

**Agenda Item No:** 6 **Report No:** 171/16  
**Report Title:** Change Management Policy  
**Report To:** Employment Committee **Date:** 19 December 2016  
**Ward(s) Affected:** All  
**Report By:** Helen Knight, HR Manager – Shared Service  
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**Purpose of Report:**

- 1 To seek Employment Committee (LDC) and Cabinet (EBC) approval to implement a new policy regarding change management.

**Officers Recommendation(s):**

- 2 To agree the implementation of this policy within the organisation.

**Reasons for Recommendations**

- 3 Lewes District and Eastbourne Borough Councils have been individually committed to regularly reviewing HR policies to ensure they comply with current legislation, are based on ACAS best practice and are clear and concise for consistent application throughout the organisation. More recently the Councils have jointly committed to bringing their policies and procedures together as part of the Joint Transformation Programme (JTP) which is an important step towards aligning our people and business practices. This proposed new policy has taken the best aspects of Lewes and Eastbourne's current change policies and pulled them together into an updated version which is now fit to support the organisations through the next period of change.

- 3.1 Lewes and Eastbourne Councils are innovative and dynamic organisations and we are engaged in an ongoing process of continuous improvement which often results in the need for organisational changes. The way in which change is managed is crucial to a successful outcome and this new proposed policy provides an effective tool to inform and support a change process. Both Councils currently have separate guidance for managers and staff regarding change. We have sought to include this all in one policy with the intention of clear and consistent information being provided for both managers and staff during any period of change.

## **Information**

- 4** Both Councils have gone through periods of change during recent years, some minor and some major. Separate policies and guidance have been followed and applied but we have been in discussion with Unison for some time now about a holistic policy that can be applied to any change situation.
- 4.1** This policy will provide clarity for both staff and managers alike across both organisations regarding the procedure that should be followed during a period of change, the support that is available and the considerations that should be made.
- 4.2** In drafting this new policy, research has been undertaken with other organisational change policies and Eastbourne and Lewes Unison branches have provided helpful and constructive input.
- 4.3** This policy will also be supported by other policies (as named within) and should not be seen as 'stand alone'. Once approved by Employment Committee (LDC) and Cabinet (EBC) it will be launched across both organisations. This launch will include bite size sessions organised and facilitated by the HR Business Partners.

## **Financial Appraisal**

- 5** There are no financial implications related to the implementation of this policy.

## **Legal Implications**

- 6** The Legal Services Department have not been asked for comments.

## **Sustainability implications**

- 7** I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report/budget monitoring report/development control report

## **Equality Screening**

- 8** An Equality and Fairness Analysis has been completed and is attached as an appendix to this report.

## **Appendices**

- 9** Eastbourne Borough and Lewes District Change Management Policy.  
Equality and Fairness Analysis on Change Management Policy.