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**This template is designed to ensure it covers all bases for a Change Programme and acts as a prompt and reminder. There may be other elements you wish to include or delete.**

**[DIRECTORATE]**

**[Name of Change Programme]**

**[Location]**

**Consultation Document**

|  |  |
| --- | --- |
| **Operational Lead** |  |
| **HR Lead** |  |
| **Sponsor** |  |
| **Date:** |  |

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**Introduction**

***[Include background and rationale for change]***

1. **Main proposals for change**

**[Include details of the proposed change]**

1. **Equality Impact Assessment**

[go to the Organisational Change Pages on People First for guidance on completion and links to the form and EDI guidance on the EDI SharePoint pages]

**3.0 Proposed Consultative Process**

***[Include details of formal or informal approach]***

**3.1 Collective Consultation**

***[Include proposed key dates such as Collective Consultation Meetings]***

**3.2 Collective Consultation Groups**

Trade union representatives have been nominated, as detailed below, through the ***[Joint committee name]*** Committee.

The consultation groups will normally consist of:

**Management Side**

***[Include details of members Names and job titles]***

**Staff Side**

***[Include details of members Names and Union they represent]***

After each meeting the individuals/team will be signposted to a set of agreed minutes, by one nominated rep. A Joint Communiqué will be agreed at the end of each of the collective consultation meetings. FAQ’s where appropriate, will also be updated.

***[Include here details of staff nominee if appropriate and jointly agreed, rational for having a staff nominee and the benefit to the process]***

**3.3 Individual Consultation**

During the Individual Consultation period, each individual will be given the opportunity to have a 1 to 1 meeting/s with their manager, to discuss their concerns and impact on them of the changes. They will also have the right to representation by a recognised union representative or a work colleague. These meetings are an opportunity to keep them updated of developments; to give/receive feedback about the consultation; and to understand their future intentions and requirements and to help to inform decision making by management and employees.

Individual Consultation meetings are offered to an employee where appropriate and calendar invitations will be sent out at the close of the collective consultation period. These will be arranged through ***[Name; Job Title]*** and will take place during ***[Month].***

**3.4 Communication**

All employees impacted will be provided with details of the changes and how they are affected.

Ongoing communication will be via regular updates, through the local manager and updates placed on the Consultation page.

**3.5 Outcome Notification Process**

A Final Decisions Document will be issued to confirm the outcome of the collective consultation process.

**4.0 Proposed Implementation Plans**

*[Include details of your plans for implementation, including key dates, employee groups, departments etc. You should also include communication details]*

Any personnel absent from work on the publication date of the Final Decisions Document, will be advised of the consultation process and signposted by e mail to the necessary documents.

4.1 Notice periods

Where formally necessary, notice of changes to contracts of employment will be issued to all affected employees, including where dismissal is necessary. Notice is which ever the greater is of: their contractual notice, or statutory notice, up to a maximum of 12 weeks. Confirmation of the change may be issued in writing along with the Final Decision Document.

**4.2 Pay Protection**

Where proposals result in contractual arrangements being changed and a loss of contractual pay is incurred by any individual, pay protection will be applied as per the Pay Protection Policy. Excess mileage may also be applied. (see Organisational Change Policy)

**5.0 Asking questions and/or submitting counter proposals**

All employees have the right to make written representation regarding these proposals and this should be conducted through management or via staff side if in a union. A specific e-mail account will be made available during the consultation period.

**6.0 Appendices**