

## Checklist for Managing Change

	<b>Tools Available (*indicates essential activities)</b>	<b>Actions Required</b>
<b>1. Preparation and Planning</b>	<ul style="list-style-type: none"> <li>• HR facilitated workshop for managers</li> <li>• Communications Plan Template</li> <li>• Equality Impact Assessment*</li> <li>• Change Risk Assessment*</li> <li>• Change Policy</li> <li>• Restructuring Procedure</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Who will formally agree the change?</li> <li><input type="checkbox"/> Who will be involved in leading the change?</li> <li><input type="checkbox"/> Develop the vision</li> <li><input type="checkbox"/> Assess potential impact to staff (and possibly others) and develop actions</li> <li><input type="checkbox"/> Develop a Communications Plan</li> <li><input type="checkbox"/> Consider whether it might be helpful to introduce means of evaluating the impact of change during the process, and what form this may take</li> <li><input type="checkbox"/> Seek Executive approval of the initial proposals.</li> </ul>
<b>2. Explore and consult</b>	<ul style="list-style-type: none"> <li>• Consultation mechanisms*</li> <li>• Change Management policy</li> <li>• Redundancy policy</li> <li>• Restructuring procedure</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Where appropriate begin collective consultation process with recognised Trade Union representatives by outlining proposed change &amp; enabling feedback</li> <li><input type="checkbox"/> Consult with affected staff as above &amp; enable feedback.</li> <li><input type="checkbox"/> Consult with any other stakeholders as appropriate.</li> </ul>
<b>3. Implementation</b>	<ul style="list-style-type: none"> <li>• Change Management policy</li> <li>• Restructuring procedure</li> <li>• Redeployment policy</li> <li>• Redundancy Policy and Guidelines</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Seek management agreement of proposed change.</li> <li><input type="checkbox"/> Communicate including outcomes of consultation, where relevant.</li> <li><input type="checkbox"/> Communicate as soon as possible to those affected by the change and confirm as soon as possible security of employment for those not affected, where relevant.</li> <li><input type="checkbox"/> If there are any new posts which will be advertised internally, begin this process.</li> <li><input type="checkbox"/> Identify any training/development needs to support new roles.</li> <li><input type="checkbox"/> Implement change.</li> <li><input type="checkbox"/> Deal with appeals.</li> <li><input type="checkbox"/> Undertake post-change administration.</li> </ul>
<b>4. Post-Change Review</b>	<ul style="list-style-type: none"> <li>• Post-Change Wellbeing Risk Assessment</li> <li>• SRDS activity</li> <li>• Staff Development activities: open programme / bespoke</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor and report on progress</li> <li><input type="checkbox"/> Undertake a post-change wellbeing risk assessment to identify any actions required to contribute to staff wellbeing</li> <li><input type="checkbox"/> Evaluate: e.g. equality impact outcomes, effectiveness of change, level of staff engagement, assess whether there are any training needs for staff as an outcome of change</li> <li><input type="checkbox"/> Capture any specific learning points, and communicate</li> <li><input type="checkbox"/> Agree any further actions required.</li> </ul>