



## Business Restructuring Toolkit

The next few years are going to be very challenging for Councils and there will be a significant change in the size and make up of workforces. Councils in the Yorkshire and Humber region have worked with Penna to develop a toolkit, an online resource to complement existing procedures for redeployment and redundancy. The Business Restructuring Toolkit offers a practical step-by-step guide for HR and managers responsible for implementing change.

Subscribers can log in with user name and password at <http://ps.businessrestructuringtoolkit.com>

For more information, or to subscribe, please contact [Julie.brookes@lgyh.gov.uk](mailto:Julie.brookes@lgyh.gov.uk)

### The Resources available in the Toolkit include:

#### HR Practitioners Guide

Guidance on the process of managing business change

#### The 10 Steps to Business Restructuring

- Preparing Business Strategy
- Supporting Managers with the Business Case
- Ringfencing & Identifying Selection Pools
- Preparing & Implementing a Selection Process
- Collective Consultation & Communication
- Individual Consultation
- Supporting Employees with Redeployment
- Serving Notice of Redundancy
- Managing Outplacement
- Managing Appeals for Redundancy

#### Hotspots Guide

Handling difficult situations

#### Management Guides

How to handle individual consultation meetings and frequently asked questions regarding restructuring.

#### Podcasts

The first individual consultation meeting where a manager advises an employee they are 'at risk'; the individual consultation process and management responsibilities.

#### Line Manager Consultation Meetings

For managers preparing for individual consultation meetings with employees at risk of redundancy because their job does not exist in the new structure OR where jobs are being reduced and employees are placed in a selection pool.

#### FAQs

Questions typically asked by HR, Managers & Employees

#### Employee Letter Templates

- Pooled Roles Stage 1 Letter
- Eliminated Roles Stage 1 Letter
- Formal Employment Letter
- Notice of Compulsory Redundancy Letter
- Appointed Current Template
- Letter on Leaving T&Cs
- Employee Suitable Template
- Redundancy Terms

#### Reference Library

- Handling Appeals Grievances
- Redundancy Policy Guidelines
- Example Redundancy Policy
- Redeployment Policy Guidelines
- Example Redeployment Policy