with the Assistant Director/Director to determine the proposed rights (in accordance with 8.3).”

Section 16 – Excess Travel – This section has been inserted into this policy and this will replace the Councils current Disturbance Policy.

#### **4. Organisational Impacts**

4.1 Finance (including whole life costs where applicable)  
There are no financial implications associated with this report.

4.2 Legal Implications including Procurement Rules

There are no legal implications associated with this report.

#### 4.3 Equality, Diversity and Human Rights

There are no Equality, Diversity and Human Right implications arising from this report.

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

#### 4.4 Human Resources

The proposed changes have been discussed with Unions during local HR and Trade Union meetings, and Unions are supportive of the changes.

This Policy was also taken to JCC in October 2023, where it was agreed that the proposed changes should progress to Executive for consideration/formal approval.

### 5. Risk Implications

#### 5.1 (i) Options Explored

NA

#### 5.2 (ii) Key Risks Associated with the Preferred Approach

NA

### 6. Recommendation

#### 6.1 To request that Executive consider the proposed policy changes for formal approval.

Is this a key decision?	No
Do the exempt information categories apply?	No
Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?	No
How many appendices does the report contain?	2 (MOC Policy) (Extract JCC)
List of Background Papers:	None
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