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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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