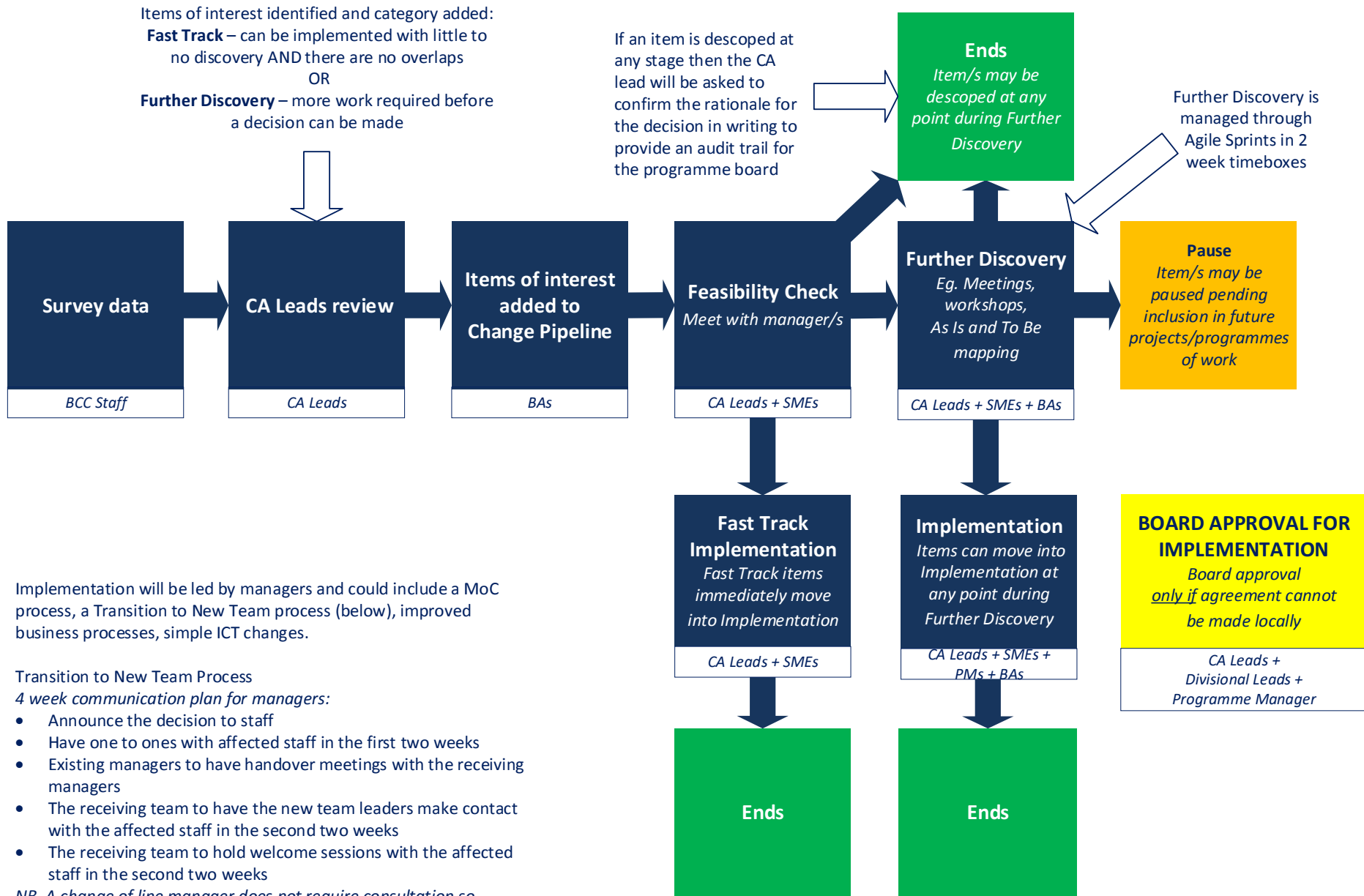


# Common Activities Programme | Discovery and Implementation Process



Implementation will be led by managers and could include a MoC process, a Transition to New Team process (below), improved business processes, simple ICT changes.

## Transition to New Team Process

4 week communication plan for managers:

- Announce the decision to staff
- Have one to ones with affected staff in the first two weeks
- Existing managers to have handover meetings with the receiving managers
- The receiving team to have the new team leaders make contact with the affected staff in the second two weeks
- The receiving team to hold welcome sessions with the affected staff in the second two weeks

NB. A change of line manager does not require consultation so instead the above plan will apply. MoC policy applies where there is a change to terms and conditions. HR and OD are available to support managers and staff through these processes.