

Body: CABINET

Date: February 2017

Subject: NEW HR/ORGANISATIONAL DEVELOPMENT POLICY – CHANGE MANAGEMENT

Report of: Becky Cooke, Assistant Director of Human Resources and Organisational Development

Ward(s): ALL

Purpose: To seek Cabinet approval to implement a new HR policy regarding Change Management

Contact: Helen Knight, Human Resources Manager
Telephone 01323 415063 or internally on Extension 5063

Recommendations: **That Cabinet: Approve the implementation of this policy**

1.0 Overview

- 1.1 Eastbourne Borough and Lewes District 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 Eastbourne and Lewes'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.
- 1.2 Eastbourne and Lewes 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.

- 1.3 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.
- 1.4 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.
- 1.5 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.
- 1.6 This policy will also be supported by other policies (as named within) and should not be seen as 'stand alone'. Once approved by Cabinet (EBC) it will be launched across both organisations having already been approved at Employment Committee (LDC) and Joint Staff (EBC). This launch will include bite size sessions organised and facilitated by the HR Business Partners.

2.0 Joint Staff

Members of Joint Staff discussed this policy at a meeting in November 2016. It was approved and recommended for implementation by Cabinet. As it is a brand new policy it is coming to Cabinet for approval first.

3.0 Cabinet is asked to:

Endorse the Change Management policy and recommend that it is agreed for implementation.

Becky Cooke
Assistant Director of Human Resources and Organisational Development