ORGANISATIONAL (OUTLINE) CHANGE PROPOSAL  
(ABBREVIATED 1 – 2 pages)

College/Directorate:  
School/Unit:  

The University’s Vision and Strategy is located at http://www.dundee.ac.uk/principalsoffice/strategy/. Indicate how the following organisational change will deliver the strategic aims which will realise the University’s vision. Please focus on the section of the University strategy that will be transformed by the organisational change proposal.

The area affected within the School/Directorate/Unit:  

The current status:  

Proposed changes and rationale  

Financial analysis
Potential impact on posts

Equality impact assessment and analysis:

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<tr>
<th></th>
<th>Number of staff affected each category</th>
<th>Total number of staff employed by University</th>
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Breakdown of Affected Staff by Protected Characteristic

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<th>Gender</th>
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Analysis of Equality Impact Assessment:

Timescale:
APPENDIX 2

ORGANISATIONAL CHANGE PROPOSAL

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School/Unit:

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The area affected within the School/Directorate/Unit:

The current status:

Summary of review and analysis:

Proposed changes and rationale

Financial analysis
Description of current structure and proposed new structure, if applicable:

Organisation Charts Attached □ Tick box to confirm

Potential impact on posts

Equality impact assessment and analysis:

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Analysis of Equality Impact Assessment:

Proposed communication strategy:

Timescale:

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PERSONAL

Ms Mona Clark  Mr Gary Hannan  Ms Lorainne Gray
DUCU          Unite          Unison
Tower Building General Course  Finance
11th floor    Duncan of Jordanstone  Main Campus
University of Dundee

Date

Dear Colleague

COLLECTIVE CONSULTATION

I am writing to you as a result of an Organisational Change Proposal in the XXXX which may result in redundancies.

Also included in the Organisational Change Proposal is a list showing the numbers of staff affected in each staff category (description) together with the total number of staff in each staff category employed by the University.

A breakdown by protected characteristic is also provided for equality impact assessment purposes. Please see http://www.dundee.ac.uk/hr/equality/impact_assesment_stats.htm for total number of staff by protected characteristic.

The University’s Collective Consultation procedure will be conducted and this letter represents the start of the 30 day Collective Consultation period.

At the Collective Consultation meeting you will be apprised of any information known about the future employment of the staff but these staff will be redundant unless alternative work is identified for them. The University will take its obligation to identify redeployment opportunities for them seriously in accordance with the Redundancy Avoidance Policy.

In the event that redundancy takes place, Statutory Redundancy will be paid where an individual has 2 years or more service.

Yours sincerely

X
HR Officer
Dear X

**Individual Consultation Meeting**

Following your Individual Consultation meeting with X and X, I regret I must write to confirm that your employment is at risk.

As X explained (summarise the proposal and its effects on the individual’s post).

At the meeting we discussed (summarise the content of the meeting:- see 14.7).

A further meeting has been arranged with X and X on X at X in X. You are entitled to be accompanied by your trade union representative or a work colleague. (If required: I must advise you that during the meeting termination of employment may be notified).

Please confirm your attendance to my assistant X, on tel: X or email: X.

Yours sincerely

X

HR Officer
APPENDIX 5

ORGANISATIONAL CHANGE PROPOSAL UPDATE

College/Directorate:

School/Unit:

Outcome of Collective Consultation:

Outcome of Individual Consultations:

Ideas/Input Received:

Analysis of Information:

Please indicate whether you wish to:

- Proceed as per original Organisational Change Proposal □
- Discontinue the original Organisational Change Proposal □
- Change the original Organisational Change Proposal □

If so, state reason/s:

Dean/Director’s Signature: …………………………………… Date: ……………..

Vice-Principal/Head of College/University Secretary Signature:

………………………………………………………………………………………………

Date: ………………………………………………………………………………………

cc Campus Unions
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## SELECTION CRITERIA MATRIX

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Assessors: ........................................................................................................  Page ............... of ........

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ORGANISATIONAL CHANGE OUTCOME

College/Directorate:

School/Unit:

Post:

Staff Category:

Interview Date:

Successful Candidate:

Unsuccessful Candidate/s:

Reasons for appointment of successful candidate:

Reasons for not appointing unsuccessful candidates:

Dean/Director’s Signature: ................................. Date:

Vice-Principal/Head of College/University Secretary Signature:

Date:

For Academic Staff:

Referred to Redundancy Committee:

Date: .................................
Director of Human Resources Signature: ........................................ Date:
..............................
Notice of Termination of Employment

I refer to your meeting with X and X on X following your interview for the post of X.

As X indicated, I regret to advise you that you were not successful in being appointed.

Therefore, I have to formally confirm that, under the restructured organisation, your post is redundant.

You are entitled to X notice and your employment will end on X.

(If required: Payment in respect of Statutory Redundancy Pay will be made with your final salary. I attach an illustration of the calculation.)

During your notice period you will be subject to the University’s Redundancy Avoidance Policy, details of which can be found in (link).

You will also be entitled to reasonable time off with pay (up to 2/5ths of a week’s pay) to look for alternative work or to arrange training for future employment provided you have 2 year’s continuous service with the University.

You have the right to appeal against this decision to dismiss you on grounds of redundancy. If you wish to appeal, a letter outlining the grounds of your appeal should be sent to the University Secretary within 21 days of receipt of this letter.

I trust this outlines the position clearly but please do not hesitate to contact me if you have further queries.

Yours sincerely

X
HR Officer
APPENDIX 10
REDUNDANCY APPEAL ACKNOWLEDGEMENT LETTER

PERSONAL

X
X
X
X
X

Date

Dear X

Acknowledgement of Appeal against Redundancy

I write to confirm receipt of your letter of appeal against dismissal on the grounds of redundancy.

Arrangements will be put in place for a committee to hear your appeal.

I shall, therefore, return to you as soon as possible in this regard.

Yours sincerely

X
HR Officer
APPENDIX 11

EVALUATION OF ORGANISATIONAL CHANGE

College/Directorate:

School/Unit:

Detail the measures of success originally identified:

Referring to the measures of success, to what extent has the change been successful?

What have been the less successful aspects of the change?

Are there any residual changes to be made?

What lessons have been learned that could be useful for future organisational change?

Dean/Director’s Signature: ................................................................. Date: .................................................................

Vice-Principal/Head of College/University Secretary Signature:

Date: .................................................................................................................................

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