



The
University
Of
Sheffield.

Human
Resources.

WITH EFFECT FROM 1 MAY 2013

CHANGE MANAGEMENT POLICY

INTRODUCTION

Change, and the need for change in the workplace can arise for a variety of reasons and the impact of change can also differ greatly. In recognition of this, the University will take steps to engage and support staff, in consultation with recognised Trade Unions and other stakeholders (e.g. student, or other affected groups) appropriately during any significant workplace change.

It is the University's aim to maintain and enhance the efficiency with which its core purposes are carried out while seeking to safeguard current and future employment of staff.

The purpose of the Change Management policy and its related procedures (for Restructuring, Redundancy Avoidance, Redeployment, and Redundancy) is to establish the fair, robust, and transparent principles and processes to be followed so that the University's interests are protected and staff are treated fairly.

The good practice principles contained within the University's separate Change Management guidance can be applied to any change exercise. It is the intention that this will be used by University managers to help ensure change is managed positively, effectively and consistently.

SCOPE: This policy applies to all University staff and should be read in conjunction with the University Statute (Section 6).

KEY PRINCIPLES:

1. The Change Management policy and its related procedures for: Restructuring, Redundancy Avoidance, Redeployment and Redundancy are based upon the principles of fairness and equality and shall be applied with these in mind. All documents reflect the requirements of current employment legislation.
2. The University shall seek to ensure, as far as possible, security of employment and avoidance of compulsory redundancies where staffing reductions are required.
3. The University recognises the benefit of early and meaningful consultation. The JUCC Employment Security sub-committee provides the main regular forum for overseeing meaningful consultation where planned change is expected to reduce staffing levels. In addition the recognised Trade Unions as represented by the Joint Unions Campus Committee (JUCC) meet formally with the University approximately every 6 weeks*.
4. Any managers contemplating an organisational review as described within this policy and its related procedures will engage with Human Resources prior to initialising the



review. Any queries with regard to any aspect of the above document or the related procedures, including the circumstances in which they will apply, should be directed to a customary Human Resources Adviser.

5. The Change Management policy and related procedures will be jointly reviewed through the JUCC on a regular basis and will be no less than every 24 months. The review will include due regard to equality impact.
6. This policy has been agreed by the JUCC and Human Resources, and approved by the Human Resources Committee. This policy was implemented on 1 May 2013

*It is possible to agree additional meetings where needed due to the urgency of an issue.

HOW THE UNIVERSITY SUPPORTS THIS POLICY:

	University policy and procedures and process relating to the management of change, consultation, restructuring and redundancy avoidance	Assessing equality and staff wellbeing impact during change	Understanding broad change management principles and good practice
Change Management policy	√		
Restructuring procedure	√		
Redundancy Avoidance procedure	√		
Redeployment procedure	√		
Redundancy procedure	√		
JUCC Employment Security Sub-Committee Terms of Reference	√		
Staff Wellbeing Risk Assessment for Change		√	
Equality Impact Assessment for Change		√	
Change Management guidance		√	√
Staff Development			√



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programme			
Wellbeing portal			√

DOCUMENT CONTROL

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