

CHANGE MANAGEMENT TEAM (CMT) TERMS OF REFERENCE

Future Footprint Proposal July 2013

Change Management Team Scope and Responsibilities

Scope

- Review and consider staff feedback received as it relates to the Future Footprint Proposal rationale and benefits of the proposed changes.
- Future Footprint proposed changes, rationale and benefits are outlined in the proposal document and in the presentations available on the Future Footprint webpages and distributed to staff.

Out of Scope - feedback received that is

- About individual performance, personal staff circumstances, implementation detail, other change management processes, e.g. science roadmap outcomes.
- From other sources.

Responsibilities

- Contribute objectively and professionally to CMT discussions and resulting recommendations.
- Report regularly to the project sponsor and seek clarification as necessary.
- Gather additional data and supporting information if required.
- Provide recommendations to the Project Sponsor and Executive Team.
- Remind staff to use the online feedback process and not engage in feedback discussions, collect staff views or act as an advocate on behalf of others.

Confidentiality

- All information provided and discussions held within the CMT are confidential to CMT members, the Project Sponsor and Executive Team. Disclosure shall constitute grounds for disciplinary action.

Change Management Team Membership

Name	Nominated by
Bram de Vos (Chair)	Research Director
Jason Archer	Programmes & Partnerships Director
Jacquie Sherborne	Shared Services Director
Neil Tunnell	Finance & Business Performance Director
Richard Townsend	PSA national delegates
4-6* Elected Staff Members	Affected staff
Erica Henderson (HRA/process support)	HR National Manager
Andrea Rogers (Project Manager/logistics support)	Executive Team

Project Sponsor: Andrew McSweeney

* There will be a minimum of 4 staff members elected. When the 4 staff members are known the composition of the CMT will be checked, looking at campuses, science and non-science spread and if needed the number of elected staff members may increase up to a maximum of 6.

Staff Member Election Process

- Staff, whose role could potentially change due to Future Footprint proposed changes (i.e. affected), may nominate a staff member to be a part of the CMT. An email will be sent to those affected people on 31 July seeking their nomination by noon, 5 August 2013.
- Before nominating a staff member, the nominator will ensure that the staff member is agreeable to the nomination and discussed the possibility of nomination with their manager, and will be available for the Change Management Team meetings through August and between 2-13 September, to review, consider and discuss feedback and write recommendations.
- If there is more than 4 staff members nominated, affected staff on the 6 August will be invited to vote via email to confirm which staff members will be part of the CMT.
- When the 4 staff members are known the composition of the CMT will be checked, looking at campuses, science and non-science spread and if needed the number of elected staff members may increase up to a maximum of 6.
- The Change Management Team membership will be confirmed and team established by 12 August.

Process Summary

- All staff are able to provide feedback on the Future Footprint proposal from 30 July until 30 August 2013.
- Feedback is available to the CMT and Executive Team for review and consideration.
- Feedback will be sorted by group, team, affected/non-affected staff, if required.
- The CMT meets by VC and/or in person as required to review and consider data and feedback, and write recommendations.
- The CMT submits recommendations to the Project Sponsor by 13 September 2013.
- The CMT is available for Executive Team questions regarding recommendations submitted if required.
- When the recommendations are submitted and Executive Team questions answered the CMT disbands.