

Restructuring and reassignment policy

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1. Purpose of our restructuring policy

The Scottish Government has a duty to remain flexible to adapt to changing priorities and pressures. This may involve the need to change the structure or size of parts of the organisation.

This policy and accompanying procedures set out the range of measures and approaches that will be put in place to support restructuring exercises and explains how they will be applied in practice. These measures also support the no compulsory redundancy policy that the Scottish Government and the recognised trade unions have in place (reviewed annually). This means compulsory redundancy is not a measure to be considered during restructures. The policy also sets out the processes that will apply to move unassigned staff to other roles.

Restructuring exercises may be required as a result of:

- a reduction in the volume of work that is delivered by certain staff and teams
- the ceasing of work either as a result of re-prioritisation or completion
- a change to the nature of work or its delivery

Such exercises may result in staff becoming displaced as a consequence of a requirement to reduce the number of staff, or change the roles, that are required to undertake the work that is ceasing, diminishing or changing. The underlying reasons for restructuring of this nature may be varied and include (but are not limited to) work or services that no longer require to be delivered or a need to manage overall headcount to reflect budgetary constraints.

The Scottish Government are committed to ensuring restructuring exercises are completed fairly and transparently, in consultation with the Council of

Scottish Government Unions (CSGU) and with due regard for equality and diversity. Our priority is to ensure the effective redeployment of staff.

2. Scope - who this policy applies to

This policy applies to all permanent Scottish Government Main and Marine staff including senior civil servants (SCS). This also includes staff working in core Scottish Government, as well as executive agencies and non-ministerial offices (NMOs) who are part of the Scottish Government Main pay bargaining unit. It does not apply to non-permanent employees, for example those on fixed term contracts, secondees, people on loan from other government departments, contractors or temporary workers.

3. Equality and diversity

When restructuring an area and reassigning staff, the Scottish Government must consider how the proposals may affect protected groups across its workforce. Restructuring and reassignment must not be implemented in a way that results in direct or indirect unlawful discrimination against members of any particular protected group as defined in the Equality Act 2010. All restructuring processes should set out to promote equality of opportunity and good employee relations.

In line with the Public Sector Equality Duty, the restructuring business area must be able to demonstrate the equality impact of the proposed changes ahead of commencing the process. Engagement with the EQIA process is expected.

This policy and procedure have been developed in consultation with the Council of Scottish Government Unions and will be reviewed after the first 12 months and then as required thereafter. You can find an EQIA for this policy and procedure.