**Service Restructure Process Checklist**

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| **Stage 1 - Planning and Preparation** |
| Task | Completed | Responsible Officer  |
| Prepare service restructure timeline |  |  |
| Prepare business case |  |  |
| Prepare draft job descriptions |  |  |
| Undertake Equality Impact Assessment |  |  |
| Business case signed off by Depute Chief Executive |  |  |
| Prepare job evaluation paperwork (where required) |  |  |
| Arrange for job evaluation paperwork to be signed off |  |  |
| Arrange tentative dates for job evaluation panel |  |  |
| Identify dates, book rooms and issue letters for initial consultation meetings |  |  |

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| **Stage 2 - Consultation**  |
| Task | Completed | Responsible Officer  |
| Hold initial consultation meeting with relevant trade unions |  |  |
| Complete s188 return |  |  |
| Hold initial consultation meetings with group(s) of employees and, where required individuals |  |  |
| Deadline for receipt of responses from employees and trade unions |  |  |
| Identify dates, book rooms and issue letters for follow up consultation meeting |  |  |
| Review responses and revise proposals where necessary  |  |  |
| Where necessary make changes to grading paperwork and arrange for revised paperwork to be signed off |  |  |
| Hold follow up consultation meetings with group(s) of employees and, where required individuals to confirm any changes and conclude consultation |  |  |
| Job evaluation undertaken and relevant paperwork signed off |  |  |

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| **Stage 3 – Implementation** |
| Task | Completed | Responsible Officer  |
| Determine pools for matching/transfer in consultation with trade unions |  |  |
| Meet with all employees to discuss the pools for matching/transfer |  |  |
| Schedule interviews and book rooms |  |  |
| Notify employees of interview arrangements and ask them to complete skills and experience profile |  |  |
| Conduct interviews for matching/transfer (on a top down basis) and notify employees and trade unions of the outcome |  |  |
| Advertise council wide for any new posts not filled from redeployment list |  |  |
| Appoint Named Person (Redeployment Contact) |  |  |
| Conduct interviews for advertised posts and advise candidates and trade union of outcome |  |  |

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| **Stage 4 – Consolidation** |
| Task | Completed | Responsible Officer  |
| Review and revise existing processes and working arrangements to reflect new structure as necessary. |  |  |
| Undertake Training Needs Analysis |  |  |
| Identify and arrange for any development activities. |  |  |
| Review existing employee communication arrangements to reflect new reporting lines |  |  |
| Issue communication brief to customers and other stakeholders as necessary |  |  |
| Undertake evaluation of the business case to ensure anticipated benefits have been realised and undertake remedial actions if not. |  |  |