

Lead/ Responsibility	Complete Y/N or N/A	Comments	Action		Comments post March meeting	Links/Attachments Templates - NEW DOCUMENT to be created for each restructure
Scoping						
			Scoping			
HR Ops Project lead / Richard Andrews			Policies / Terms and conditions: - Identify current matrix of policies and terms and conditions across the 3 staff groups (policy scan) - Investigate legal aspects of changing policies and the potential of changing Terms & Conditions - Understand governance arrangements (decisions to dismiss, change pay etc) - Options for suite of policies (policy landscape)	<i>Consideration of an ETO reason</i>	This phase has taken much longer than originally anticipated due to complexity of arrangements between the three staff groups.	links to comparison documents already prepared once final versions obtained.
HR Ops Project lead / Richard Andrews			Working with trade unions: - establish what TU recognition is in place - investigate legal aspects - if none, determine with OPCC their intentions regarding recognition (or not) - enter into discussions with TU regarding principles, terms of references, union roles, time off, activities and training, consultation process / committees, facilities etc	<i>What (if any) recognition transferred with the different staff groups. How is recognition established</i>	Moved to overlap with the 'Develop policies and terms and conditions' phase of the project, as trade union engagement unlikely	
HR Ops Project lead / Richard Andrews			Preparation of summary report and recommendations	<i>Report analysing the findings from scoping exercise with options on ways forward and a means of capturing the decision/s made by the board</i>	This report is now scheduled for early July and encapsulates contentious and new policy areas where a positive decision is required from the OPCC	
			Decision on scope of project			
Project Board			Project Board meeting - Review summary report and recommendations - Decision on how to proceed and establish tasks required going forward.	<i>Define requirements of the work. Outline the aims and objectives Approval of tasks in principle.</i>		
HR Ops Project Lead			Review this project plan taking into account decisions made on project scope Communicate any changes			
			Authorisation			
Kevin Gardner			Obtain approval from Police and Crime Commissioner if appropriate		This will be subsequent to discussions held by the Senior Management Team in July.	
Develop Policies and Terms and Conditions						
			References/Checklist Requests (Internal to HR Ops)			
HR Ops Project Lead		HR Project 48	Set up HR Project Reference Request	<ul style="list-style-type: none"> All Project related documents saved under the same HR Project reference Set up binder to contain all Projects documents 		Small Change Request Form
HR Ops Project Lead			HR Ops Check list	<i>Start completion of HR Ops Checklist and finalise with Service Lead</i>		HR Ops Checklist - Contacts Blank
			Engagement with project stakeholders			

OPCC Review of Policies and Terms and Conditions - HR Project 84 - HR Time Line

Nichola Andreassen/HR Ops Project Lead			Engage with Service Lead - Richard Andrews (OPCC)	Checklist of points to cover -tick once covered Complete HR OPs Checklist with the Service Lead Agree timeline & populate timeline spreadsheet Provide overview of process, Agree communication responsibilities and process Advise/explain meaningful consultation. Agree how staff will feedback i.e. team meetings, 121's, Agree how FAQ's will be shared - website? Establish what admin support is available within OPCC / HR Ops		
Nichola Andreassen/HR Ops Project Lead			Engage/Identification of/with Project Team Members	IBC Hire to Retire (OM, Resourcing, Payroll) Strategic Change and Implementation Team, Emma Restall HCC Employment Law Team Hampshire Constabulary HR& Payroll Richard Andrews (OPCC)		
Structure Work						
Ops Project Lead/Richard Andrews			Agree staff in/out of scope	<ul style="list-style-type: none"> Identify staff in scope, (names, numbers, roles, decision on ACPO - The Criminal Records Office) Individual staff's Terms & Conditions Identify staff on Long Term Sick, Maternity leave etc. 		
HR Ops Policy Lead			Develop Proposed Draft policy landscape	<ul style="list-style-type: none"> Consultation with project board on draft landscape to agree direction prior to sharing with staff and TU's Impact analysis - comparison of as is landscape across three staff groups against future (gaps, duplications, status quo) 	This will be incorporated into the July report to Senior Management Team	
HR Ops Policy & Project Lead			Develop Terms and Conditions options paper	<p>Consultation with project board on options for T&C clauses to agree direction prior to drafting preparation may involve:</p> <ul style="list-style-type: none"> benchmarking costing implications / data modelling legal review consideration of protection if significant changes i.e. salary, mat pay if mid way through a period of maternity leave 		
Project Board			<p>Project Board meeting</p> <p>Sign off of staff lists Sign off of landscape selection of T&C to enable drafting of T&C document</p>			
Equality Impact Analysis						
Richard Andrews / OPCC			Produce Equality Impact Data	<ul style="list-style-type: none"> identification of impact on affected staff update as necessary post consultation 		Equality Impact Procedure
Richard Andrews / OPCC			Produce an Equality Impact Assessment			
Drafting						
HR Ops Policy Lead			Documentation development and set up	<p>policies guidance template letters process flows (depending upon decisions taken following summary report)</p>	This work has already begun for non-contentious areas. I.e. Those where the terms, conditions and policies of the two organisations are the same.	
HR Ops Policy Lead			Terms and conditions	Draft set of terms and conditions / Statement of Particulars template	This work has already begun for non-contentious areas. I.e. Those where the terms, conditions and policies of the two organisations are the same.	
HR Ops Policy Lead			Draft trade union recognition agreement / facilities agreement		This has been developed should the OPCC decide to follow this direction for staff recognition.	

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Project Board			Project Board meeting Review and approval of documentation ready for consultation			
Setting up consultation mechanism/s (Depending upon decisions taken following summary report)						
All			Trade union recognition Meetings with trade unions	<i>Enter into discussions regarding background / reason for approach / proposals. Further discussion on how to work together, principles, terms of references, union roles, time off for TU duties, activities and training, consultation process / committee, facilities</i>		A decision will be made in July whether to follow this route or to follow the option below.
All			Employee representatives	<i>Staff elections Discussions regarding principles, terms of reference, roles, time off, consultation process / committee. Facilities</i>		A decision will be made in July whether to follow this route or to follow the option above.
Notification of proposed changes and impact						
Richard Andrews / Admin Support			Prepare all mail merge information and master spreadsheet			
Richard Andrews / Admin Support			Approve and finalise all data on Master spreadsheet	<i>• Ensure only the in scope staff are included in the spreadsheet • Check any calculations/ figures i.e. impact of changes to T&C</i>		
Richard Andrews / Admin Support			Run mail merge to generate letters and send	<i>This notification exercise could be achieved by letters sent via email</i>		
Prepare Staff Briefing						
Service Admin Support		This can be discussed in engagement meeting	Identify dates/venues for staff briefings Confirm and communicate	<i>• Book meeting room/venue diaries staff briefings for senior managers and all staff. • Inform Union of dates well in advance of staff briefing</i>		
Service Lead/HR Ops Project Lead/HRBP			Prepare and finalise - Presentation for staff briefing	<i>• Details of review - context and background • Areas of change • Confirm how feedback will be received during consultation - email queries, 1:1's, team briefings</i>		
Service Admin Support			Draft email and info to be sent to staff	<i>include date, time, venue</i>		
Service Admin Support			Staff to be sent an invite to the briefing meetings	<i>include invite to Union, include staff on maternity/paternity/adoption leave</i>		
Union / Staff Rep engagement (dependent upon outcome of scoping exercise)						
HR Ops Project Lead			Send TU notification of meeting	<i>Draft email and send to TU's re: proposed meetings and copy info sent to staff</i>		Timings meeting 1/2 days before briefing
HRBP			Prepare and issue: (where dismissal and re-engagement anticipated) Section 188 letter HR1 Form (if appropriate) Consultation checklist	<i>• Section 188 letter to be prepared ready for TU consultation meeting • HR 1 Form (Business and Innovations) if 20 staff or more impacted. Send out no earlier than 30 or 45 days before first redundancy Consultation checklist</i>		LINKS to FORMS
Project Board / Service Lead/HR Ops Project Lead			Formal consultation meeting on proposals with TU	<i>Initial meeting with Unions to inform and consult; work through proposals, share comms and time line prior to staff briefing. Agree communication protocol during consultation, ensure TU's are on distribution lists so they receive regular updates of the review</i>		Meet with Union 24 hours before staff briefing
Service Admin Support			Diarise monthly meeting with trade unions			
Consultation						
Start Consultation						
				<i>30 or 45 days staff will have the opportunity to email their feedback to a central inbox for the period of consultation</i>		
Staff Briefing Delivery						

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Project Board / /Service Lead/HROPs Project Lead			Start of consultation meeting with staff in scope	Presentation should include information on the following where appropriate: <ul style="list-style-type: none"> • Direction of travel, draft T&C, timeline, • Indicative view of the possible changes to T&Cs to enable staff to get a feel for the potential changes and implications for them REMEMBER Staff on maternity/paternity/adoption and sickness - keep in the loop Catch up with staff who are unable to attend Protection arrangements (if any)		
Service Admin Support			Communicate Proposals - Email to staff	include briefing slides and how feedback is to be received and by when		
Close Consultation						
Post consultation						
Project Board			Project Board Meeting Consideration of staff feedback re: proposed changes to T&C and policy landscape	Meeting to consider feedback and make any amendments. Agree next steps and firm up proposals		
Crime Commissioner Decision						
Conclusion of consultation - staff briefing						
Ops Project Lead/Richard Andrews			Prepare material for second briefing	Final set of T&C and policy landscape- feedback from consultation, next steps etc., Essential to give dates of notice period and implementation date		
Project Board / /Service Lead/HROPs Project Lead			Trade Union Meeting	Update Union on feedback and T&Cs either by email or face to face)		
Service Lead/HRBP			Staff to be sent an invite to the second briefing meetings if applicable			
Service Lead/HRBP			If staff briefing not required then outcome of consultation and confirmation of T&Cs shared with staff by email. Include summary of feedback received during consultation if applicable or update web pages			
Service Lead/HRBP			Staff briefing - All Staff in scope informed of final T&C and an outline of the next steps confirmed including dates of notice period and implementation date.	T&C confirmed and any changes/amendments to these as a result of consultation highlighted. (Note: staff may be on maternity leave/long-term sick leave etc.: so these invites may need to be sent via post or alternative arrangements to meet up agreed) Send out with presentation or update web pages with a summary of feedback received during consultation		
Service Admin Support			Staff sent a confirmation letter including - outcomes of consultation - dates of notice and implementation - next steps - decision form to indicate whether they accept or reject new T&Cs - 2 week window for return			
Service Admin Support			Closing date for submission of decision forms	Responses collated on master spreadsheet to identify where dismissal and engagement required.		
Notice						
Dismissal and Re-engagement (dependent upon outcome of consultation process)						

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HR Ops Project Lead/AHRA			Letter/Documentation Preparation <ul style="list-style-type: none"> staff invite to formal dismissal meeting termination letter/re-engagement letter 	Leaving dates based on maximum notice periods according to member of staffs T&C		
HR Ops Project Lead/AHRA			Formal invite letters to be checked and sent	Should give 7 days notice of meeting however if you include dates of formal meeting in staff communication the notice is covered		
Managers			Formal dismissal and re-engagement meetings to give notice	Manager to meet to discuss employee's decision regarding acceptance or not of new T&Cs. If no acceptance discuss leaving date and next steps. All meetings to give notice of leaving date should be held in a block of x weeks. (HR ops staff can support if needed). Agree communication with rest of team		Letter Templates
Lead Manager			<ul style="list-style-type: none"> Send termination letter/dismissal/re-engagement to employee within 3 working days of the meeting Send all completed paper work and formal letters to HR Ops Project Lead 			
HR Ops Project Lead/AHRA			Complete Leaver Form - confirmed leaving date for VR			
			IBC Actions			
Integrated Business Centre			IBC to issue new SOP's to all staff			
Integrated Business Centre			IBC / Hampshire Constabulary to action changes on SAP	Any payroll changes / OM structures		
Implementation						
			Other Actions			
Strategic Change and Implementation			Publish new and updated T&Cs and policies onto the system			
			Implementation			
			New T&C come into force	consideration of any protection period / transition arrangement		