

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