



Policy Title: Change Management (Police Staff)

Date Reviewed: September 2020

Thames Valley Police ensures that all policies have been assessed and comply with MoPI Guidance, and the Data Protection Act 2018. In addition, this Policy undergone an Equality Impact Assessment.

1.0 About this Policy

1.1 Rationale

1.1.1 In response to changes in our environment and policing priorities, Thames Valley Police has to periodically alter its structures, services and ways of working in order to continue to meet its obligations to our communities. A consequence of this can be changes to or displacement of some posts and consequent impacts on staff.

1.1.2 This policy and associated Procedure sets out the general principles and processes to be adhered to in relation to the management of organisational change as it impacts on Police Staff employees of Thames Valley Police.

1.1.3 It aims to ensure that change processes in Thames Valley Police align to our aims and objectives and are conducted in a fair and consistent manner using processes that are compliant with relevant legislation, case law and ACAS guidance and incorporate the lessons learned from previous change initiatives.

1.2 Legislation/National Standards

This Policy encompasses the provisions of the following legislation:

- The Trade Union and Labour Relations (Consolidation) Act 1992
- The Collective Redundancies and Transfer of Undertakings (Protection of Employment) Regulations 1995 (SI 1995/2587)
- The Employment Rights Act 1996
- The Collective Redundancies and the Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 1999 (SI 1999/1925)

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- The Collective Redundancies (Amendment) Regulations 2006 (SI 2006/2387)
- The Agency Workers Regulations 2010 (SI 2010/93)
- The Unfair Dismissal and Statement of Reasons for Dismissal (Variation of Qualifying Period) Order 2012 (SI 2012/989)
- The Trade Union and Labour Relations (Consolidation) Act 1992 (Amendment) Order 2013 which comes into force on 6 April 2013.
- The Information and Consultation of Employees Regulations 2004 (SI 2004/3426)
- The Equality Act 2010
- The Maternity & Parental Leave etc. Regulations 1999

The Policy has also been written with reference to the following ACAS advice and guidance available on their website:

- the Advice section for work changes in a variety of circumstances
- the Manage Staff Redundancies section and
- the Your Rights During Redundancy section.

1.3 Intention

We will put procedures & frameworks in place to ensure the fair, consistent and legal management of organisational change and the staff affected by it.

1.4 General Principles

1.4.1 We will provide fair, consistent and effective procedures for dealing with organisational change affecting police staff. We will ensure that these procedures are compliant with relevant legislation, including equality legislation, case law and ACAS guidance and are periodically reviewed and refreshed to incorporate lessons learned from previous change processes.

1.4.2 This Policy and related Procedure applies to Police Staff employees of Thames Valley Police (TVP) and staff employed by the Office of the Police & Crime Commissioner (OPPC) only, including Police Community Support Officers. For the avoidance of doubt, it does not apply to police officers, self-employed contractors, agency workers or volunteers. The procedures have been formulated in consultation with UNISON and have been agreed by the responsible Chief Officer and the Office of the Police & Crime Commissioner (OPCC).

1.4.3 This Policy and associated Procedure is intended for the use of managers and People Directorate professionals implementing and supporting organisational

change. All managers implementing change should familiarise themselves with the stages and requirements set out in the Procedure.

1.4.4 The Procedure is also intended to be used to inform Thames Valley Police employees impacted by organisational change. It sets out their rights, the obligations of TVP as their employer and the processes that they can expect to be followed.

2.0 Statement of Policy

2.1 Individuals involved in the organisational change process have a responsibility to ensure that their actions support the intent and principles set out in this policy.

2.2 All employees engaged in managing or supporting organisational change must familiarise themselves with the associated Procedure (Change Management Procedure (Police Staff)) and should ensure that their actions are compliant with the processes set out in that document.

2.3 Suitably trained People Directorate staff are available to advise individuals on the application and use of the Policy and related Procedure and a People Directorate professional should be engaged with every organisational change initiative which may impact on the contracts and jobs of our employees at the earliest possible stage.

2.4 Change initiatives of whatever size must be aligned with the strategic aims and priorities of Thames Valley Police whilst having due regard for the impact on our officers and staff, our communities and the service that we provide. Before embarking on a change process, individuals should therefore seek appropriate advice from the Strategic Governance and/or Business Change Units.

3.0 Human Rights Articles Engaged

Article 8 – Respect for private and family life, home and correspondence

Article 14 – Protection from discrimination

4.0 Health and Safety at Work

Due regard must be given to the health and wellbeing of all those involved in the change processes and appropriate support measures should be put in place.

5.0 Communications, Challenges and Representations

5.1 Communication

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- This Policy and Associated Guidance will be directly communicated to key stakeholders as part of the consultation process
- The Policy and associated Procedure will be published on the Force's Intranet site
- The Policy will be published on the Force's external website

5.2 Challenges and representation

Dr Steven Chase, Director of People
People Directorate
Thames Valley Police Headquarters (North)
Oxford Spires Business Park
Fountain Court
Langford Lane
Kidlington
Oxon. OX5 1NX

6.0 Review Date

March 2021

7.0 Related Documents

Change Management Procedure (Police Staff)

8.0 Freedom of information

Suitable for publication.

9.0 Government Security Classification Policy

Official