**BUSINESS CASE**

|  |  |
| --- | --- |
| **Manager / Team Leader:** |  |
| **Department / Division / Service:** |  |
| **Date:** |  |

**Section 1: Introduction**

This document outlines the proposal to make staffing change to team structure of the …………….Team within the Division of ……………... Please add a para about the service/division/department here

This report outlines the rationale and presents the business case for proposing this change.

**Section 2: Rationale for Organisational Change**

Due to the termination of funding, it has become necessary to delete one ……………….. add post title from the current team structure which has been operational on a permanent /fixed term or temporary basis since ………(add date) .

Due to end of funding, the Division of …………... is unable it sustain this post. As a result, the proposed deletion of this post from the current staffing structure is the only viable option.

**Section 3: Current Position**

1. **Overview of Team**

**Please add overview of your team here**

1. **All Funding Sources**

Please add details of funding stream below.

1. **Team Structure & Staffing Profile**

Please add team structure diagram and staffing profile in the table.

**Add staffing profile. I have added a table for your convenience.**

|  |  |  |
| --- | --- | --- |
|  | **Staff** | |
| **Grade** | **Number** | **FTE** |
|  |  |  |
|  |  |  |
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**Section 4: Option Analysis**

As outlined in section 2 of this paper, deletion of a fixed term ……….(add post title here) post has become necessary due to the termination of funding source.

The manager leading this change will hold meaningful consultation with the colleague occupying this post in accordance with the relevant policies and procedures. Every effort will be made to encourage the colleague being at risk of redundancy to apply for any suitable alternative roles that may become available during the course of the consultation period.

In the event if redeployment to another alternative roles is not sustainable, the proposed termination of this part time, fixed term contract will be the only viable option in line with the financial positioning of the Division.

The consultation process with the colleague being placed at risk of redundancy will commence on…..( please add date) and end on ….(please add date). \*\* call me if necessary.

A copy of this business case will be shared with our recognised trade unions prior to commencement of the consultation with the colleague being placed at risk of redundancy.

**Section 5: Proposed Structure**

1. **Description of Changes Proposed**

This proposed change is in line with the add policy name, copies of which can be found in appendix...

As outlined in section 4, the manager leading this change will enter into meaningful consultation with the individual being placed at risk of redundancy and will offer them support, exploring any suitable opportunities that we may have at Cognus Limited. These proposals are no reflection of the hard work and dedication this Individual has demonstrated during the course of their employment.

1. **Rationale for Choice**

End of funding source.

1. **Financial & Contractual Implications of Proposal** Other than the redundancy payments that will be made to the post holder for loss of office directly linked with loss of funding, there will be no other financial or contractual implications for the Division. Or say none
2. **Implications for Current Staff**

No implications for current staff Or add the key changes here

1. **Impact on other individuals, teams or service users** None

**Section 6: Timescales**

|  |  |  |
| --- | --- | --- |
| Date | Task | Lead |
| Add date | Submission of business case for approval to the relevant head of service | The Change Manager |
| Add date | Submission of business case to Head of People | The Change Manager |
| Add date | Submission of business case to unions | The Change Manager |
| Add date | Formal notice of meeting with the post holder effected by this change | The Change Manager |
| Add date | Start of formal consultation process | The Change Manager |
| Add date | 1st Consultation meeting with the post holder effected by this change | The Change Manager / supported by a HR colleague if needed |
| Add date | 2nd Consultation meeting with the post holder effected by this change (on request from staff affected by the change proposals) | The Change Manager / supported by a HR colleague if needed |
| Add date | Formal consultation process ends | The Change Manager |
| Add date | Issuance of formal redundancy or change letter | The Change Manager / supported by a HR Colleague |
| 26th March 2018 | Current structure end date | The Change Manager |
| 26th March 2018 | The new structure goes live | The Change Manager |

1. **Proposed effective date**

…… 2018 when funding ends.

1. **Intended implementation timescale**

……… 2018 when funding ends.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of the Manager / Team Leader** |  | **Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved by the revelent Head of Service** |  |  |  |
| **Signature** |  | **Date** |  |
| **Approved by the Head of People** |  |  |  |
| **Signature** |  | **Date** |  |

**Appendix 1**