

GUIDANCE – CHANGE MANAGEMENT POLICY

Please note that this HR Policy/Procedure/Guidance Note transferred to East Coast Community Healthcare CIC (ECCH) from NHS Great Yarmouth and Waveney and are the current relevant documents, subject to any subsequent statutory provisions affecting these policies which would automatically take precedence. All references to Trust or PCT refer to ECCH.

This policy does not form part of any employee's contract of employment and the terms may be amended by East Coast Community Healthcare CIC (ECCH) from time to time, subject to the provisions contained within Agenda for Change.

The 'CHANGE MANAGEMENT POLICY AND GUIDANCE' is currently being reviewed by Caroline Gregory, HR Business Partner, caroline.gregory1@nhs.net. It is anticipated that this policy will be submitted to HR Policy Group for ratification in March 2020. If you require further information at this stage please contact Caroline directly. In Caroline's absence please speak to another member of the senior HR team. Thank you.

CHANGE MANAGEMENT POLICY GUIDANCE NOTE

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CHANGE MANAGEMENT POLICY GUIDANCE NOTE

1. Introduction

This guidance note is designed to compliment the Trust's Change Policy by providing additional support, advice and information to managers and individuals.

2. Suitable Alternative Employment Guidelines

The Trust has a legal obligation to ensure we look to provide suitable alternative employment for any staff displaced as a result of internal changes to organisational restructure. As employers we must offer any suitable alternative job within the trust to our employees to avoid redundancy wherever possible.

NHS organisations are considered "associated employers" and, therefore, if alternative work can not be found within internally within the trust we will seek to find our staff suitable alternative employment within another NHS organisation. Staff will be encouraged and supported to look themselves for job opportunities elsewhere within the National Health Service and to not unreasonably refuse to accept or apply for suitable posts.

When considering if a post is "suitable alternative employment" the job as a whole will be looked at. The basic test is whether the job is suitable for the employee to whom it is offered. Therefore individual circumstances must be taken into account.

A number of factors will be borne in mind when considering suitability (this is not an exhaustive list):

- The individuals training, qualifications and skills
- The individual's employment status
- The individual's current banding/ remuneration
- The location and any problems involved for the individual associated with any move of location
- Contractual terms (such as hours of work)
- The individual's circumstances

1 to 1 meetings will be arranged for any displaced staff with a member of the HR team to consider individual situation and circumstances in relation to all the factors above. The member of staff will be expected to apply for suitable roles and, if they are successful, will receive a formal offer. It will state clearly what is offered i.e. the nature of the job, remuneration, the terms and conditions applicable to the job and whether these differ from which the employee is currently enjoying.

An employee who unreasonably refuses the offer of a suitable alternative post may forfeit their right to a redundancy payment.

There will be provision for a trial period of 4 weeks (or longer, where a longer period is agreed for the purposes of retraining) during which the employee and employer can decide whether the alternative employment is suitable.

Further clarification can be sought by contacting the HR department:

3. Protection of pay due to internal organisational change

Employees who move on a substantive basis to a new post as a result of internal organisational change, where the basic salary is lower than in the previous post, will be entitled to receive protection of their former basic annual salary with any additional increases to that rate for a two year period. The period of pay protection is to enable the employee to adjust to their new circumstances.

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Any protection of basic annual salary and total gross earnings will cease when the pay for the new job overtakes the protected pay level.

At the conclusion of the period of pay protection the employee will receive the correct rate of pay for the post into which they have been redeployed

4. Related Documents

Agenda for Change Handbook
Grievance Policy
Redundancy Policy