Appendix B - Structural Change Management

Example Change Management Group Terms of Reference

# Background and purpose

* 1. [Name of agency] is committed to meeting the challenges of the future. The organisation values its staff highly and is committed to open discussions.
  2. The change management group has been established to [facilitate successful change]. The group will oversee the implementation and management of changes associated with [systems, structures, functions and roles] within the organisation.

# Change principles

* 1. The following principles will underpin the decision making of the change management group and reflect the agency’s commitment to safeguarding the wellbeing of staff:
     1. [Change is considered and planned, based on consultation with relevant people.
     2. Change is transparent, consistent and fair.
     3. Change is communicated to the relevant people in an appropriate and timely manner.
     4. Change is compliant with relevant policies and procedures.
     5. Change is monitored, evaluated and based on best practice.]

# Responsibilities

* 1. The responsibilities of the change management group are to:

[insert responsibilities]

* 1. The change management group will ensure that the joint consultative committee is informed and consulted regarding the pending change.
  2. The change management group is to report to [Name of person or body].

# Membership of this group

* 1. The following persons have been appointed as members of the change management group:
* Chair [----]
* Member [----]
* Member [----]
* Member [----]
* Member [----]
* Member [----]
  1. In special circumstances, members unable to attend are required to nominate a proxy to attend in their place.
  2. Members shall preside on the group until [date] and are eligible for reappointment following expiration of their period of appointment.
  3. Membership of the group is endorsed by the [insert approval authority]. The HR division will coordinate the nomination process for the representatives.

# Others in attendance

* 1. Various staff or external persons may be required to attend the meetings at the discretion of the group. Representatives from divisions affected by the proposed change or others with relevant expertise may be invited to attend.

# Secretary to the group

* 1. [Name or role] will provide secretariat services to the group.

# Meeting procedures

* 1. Frequency

The group shall meet [frequency]. However, in some circumstances, meetings may need to occur more regularly.

* 1. Notice of meeting

As far as practicable, notice of meetings and supporting guideation shall be available [number] working days in advance of the meeting date.

* 1. Quorum

A quorum shall consist of [number] members and shall include both a staff representative and a manager.

* 1. Decisions of the group

Any question arising at a meeting are to be decided by a majority of members present and voting. The Chair presiding at a meeting has a deliberative vote and, in the event of an equality of votes, also has a casting vote.

Those persons referred to under 5.0 as ‘others in attendance’ do not have the right to vote in any deliberations of the group.

* 1. Scope of authority

The change management group will report to the [authority].

* 1. Notes/Actions

[will minutes or actions be circulated?]

* 1. Conflicts of interest

[How will conflicts be handled?]

# Confidentiality

* 1. It is open to the group to deem certain proceedings of a meeting or meetings confidential.

# Code of conduct

* 1. The agency’s Code of Conduct is applicable to all members of the change management group. This includes disclosure of conflict of interest.

# Authority

These terms of reference are endorsed by:

[Name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on [Date]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_