

To: **EMPLOYMENT COMMITTEE**
12 October 2022

SCHOOLS HR POLICY REVIEW – ORGANISATION CHANGE POLICY
Executive Director of Resources

1 Purpose of Report

- 1.1 The programme of review for Schools HR policies and procedures continues with updates to the Organisation Change Policy for Schools. These procedures come for approval for CMT before they can be considered for adoption at Employment Committee.

2 Recommendation(s)

- 2.1 That CMT review and agree the updated procedures for Organisation Change Policy for Schools.**

3 Reasons for Recommendation(S)

- 3.1 To provide revised policies which can be used to manage workforce changes in schools. It is a statutory duty to have policies in place to deal with workforce changes and aims to minimise the pressure inevitably incurred during a change process.

4 Alternative Options Considered

- 4.1 To use the corporate Bracknell Forest Council Organisation Change Policy which although is compliant and sets out the parameters of change within the organisation, is not specific to a school setting. Moreover, it does not enable updates to be provided, addressing learning from previous cases or to streamline operational procedures.

5 Supporting Information

- 5.1 It is recognised that the Schools HR policies require review to ensure they remain up to date, follow best practice, effectively support Headteachers and the school Governing Bodies in dealing with often complex cases and cover the Council's legal duties under its SLA with schools. As a result, a schedule has been established to review the current HR policies on an annual basis.
- 5.2 In preparing these updated procedures, there has been engagement of a working group across the Schools HR team to enable comments to be considered. This, together with learning within the general HR function, has provided valuable input where the procedures have required adaption. The consultation arrangements with the trade union have been completed with useful input provided.
- 5.3 The Organisation Change Policy for Schools was an adaptation of the corporate Bracknell Forest Council Organisational Change Policy. This has subsequently been reviewed and updated to reflect workforce changes within a schools setting and provides clarity on the steps to be taken when an organisational change occurs and the roles and responsibilities of the stakeholders involved.

- 5.4 The Organisation Change Policy for Schools also makes reference to the relevant documents/ guidance relevant to the protection of salary of school support staff and teachers (i.e the Teachers Pay and Conditions Document.)

6 Consultation and Other Considerations

Legal Advice

- 6.1 As a responsible employer it is incumbent upon the Council to ensure that it has in place policies and procedures which provide a framework for enabling it to discharge its legal responsibilities in the field of employment law. These responsibilities are framed around a need to ensure employees have access to fair and transparent HR processes. The updated policies provide a framework for decision making which (when followed) will mitigate the risk of successful legal challenges.

Financial Advice

- 6.2 No financial impact to include regarding the updated procedures.

Other Consultation Responses

- 6.3 The policies have been through a consultation exercise with trade unions. Any comments or suggestions received have either been incorporated into the policy or an explanation provided as to why it was felt inappropriate to do so.

Equalities Impact Assessment

- 6.4 The performance of these policies is monitored and included with the school's workforce monitoring arrangements.

Strategic Risk Management Issues

- 6.5 The policies being presented can have a significant impact on the School/Council where either poor people management or failure to follow due process could present legal challenges. This is aside the personal impact this can have on either individuals or wider teams where these important areas are not addressed well.

Climate Change Implications

- 6.6 The recommendations in Section 2 above are expected to have no impact on emissions of CO₂.

The reasons the Council believes that this will have no impact on emissions are the fact that these are employment procedures in place to ensure workforce and organisational changes are effectively managed.

Health & Wellbeing Considerations

- 6.7 It is recognised that implementation of these procedures can create significant challenges for all staff involved. It is essential that consideration for the health and wellbeing for staff is always considered and the appropriate support is provided including involvement with occupational health. A critical element to this is the timely completion of the procedures, managers will be encouraged to treat these cases seriously for the change and management engagement to be effective.

Background Papers

None

Contact for further information

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