**SERVICE RESTRUCTURE – BUSINESS CASE TEMPLATE**

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| **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:** |