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| **PART A – Organisational Change Document** |
| 1. **OVERVIEW** |
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| 1. **BUDGET** |
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| 1. **ORGANISATION STRUCTURE** |
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| 1. **POTENTIAL OPTIONS** |
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| 1. **MITIGATING ACTION** |
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| **PART B– Organisational Change Document** |
| 1. **PROPOSED CHANGE** |
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| 1. **IMPACT ASSESSMENT** |
| Attach any proposed communications to staff, unions, wider audience other stakeholders |
| 1. **MITIGATING ACTION** |
| Details of proposed next steps  HR Client Partner involvement |
| 1. **STAFFING IMPACT** |
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| 1. **NEXT STEPS** |
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