**Managing Change – Reshaping Guidance – Appendix 3**

**Checklist for TU Briefing**

Attendees to be invited to the meeting; Assistant Director, Manager leading the change, PM representative, Trade Union representative.

The following documents will be circulated either prior to during the briefing;

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| **Document/information** | **Format**  |
| Statement of Change | Emailed in advance  |
| Names of employees in scope | Emailed in advance  |
| Current role profiles | Emailed in advance |
| Proposed role profiles | Emailed in advance |
| Current structure chart/establishment list  | Emailed in advance |
| Proposed structure chart/establishment list | Emailed in advance |
| Equality impact Assessment  | Emailed in advance |
| Timeline including all specific meeting dates  | Emailed in advance |
| Current contract types – implications for in/out of scope and which role is in/out of scope  | Confirmed and discussed during the briefing  |
| Presentation for staff meeting  | Confirmed and discussed during the briefing  |
| Details of any areas where employees are more at risk of redundancy  | Confirmed and discussed during the briefing  |
| Interview/selection process for any assessed assimilation/competitive interviews | Confirmed and discussed during the briefing  |
| Details of any current vacancies and proposals/timeline for recruitment activity | Confirmed and discussed during the briefing |