

REPORT TO	ON
Shared Services Joint Committee	7 July 2020



TITLE	REPORT OF
Change Policy	Shared Service Lead for Transformation and Partnerships

Is this report confidential?	No
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### PURPOSE OF THE REPORT

1. The shared Change policy to be applied to all employees of Chorley and South Ribble Councils.

### RECOMMENDATIONS

2. Shared Services Joint Committee to consider the shared Change policy.

### CORPORATE OUTCOMES

3. The report relates to the following corporate outcomes: (tick all those applicable):

Excellence, Investment and Financial Sustainability	
Health, Wellbeing and Safety	
Place, Homes and Environment	

Projects relating to People in the Corporate Plan:

Our People and Communities	x
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### BACKGROUND TO THE REPORT

#### Shared HR Policy framework

4. The Shared HR Policy framework is intended to provide modern, concise, and accessible guidance to employees and managers. The policies within the framework will apply to all employees across Chorley and South Ribble Councils.

5. Policies will be grouped by theme or circumstance. For example, it is appropriate to collate the policies surrounding organisational change to avoid duplication or contradiction. The new policies should be easy to follow and understand, avoiding jargon or legalistic language.
6. HR policies will not provide specific advice on individual circumstances. Detail which is specific to the individual will be included in their written statement of particulars (WSP). This will include information such as salary, notice period, redundancy multiplier, weekly hours, and annual leave entitlement. HR will continue to provide advice and support to managers and employees on situations affecting them.

### **Change policy**

7. The Change policy combines the Chorley policies of Restructures, Redundancy, Redeployment and the SRBC policies of Restructures, Redundancy, and Discretionary Compensation.
8. The policy provides a clear process for managers to follow alongside tools which can be used, which will be added to as examples of good practice are shared. The policy will be supported by parallel HR specific tools such as templates, meeting outlines, and manager guidance which will be developed and shared as appropriate.
9. The policy provides further clarity around consultation, how to undertake it, and how to ensure it is meaningful. It re-defines how the councils approach employees on secondment. The policy also clearly defines the conditions for appeal against redundancy, to those in accordance with the ACAS code.
10. This policy will apply to the Phase 1 Service Review process and subsequent organisational changes.

### **Next steps**

11. Should the councils both agree to expand the 2.2 redundancy multiplier in cases of compulsory redundancy this will be incorporated into the policy.
12. Following sign off, promotion of the policy will be achieved through employee engagement groups, the intranet, and team meetings. Chorley managers will be expected to read and confirm their understanding through Emerge. SRBC managers will be briefed and supported to engage with their teams.

### **CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION**

13. Chorley Unison branch were engaged in a JCC subgroup to consider the objectives of the change policy prior to it being drafted. This arose from conciliation work facilitated by ACAS. The policy was drafted in consultation with branch following the subgroup.
14. Chorley Unison branch and SRBC Unison branch have provided feedback. This feedback has been taken into consideration in drafting the updated version of the policy.
15. Wider consultation has taken place across the councils. The feedback received has been supportive of the policy.

## COMMENTS OF THE STATUTORY FINANCE OFFICER

16. [No comments](#)

## COMMENTS OF THE MONITORING OFFICER

17. [No comments](#)

## APPENDICES

Appendix A – Change Policy

Vicky Willett  
Shared Service Lead for Transformation and Partnerships

Report Author:	Telephone:	Date:
Hollie Walmsley Chorley HR Manager	01257 515372	26 June 2020