

**1. Change Preparation tool: Assessment & Action Plan**

Completed By:	
Department / Faculty :	
Date:	

<b>Brief Description of Change:</b>
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**Action Plan**

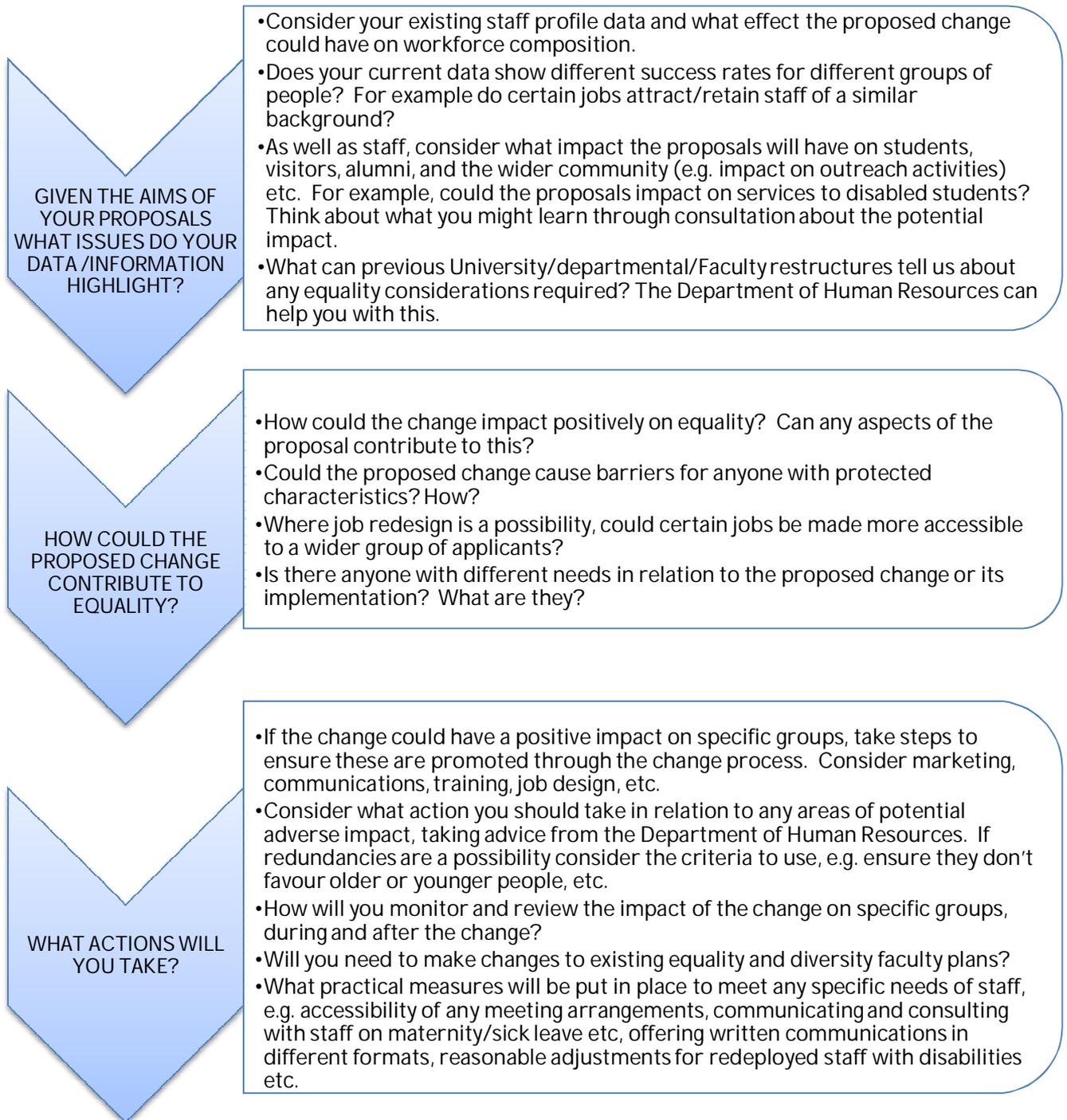
Use this section to summarise any actions as identified within the whole assessment.

	Issue to be addressed	Action	By Whom	By When	Action Complete	Outcome Review Date
1						
2						
3						
4						
5						
6						
7						
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10						

Review Date								
Reviewed By								

## 2. Change Equality Impact Assessment

### The Change Equality Impact Assessment Flow-Chart



<p>GIVEN THE AIMS OF YOUR PROPOSALS WHAT ISSUES DO YOUR DATA /INFORMATION HIGHLIGHT?</p>	
<p>HOW COULD THE PROPOSED CHANGE CONTRIBUTE TO EQUALITY?</p>	
<p>WHAT ACTIONS WILL YOU TAKE?</p>	

NB Remember to incorporate any actions identified into your overall Action Plan.

## Change Equality Impact Assessment Examples

**Restructuring EIA Example:** An EIA undertaken at the proposal stage identified that a restructure might have a negative impact on women and on black and older staff: redundancies were anticipated, so fewer jobs would be available, particularly at senior management level; and many older staff who had been in post for a number of years had no recent experience of job applications and interview.

Actions taken included: a programme of support made available to all staff, focusing on briefings about the assessment centre process, as well as job application and interview techniques, careers advice help with writing CVs.

A post-restructure review revealed: an increase in black senior managers; no negative impact on women or disabled staff; and a more equal balance between women and men among administrative staff. The EIA process also improved management understanding of the workforce and further regular monitoring is now in place.

Source: Equality and Human Rights Commission

### 3. Change Wellbeing Risk Assessment

The Standard: All affected employees are frequently engaged and consulted during the change process and indicate that they receive adequate information and support.

<p>Desired States (Tick as many that apply currently):</p> <ul style="list-style-type: none"> <li>Employees receive sufficient information at the right times to understand the reasons behind the proposals</li> <li>Employees are adequately consulted on changes and have opportunity to input/influence proposals</li> <li>Employees are aware of the probable impact to their jobs</li> <li>Employees are trained to support any changes to their jobs if required</li> <li>Employees are aware of the timetable for change</li> <li>Employees have access to relevant support during changes</li> </ul>	<p>Red Flags (Tick as many that apply currently):</p> <ul style="list-style-type: none"> <li>Poor morale</li> <li>Employees not aware of support available</li> <li>Lack of skills for new roles</li> <li>Fears about job security</li> <li>Uncertainty e.g. over timetable, possible outcomes etc</li> <li>High or Increased disciplinary/ grievance/ bullying/harassment cases</li> <li>High or Increased sickness absence rates</li> <li>Productivity issues</li> <li>Discord / conflict within or between teams</li> <li>Other employee relations issues.</li> </ul>
<p>Based on your findings above is the risk of not achieving the Standard:</p> <p>*Low * Medium * High*</p>	
<p>Possible Control Measures (tick any that are already in place):</p> <ul style="list-style-type: none"> <li>Named Change/Restructuring Team that staff can approach with individual queries</li> <li>Briefings for staff</li> <li>Regular updates at team meetings</li> <li>One-to-one meetings with staff to address individual concerns</li> <li>Opportunities for staff involvement</li> <li>Trade Union support</li> <li>Dedicated intranet micro-site/email/telephone line/contact for queries</li> <li>Action Plan / Timetable published and regularly updated with progress</li> <li>Frequently Asked Questions</li> <li>Realistic communications are in place and being used</li> <li>Management development focussing on, e.g. stress, change, communicating in teams</li> <li>Staff development plan.</li> </ul>	

Additional Control Measures Required (incorporate the below into your Action Plan):

Post - Change Wellbeing Risk Assessment

The Standard: The change is understood by all employees and is suitable to meet future work demands. Employees have adequate support and information to deal with the demands of their roles.

<p>Desired States (Tick as many that apply currently):</p> <ul style="list-style-type: none"> <li>Roles are designed to meet employee's capabilities</li> <li>Staff development needs arising from any new structure are addressed</li> <li>Employee's concerns about uncertainties, work environment or demands are addressed</li> <li>Employees clearly understand their own roles and responsibilities and those of others</li> <li>Employees know what support is available and how to access it</li> <li>Managers and staff share information relevant to their work.</li> </ul>	<p>Red Flags (Tick as many that apply currently):</p> <ul style="list-style-type: none"> <li>Not enough time to complete work</li> <li>Reported concerns over excessive workloads</li> <li>Conflicting demands</li> <li>Concerns over excess pressure</li> <li>Poor morale</li> <li>Employees not aware of support available</li> <li>Lack of skills for new roles</li> <li>Uncertainty or lack of clarity over new roles or structure</li> <li>High or increased disciplinary/ grievance/ bullying/harassment cases</li> <li>High or increased sickness absence rates</li> <li>Productivity issues</li> <li>Discord / conflict / dysfunctional teams</li> <li>Other issues related to the restructure outcomes.</li> </ul>
<p>Based on your findings above is the risk of not achieving the Standard:</p> <p>*Low * Medium * High*</p>	
<p>Possible Control Measures (tick any that are already in place):</p> <ul style="list-style-type: none"> <li>Organisational structure charts for new structure in place and communicated</li> <li>Job summaries written, graded and communicated</li> <li>Outcomes of restructure have been clearly communicated and understood</li> <li>SRDS review in place for all staff</li> <li>Regular updates /feedback at team meetings or one-to-ones to address concerns</li> <li>Existence of relevant HR policies communicated</li> <li>Staff development activities and management development activities as appropriate</li> <li>Post-restructure team away-day to 'regroup'.</li> </ul>	

Additional Control Measures Required: