# Introduction

Appointed by SMG, the **Organisational Change Governance Committee** (OCGC) role is to act as an independent review Committee for all tier 2 proposals that involve organisational change, which might result in staffing reductions or significant changes to the organisational structure.

# Committee remit

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 need 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.
* Decide if the policy requires Tier 3 issues to receive the initial strategic sign off from Court. In some cases, Court may decide that it wishes the Committee, as per point 4 of the remit above, to review the final outcome before any change occurs
* Provide a summary report to Court of changes given strategic sign-off

# Scheme of Delegation

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 People & Organisational Development Committee or Court:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Responsibility** | **Limit** | Decision Making Delegated Authority | **Escalation To** |
| Approve Tier 2 organisation change proposals | <10 staff affected | Executive Director of People & Organisational Development | Court and/or People & Organisational Development Committee |
| Pre-approve Tier 3 organisation change proposals prior to presentation at Court | >10 staff affected | Executive Director of People & Organisational Development | Court and/or People & Organisational Development Committee |

# Committee Membership

This is an executive chaired Committee with the following membership:

* Chief Operating Officer and University Secretary (Chair)
* 4 staff members from Colleges and University Services

In attendance

* People & Organisational Development representative
* Presenter of proposal

# Substitutions and Quorum

There are no substitutions. There is no minimum attendance.

# 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
* Maintain subject matter knowledge in People & OD regulations and trends across HEI
* Identify, assess and mitigate People & OD risk at strategic University level
* Take ownership for specific actions and risks in the OCGC Action and Risk Logs. All actions and risks must have a Committee member as overall owner
* 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 3 times per year, with the power to call extra‐ordinary meetings as required. Meetings shall be 2 hours.

**INPUTS**

* Organisation change proposals (submitted via Professional Services Committee)
* Equality and diversity monitoring analysis
* Summary of changes made to action log

**OUTPUTS**

* Revised papers and reports to Court
* Decision Log
* Action Log
* Minutes