

# ORGANISATIONAL CHANGE POLICY – FAQs/GUIDANCE VERSION 1

March 2017

## Background:

- A new Organisational Change policy for NHS Wales was agreed by the Welsh Partnership Forum on 26 July 2016.
- A series of FAQs are set out below to support managers in relation to the implementation of the policy. Further versions will be produced to incorporate further clarification/ additional questions.

### **Q1. What is the effective date of the new policy?**

The policy comes into effect from 1 April 2017 and replaces the previous policy from 2009.

### **Q2 What happens if a department/member of staff is already affected by organisational change prior to the new policy coming into place?**

If a member of staff has been affected (displaced or placed at risk/re-banded) prior to the implementation date of the new policy, then the previous policy and protection will apply. However, if organisational change has simply been announced, and consultation not yet commenced prior to the implementation date of the new policy, then the revised policy and protection will apply.

### **Q3. Sec 9.8 and Appendix 5: When does an employee become a redeployment candidate?**

An employee becomes a redeployment candidate when they are displaced from their substantive post and they have not been appointed under slotting in or prior consideration and they are not left with any further local redeployment options as a result of an organisational change process.

### **Q4. Section 10.4: On what spine point should an employee be placed if they are moved to a lower pay band through reorganisation?**

Where an employee is above the maximum of the lower band (i.e. top of the scale) which they will be moving to, they will be placed on the top of that band. However, where they are on overlapping points with the band below, they will remain on that spine point, keep their incremental date but move across to the lower band and then proceed up that band, over time, to the maximum point.

**Q5. Appendix 5 Sec 6.6: What happens to an employee's redeployment candidate status during an agreed trial period?**

An employee's redeployment candidate status is not affected during an agreed trial period. They will remain a redeployment candidate during the trial period and the period will not count towards the 3 months.

**Q6. Appendix 5 Sec 8: What happens to an employee's redeployment candidate status if an employee takes up a secondment/fixed term post?**

For secondments or fixed term contracts of 12 months or less, effectively their status is suspended for the duration of the secondment/contract and they will have any remaining time (3 months or less) added following the end of the secondment/contract.

If the secondment/contract is for more than 12 months, then an employee will be given (again given) redeployment candidate status 3 months before the secondment/contract comes to an end. This 3 month period will not be affected by any time as a redeployment candidate prior to taking up the secondment/contract.

**Q7 Will I retain my excess travel if I take up another position (promotion or otherwise) in the new location?**

Yes, your excess travel payments will remain in place for the length of time left in your qualifying period, as long as the new position is in the same location you were moved into.