

**Management of Change Proposal Discussion Document Checklist**

To be completed by manager presenting the proposal and to accompany the Consultation Proposal Document when submitting to JNCC

Subgroup (Organisational Change Subgroup)

<b>Title of Consultation Proposal Document</b>			
<b>Divisional Director Approval</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>HR Business Partner</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Name of Manager Presenting Proposal</b>			
<b>Name of HR Representative</b>			
<b>Staff groups affected</b>			
<b>List of unions to be involved in consultation (if known)</b>			
<b>Date of JNCC Subgroup for paper to be presented</b>			

	Completed Yes/no/ or not applicable.
<p>Has there been any initial consultation with staff?</p> <ul style="list-style-type: none"> <li>Does the paper explain if staff are aware of possibility of change and if there has been any initial consultation. This includes early conversations about service change / changes to job descriptions / changes to on call to get engagement from staff?</li> <li>It is important to be clear with staff that these initial conversations did not form part of the formal consultation and they will be fully consulted with through the formal management of change process?</li> </ul>	
<p>Is the organisational change dependant on:</p> <ul style="list-style-type: none"> <li>Recruitment of posts</li> <li>Funding</li> <li>Other management of change process's</li> </ul>	
<p>Is the detail of the proposal document comprehensive, yet easily understood by all staff?</p> <ul style="list-style-type: none"> <li>All abbreviations written in full first time</li> <li>Clear definitions</li> <li>Clear process</li> </ul>	

<p>Have any national guidance and/or standards been considered and included?</p> <ul style="list-style-type: none"> <li>• Are we complying with national guidance?</li> <li>• Has there been any benchmarking with the Foundation group?</li> </ul>	
<p>Is the rationale/reason for change clear?</p> <ul style="list-style-type: none"> <li>• What is the rationale for the service change?</li> <li>• Are the benefits of change concise/easy to understand?</li> <li>• Are any risks associated with the proposal detailed and risk mitigation included?</li> </ul>	
<p>Is there a clear organisational diagram which clearly shows as is and to be structures?</p> <ul style="list-style-type: none"> <li>• Any changes clearly identified i.e. colour coding for new/existing post</li> <li>• Clear if any at risk posts</li> <li>• Clear any changes to band</li> </ul>	
<p>Are any changes to Job Descriptions clear with changes highlighted? If there are changes to Job Descriptions have these been through job evaluation?</p>	
<p>Are changes to working patterns made clear?</p> <ul style="list-style-type: none"> <li>• Why are there changes and have they been risk assessed?</li> <li>• Template existing and new rotas included with changes highlighted?</li> </ul>	
<p>Is it clear that this is a meaningful consultation document and that staff have the opportunity to feedback and influence?</p> <ul style="list-style-type: none"> <li>• Methods for feedback clear</li> <li>• Language/tone appropriate to partnership working</li> </ul>	
<p>Has the impact on other staff groups /services been considered?</p> <ul style="list-style-type: none"> <li>• e.g. impact on labs/pharmacy and have managers of these areas been informed if there is an impact and working in collaboration before the proposal is submitted to the Organisational Change Group?</li> <li>• Is there a Management of change proposal for any medical staff impacted by this change?</li> </ul>	
<p>Have travel implications of cross site working being considered?</p> <ul style="list-style-type: none"> <li>• Is it clear what will be paid for travel and how?</li> </ul>	
<p>Are there any implications for change to base/site?</p> <ul style="list-style-type: none"> <li>• If so how will these be adjusted? Notice period etc?</li> </ul>	
<p>Is the selection/ application process for new roles made clear?</p>	
<p>Are funding arrangements clear?</p> <ul style="list-style-type: none"> <li>• Is it clear in the proposal if a business case has been approved in relation to any additional costs due to change?</li> <li>• Is it clear where there are banding changes/ increase in on call costs that finance have been consulted and implications understood?</li> </ul>	
<p>Is it clear if there will be any possibility of redundancies and the process for this?</p>	
<p>Is it clear if there will be any possibility of pay protection due to reduced banding/pay supplements/contractual on-call?</p>	

<ul style="list-style-type: none"> <li>Is it clear whether short or long term pay protection applies</li> </ul>	
Is the timetable clear and reasonable?	
<ul style="list-style-type: none"> <li>Have all statutory requirements been fulfilled?</li> </ul>	
Have any training needs been identified?	
<ul style="list-style-type: none"> <li>How will these be supported?</li> </ul>	
Is it clear that flexible working requests will be considered?	
Have staff been signposted to wellbeing support?	
<ul style="list-style-type: none"> <li>Has the impact on staff been considered?</li> <li>Has the supporting our NHS staff booklet been shared with all staff to access wellbeing support</li> </ul>	
Is it clear where staff can access union representation if required?	
Has the Equality Impact Assessment been completed?	
Has the HR Business Partner reviewed this proposal?	

**For Organisational Change Subgroup use:**

Checklist	Yes	No	Yes, subject to amendments outlined below
Manager to confirm during presentation: <ul style="list-style-type: none"> <li>Planned date for consultation meeting and timeline</li> <li>Invitation circulated with Change Proposal paper and slide deck to all affected staff, HR support and trade union representatives With 7 calendar days notice and uploaded on departmental teams channel to allow all affected staff to access documentation and the meeting recording.</li> <li>Plan to share feedback/changes with trade union representatives via monthly organisational change report for JNCC</li> </ul>			

**Amendments to proposal document required**

Page/paragraph	Amendment to be made



--	--