

# William Parker Sports College



## Managing Change Policy

### Key points

- This policy will enable William Parker Sports College to respond effectively to change in order to maintain a highly skilled workforce delivering a quality service.
- The management of change will be conducted in full consultation with staff and trade unions
- Where there are staff reductions, alternative employment will be sought wherever possible
- Principles of equality and fairness will always be maintained.
- This policy will be used in conjunction with the College's personnel Handbook policies, in particular, Redundancy, Restructuring, Redeployment and Benefits and Compensation on Termination of Employment policies.
- The Change Management Toolkit is available for reference

## **1 Statement of intent**

1.1 The most significant and valuable asset of the College is our staff and providing job security for our employees is a high priority. The College recognises that it is important to have the optimum level of staff with the right skills mix and expertise to deliver excellent services in the College.

1.2 Where staffing levels need to be reduced the following principles will be applied:

- full consultation with the appropriate trade unions
- compliance with the relevant legislation
- selection criteria for redundancy will be agreed by governors with advice from the LA as appropriate and in consultation with trade unions
- where possible, suitable alternative employment will be sought for staff at risk of redundancy
- recruitment within the College will be restricted during any period of restructure
- ways of reassuring staff in order to maintain morale will be sought.

## **2 Managing change effectively**

2.1 The College will identify the staffing implications that arise from any proposals for change, at the earliest possible opportunity.

2.2 In managing change regard will be given to the specific needs of William Parker Sports College.

## **3 Equality and diversity**

3.1. The College has a legal duty to:

- eliminate unlawful discrimination
- promote equality of opportunity

and

- promote good relations.

3.2 The Headteacher will must ensure that managing change does not have the effect of discriminating directly or indirectly against employees on the grounds of:

- gender
- gender identity
- civil partnership status
- marital status
- sexual orientation
- race, language, ethnic or national origins
- faith or religion
- disability
- medical condition, including living with HIV or AIDS
- age
- trade union membership or activity
- political view or affiliation.

#### **4 Consultation**

4.1 The College acknowledges a general duty to consult with employees over changes to organisational structures and jobs and a statutory duty to consult with staff over proposals that may result in redundancies.

4.2 Staff and recognised trade unions will be made aware of proposals for organisational change and the rationale at the earliest possible opportunity, regardless of whether any redundancies are likely to occur.

4.3 Where significant changes or redundancies are anticipated, county trade union representatives or regional officials will be involved.

4.4 Where redundancies are anticipated, including redundancies arising from the non-renewal of a fixed term or temporary contract of one year or more, the College will be guided by the **Redundancy Policy and Redeployment of Staff – Code of Practice for Schools**.

## 5 Support from Personnel & Training

5.1 PAT will be consulted as soon as the need for change is anticipated so that the impact on staff can be identified and guidance offered throughout the change management process.

Ratified by Governors	08.12.08
Date last reviewed	
Next review date	07.12.08