

**STOCKTON-ON-TEES BOROUGH COUNCIL**

**CABINET RECOMMENDATIONS**

**PROFORMA**

Cabinet Meeting .....11th March 2010

1. Title of Item/Report

Revised Human Resources Policies in Respect of the Management of Organisational Change

2. Record of the Decision

Consideration was given to proposed revised policies for the Council in respect of the Management of Organisational Change and Equal Opportunities following a review of current policies to ensure that they took account of changes to legislation and also that they continued to meet the needs of both managers and employees.

It was noted that as the Council was undertaking a number of organisational changes at present, not least of which those associated with the Efficiency, Improvement and Transformation Programme, it was likely that organisational change would continue and it was therefore essential that effective policies and procedures were in place to support the process. The new Management of Organisational Change Policy was a comprehensive document designed to guide and support managers through the process of organisational change and ensure the involvement of employees and Trades Unions at all stages in the process. The policy, which now also incorporated the handling of redundancies, gave a clear and transparent stage-by-stage process for handling reviews. The aim of this policy was to:

- enable employees and Trades Unions to influence the shape of changes which affect them at any early stage
  - ensure a consistent approach to managing change, incorporating lessons learned from previous reviews and ensuring a transparent and fair process. This includes the handling of redundancies.
  - minimise disruption to services
  - set out an appeals process for dealing with personal applications for regrading following the completion of the Job Evaluation Review process
  - wherever possible to maintain continuity of employment and stability of the workforce through the active use of redeployment and retraining.
- This policy would be supported by the Redeployment Policy which was currently being finalised.

Equality and Diversity was everyone's responsibility and was already mainstreamed across the Council and embedded within the Customer First programme, thus ensuring that it was an integral part of providing excellent customer service. This policy re-states the Council's commitment to the workforce in terms of diversity, ensures legal changes are up to date and supports the Council's Single Equality Scheme. The Policy was also supportive of the work of the Recruitment and Engagement Action Plan which had been developed in conjunction with local community leaders with the primary aim of increasing the diversity of the workforce.

The Equality Policy aims were to:

- promote equality of opportunity
- promote equality of access
- promote good relations between diverse communities.

The policy focused mainly on employment related issues, the main objectives of which were:

- to set out the Council's approach to equality
- ensure that recruitment and selection procedures are fair and equitable
- ensure equality of access to development opportunities for all employees and that the principles of equality are embedded in the Council's training programmes
- ensure that all policies and procedures within the Council are free from discrimination by conducting equality impact assessments
- gather and analyse workforce data in relation to equalities
- support the provision of a working environment where unacceptable behaviour will be challenged e.g. bullying and/or harassment
- ensure equality of pay through a fair and transparent job evaluation process
- provide links to related policies and procedures.

RESOLVED that:-

- 1)The revised Management of Organisational Change Policy and Procedure, as detailed at Appendix A of the report, be approved.
- 2)The revised Equal Opportunities Policy , as detailed at Appendix B of the report, be approved.

### 3. Reasons for the Decision

The revised Management of Organisational Change Policy and

procedure replaces the current Organisational Review policy which was approved in 1999. The revised policy is a more comprehensive document designed to guide and support managers through the process of organisational change and to ensure the involvement of employees and Trades Unions in the process. The policy which now also incorporates the handling of redundancies, gives a clear and transparent stage-by-stage process for handling reviews.

Equality and Diversity is everyone's responsibility. It is already mainstreamed across the Council and embedded within the Customer First programme, thus ensuring that it is an integral part of providing excellent customer service. This policy restates the Council's commitment to the workforce in terms of diversity, ensures legal changes are up to date and supports the Council's Single Equality Scheme.

4. Alternative Options Considered and Rejected

None

5. Declared (Cabinet Member) Conflicts of Interest

None

6. Details of any Dispensations

N/A

7. Date and Time by which Call In must be executed

Not later than Midnight on Friday, 19th March 2010

Proper Officer  
15 March 2010