

## Organisation Design The Six Stages of a Structure Review

### [Structure Reviews FAQs](#)

Frequently asked questions on all aspects of the review from start up through to consultation and implementation

### STAGE 1 – REVIEW START UP PACK

#### [Review Consideration guidance](#)

Information for Managers to consider when determining the need for a review

#### [Checklist](#)

A checklist to take Managers through each step of the process

### STAGE 2 – REVIEW TEAM WORK

#### [Steering Group Update Report](#)

Report template for Managers

### STAGE 3 – REVIEW PROPOSALS

#### [Pre Consultation Report to DMT](#)

Report template for Managers

### STAGE 4 – REVIEW CONSULTATION

#### [Consultation Feedback](#)

Feedback document

#### [Consultation Pack Permanent Employee](#)

Pack for permanent employees

# HR & OD POLICIES

human resources and organisational development

## RESOURCE PACK

### [Consultation Pack Temporary Employee](#)

Pack for temporary employees

### [Post Consultation Report](#)

Template post-consultation report

## STAGE 5 – REVIEW IMPLEMENTATION

### [Implementation Procedure](#)

Information for Managers

### [Implementation Panel Cover Sheet](#)

Cover Sheet

### [Implementation Provisional Panel Decision](#)

Information for Managers

### [Implementation Confirmation of Panel's Decision](#)

Information for Managers

### [Provisional Post Match Letter](#)

Letter to employee

### [Provisional Post Match Letter – Salary Conservation](#)

Letter to employee

### [Provisional No Match Letter](#)

Letter to employee

### [Provisional Post Letter – Restricted Pool](#)

Letter to employee

### [Review Appeal Hearing Guidance for employees](#)

Guidance on Appeals



# HR & OD POLICIES

human resources and organisational development

## RESOURCE PACK

[Review Appeal Hearing Guidance for Chair](#)

Guidance on Appeal Hearing format for Chair

[Provisional New Post Letter – Ring Fenced Pool](#)

Letter to employee

[Review Appeal Invite Letter](#)

Letter to employee

[Review Appeal Match Letter](#)

Letter to employee

[Review Appeal No Match Letter](#)

Letter to employee

[Review Appeal Restricted Pool Letter](#)

Letter to employee

[Confirm Implementation Outcome Letter – Grade Decrease](#)

Letter to employee

[Confirm Implementation Outcome Letter – Grade Increase or no change](#)

Letter to employee

## STAGE 6 – POST IMPLEMENTATION

[Lessons Learned Report](#)

Post Implementation Report