**SERVICE RESTRUCTURE – BUSINESS CASE TEMPLATE**

|  |  |
| --- | --- |
| **1** | **Paper seeks approval of**1. The operational changes outlined in the business case
2. The proposed new structure
3. The implementation plan
 |
| **2** | **Background**Insert the drivers for restructuring or the objective e.g. service improvements, achieving £X or FTE efficiencies, legislative, technological changes, changing demographics, partnership working |
| **3** | **Operational changes*** Changes to process or service
* Changes to work or output
* Changes to technology
 |
| **4** | **Rationale / expected benefits*** Improvements in performance
* Improvements in client experience
* Improvements in standard
* Total savings to be realized and timescales
* Improvement in engagement/succession planning, etc.
 |
| **5** | **Structural changes*** Current structure with FTE and clearly identifiable reporting lines and grades
* Key issues
* Proposed structure with FTE and indicative grades
* Rationale for change – link to benefits outline above e.g.
* Improved performance
* Achievement of efficiencies
* Reduction of duplication
 |
| **6** | **Workforce impact*** New and disestablished roles
* Posts affected
* Projected savings or benefits
* Risks and challenges, if relevant
 |
| **7** | **Costs**Discussions to be undertaken with Finance to ensure that the restructure is fully costed. Costs to include; staffing, purchasing new technology, licenses, development costs, and where appropriate anticipated savings are identified. |
| **8** | **Implementation plan**At this stage proposed timescales should be identified for each stage of the process, with an identified completion/implementation date. |
| **9** | **LEAD OFFICER:** | **Date:** |
|  | **DEPUTE CHIEF EXECUTIVE :** | **Date:** |