Business case template

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| Background |
| Provide some background outlining the reasons for the change, including what measures have been taken to minimise/mitigate the impact of the proposed changes. |
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| Staffing Structure | | |
| Current Structure | | |
| Role | Scale | Hours of work |
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| Proposed Structure | | |
| Role | Scale | Hours of work |
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| Financial Implications |
| Outline the financial implications of the changes and the changes in budget both in this year and for the next financial year. |
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| Breakdown of Potential Costings |
| Please provide a breakdown of any redundancy costs. Where it is not possible to provide accurate figures because it is unclear who will be selected for redundancy then please provide average redundancy costs for each post. If however, there are staff with long lengths of service then please work out the redundancy costs based on a worse-case scenario. |
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| Wider-church Implications |
| Please outline how these proposed changes will align with church’s objectives and the benefits of the proposed changes. Please also include any equality information related to the individuals that may be affected by the proposals. |
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| Proposed Timeline | | | |
| Stage | Date | Stage | Date |
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| Comments |
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| Manager signature | |
|  | **Date** |