**Managing Change – Reshaping Guidance – Appendix 4**

**Checklist for Information pack for employees at first staff meeting**

 The information in the checklist below will be made available for all employees in scope of the reshaping activity. Where the format is Employee Information website and employees don’t have ICT access hard copies will be provided.

|  |  |
| --- | --- |
| **Information**  | **Format**  |
| Statement of change  | Employee information website/ paper hard copy |
| Current role profiles | Employee information website/paper hard copy |
| Proposed role profiles | Employee information website/paper hard copy |
| Current structure chart/establishment list | Hard copy during the meeting  |
| Proposed structure chart/establishment list  | Hard copy during the meeting  |
| Presentation slides  | Employee information website / paper hard copy |
| VR process, pension information and contact details  | Employee information website and referred to in the presentation / give in hard copy during meeting |
| Flexible retirement/reduction in hours/weeks working – potential impact on salary/pension | Employee information website and referred to in the presentation/ given in hard copy during meeting |
| Details of any training days for interview skills workshops/pensions advice days/drop ins/health and wellbeing days | Referred to in presentation and hard copy during meeting  |