

Policy Name:	<b>Business Planning – Structural Revision</b>	P No: <b>P1617-104</b>
Policy Owner:	<b>Julie Jones, Transformational Lead: Strategic Attraction &amp; Recruitment</b>	
Issue/Last Review Date: <b>June 2016</b>	Next Review Date: <b>June 2018</b>	
Relevant Legislation / ACAS guidance if applicable:	<b>N/A</b>	
Documents being replaced:	<b>Agreed procedure for support staff promotions</b>	
<b>Policy Statement:</b>		
<p><b>Purpose</b></p> <p>Swansea University is committed to ensuring that high quality Professional Services staff are recruited, developed and retained in order to deliver the University’s strategic objectives. The University is committed to regularly review organisational structures to ensure they are best able to ensure quality, efficiency and effectiveness. The University recognises the need to provide a transparent, fair and consistent process to ensure the principles of ‘equal pay for equal value’ and the ability to grow and motivate excellent staff.</p> <p>The University operates three mechanisms for restructuring of Professional Services functions, all of which are underpinned by consultation, fair processes and equality of opportunity for staff:</p> <p>Mechanism 1 – Whole Institution Professional Services Review (PSR)</p> <p>Mechanism 2 – PSMT Transfer</p> <p><b>Mechanism 3 – Business Planning – Structural Revision</b></p> <p>This is to be utilised in dealing with smaller scale or localised restructures involving from one post to a team or section.</p> <p><b>Scope</b></p> <p>This Policy applies to all Swansea University employees, based within Professional Services functions.</p> <p><b>Key Principles</b></p> <p>The route for attaining any professional services role will be through application and appointment, with fair selection from the widest talent pool, specifically:</p> <ol style="list-style-type: none"> <li>For new, additional roles: through an advertised vacancy</li> <li>An internal structural review (in accordance with this policy)</li> </ol> <p>An internal structural review will be underpinned by the following principles:</p> <ul style="list-style-type: none"> <li>Meaningful consultation with staff and Trade Unions</li> <li>Prevention of possible compulsory redundancy</li> <li>Grading of proposed roles</li> <li>Clear and future-focussed Job Descriptions which include either the Professional Service Values or Leadership Values, as appropriate</li> <li>Clear and appropriate person specifications</li> </ul>		

- Fair selection from within the identified pool
- Commitment to providing development opportunities for staff
- Assessment of potential equality impact to ensure the University's commitment to providing equality of opportunity for staff

Responsibilities under this policy:

- **The Vice Chancellor** is responsible for ensuring that the policy and any related procedures and arrangements are implemented
- **The Registrar and Chief Operating Officer** will monitor implementation and impact of this policy
- **Head of College/Directorates** will keep their organisational structures under review to ensure quality, efficiency and effectiveness, in accordance with the principles outlined in this policy

#### Definitions of HR terms used in this policy:

**Professional Services** – Professional Services provide excellence in the range of services, which ensure the efficient running of the University.

#### Supporting Procedures/Guidance Documents/Codes of Practice with P Nos. and hyperlinks:

[Business Planning – Structural Revision Procedure](#)  
[Business Planning – Structural Revision \(Guidelines\)](#)  
[Business Planning – Structural Revision \(Example Scenario\)](#)  
[Business Planning – Structural Revision \(Flowchart\)](#)  
[Business Planning – Structural Revision - Proposed Amendments \(Form\)](#)  
[University Grievance policy](#)