# Introduction

Appointed by Court, the **Organisational Change Governance Committee** (OCGC) reviews all Tier 2 and 3 organisational change proposals, which might result in staffing reductions or significant changes to the organisational structure. The Management of Organisational Change Policy provides a framework within which proposed changes with the potential to impact on staff are considered and approved, subject to appropriate consultation with the relevant parties

# Committee remit

The policy provides a ‘tiered’ approach to organisational change related decision-making as follows:

Tier 1 – Fixed term contracts and open-ended contracts with a funding end date (including individuals, teams or groups).

Tier 2 – Core funding: a reduction in the number of posts within a team, group, programme, College support service or subsection of a School or University Service. Significant restructuring exercises may also be considered within this level.

Tier 3 – The closure of an academic subject / discipline or larger change proposals. These should be automatically referred to Court for consideration.

Proposed changes falling within Tier 1 are managed at a local level while changes classified as Tier 3, which are of a strategic nature, explicitly require the approval of Court. Change proposals that fall within Tier 2 are considered and approved on Court’s behalf by the Organisational Change Governance Committee (OCGC).

The Committee shall:

* Provide strategic sign-off to management for Tier 2 proposals
* Decide, on strategic and/or key reputational grounds, or for other exceptional reasons, if the matter should be treated as equivalent to a Tier 3 proposal and receive initial strategic sign-off by Court prior to proceeding
* Assess, in more complex and/or potentially controversial or especially sensitive matters, whether the Committee needs to review the final proposals following consultation and prior to the changes being implemented. In such circumstances the Committee may request further information or that additional consultation/consideration be carried out prior to final implementation.
* Review Tier 3 proposals and make recommendations to Court including indicating if the Committee should review the final outcome before any change occurs
* Provide a summary report to Court of changes given strategic sign-off and an annual report to Court

# Scheme of Delegation

Once organisational change proposals have been approved in principle, it is for the Executive to progress matters, taking all reasonable steps to minimise and mitigate the potential for redundancies and any other negative impact on individual(s). Proposals are of course subject to consultation with staff potentially affected by the change and the recognised trade unions. The OCGC may request an update prior to any final decision to implement. OCGC may also choose to refer a Tier 2 proposal to a full meeting of Court where it is considered to be strategically significant and/or contentious.

The following details the delegated authority for the OCGC and shows how it is placed in the overall University Scheme of Delegation with escalation to Court:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Responsibility** | **Limit** | Decision Making Delegated Authority | **Escalation To** |
| Approve Tier 2 organisation change proposals | N/A | Chief Operating Officer and University Secretary | Court  |
| Recommend to Court Tier 3 organisation change proposals | N/A | Court | N/A |

# Committee Membership

This is an executive chaired Committee with the following membership:

* Chief Operating Officer and University Secretary (Chair)
* 3 Co-opted Lay members of Court
* 2 Staff Representatives from Court

In attendance

* People & Organisational Development representative
* Presenter of proposal

# Substitutions and Quorum

There are no substitutions. There must be a minimum of 4, of whom at least one must be a lay member and one must be a elected staff member of the Committee, in attendance for decisions or approvals. In the event of a consensus not being reached, the decision will be escalated to Court.

# Committee Member Responsibilities

Each Committee member has a responsibility to:

* Provide insight, scrutiny and challenge to organisation proposals and assuring business continuity
* Openly and constructively challenge where change proposals do not meet key regulatory criteria or expose the University to high risk
* Identify, assess and mitigate People & OD risk at strategic University level
* Activity and behaviour should embody the University’s values ([click here for details](https://www.gla.ac.uk/myglasgow/staff/values/))

# Conflict of Interest

The OCGC will follow the [UofG procedure for the management of any conflicts](https://www.gla.ac.uk/media/Media_176371_smxx.pdf). The procedure defines declaration of conflicts as a standard agenda item at the start of the meeting, the maintenance of a register of conflicts, and a process for managing all conflicts which are declared.

# Format and cadence

The OCGC shall meet as required.

**INPUTS**

* Organisation change proposals

**OUTPUTS**

* Revised papers and reports to Court
* Minutes