

Business Case Need Identified with Director Approval

BC Author

Contact P&OD Advisor to discuss proposals and process. Refer to existing and/or generic Integrated Impact Assessments (IIA) to inform a business case specific IIA and consider how this may impact proposals.

Gateway A

Chief Officer P&OD and Chief Officer Finance Approval to proceed + Establishment Control Board (ECB) where recruitment will be required

BC Author

Initial engagement with staff and key stakeholders. Draft Business Case & undertake Job evaluation as required for any new/redesigned roles. Review and update draft IIA.

P&OD Advisor

Review draft business case / input to establishment table / support Job Evaluation (JE)

Finance Partner

Review draft business case / inform budget position / complete finance section

Equalities Team

Review draft Integrated Impact Assessment and provide feedback

BC Author

Finalise draft Business Case, IIA, and any JE requirements - confirm to P&OD Advisor ready to consult

Gateway B

Chief Officer P&OD and Chief Officer Finance Approval to consult

BC Author

Undertake formal consultation

BC Author

Revise Business Case and IIA, as required, based on consultation feedback. Share updated final IIA with the Equalities Team for checking prior to approvals and sign off.

Cluster Chief Officer Business Case and IIA Approval & Sign off

BC Author

Share Business Case with P&OD Advisor for next stage approvals

Gateway C

P&OD Chief Officer and Finance Chief Officer Business Case Approval & Sign off

P&OD Advisor

Share approved Business Case with BC Author, Trade Unions, Finance, POD and HR Service Centre. Update Business Case File. Share signed IIA with Equalities team for publication.

BC Author

Communicate BC approved & implement changes

POD

Update CoreHR establishment

HR Service Centre

Action contractual changes

Equalities Team

Publish approved IIA

Business Case Closed