

Staff Support During Organisational Change

1. Introduction

- 1.1. This document outlines the support that will be in place for colleagues during a consultation and change process.

2. Wellbeing Support

- 2.1. Change processes may be, by their nature, unsettling for colleagues, especially those directly affected by change. The following support is in place to support colleagues through this process.

2.1.1. **Employee Assistance Programme (EAP)** – Colleagues can access confidential counselling services to support mental health and well-being, or practical support with finances and budgeting through our EAP.

2.1.2. **Mental Health First Aiders** – Trained mental health first aiders will be available to offer support to anyone struggling to cope and signpost colleagues to additional resources as needed. Mental Health First Aiders are there to listen without judgement and the service is confidential.

2.1.3. **The Trade Unions** – the University of Bedfordshire recognises two unions – UCU and Unison. Our Trade Union colleagues are available for their members to provide representation, to provide advice on their circumstances and to support them through this process.

2.1.4. **The Treehouse Chaplaincy Team** has a facility on the Luton and Bedford campus and offers a warm welcome to staff (and students) of all faiths and beliefs. Chaplains are available to support any staff member who may be struggling with work-related/ personal difficulties.

2.1.5. We will offer a range of optional **workshops** which all colleagues can access, including:

- Resilience workshops, to support individual wellbeing (e.g. burn-out, resilience)
- Financial wellbeing and planning workshops, suitable for a range of circumstances
- Mental Health Awareness for all colleagues
- Bullying and Harassment and what to do if you experience behaviours not in accordance with our values

3. Support with Applications/Selection

- 3.1. For colleagues required to participate in a selection process for a role in the proposed structure, those on the redeployment list and colleagues seeking employment outside of the University, the following will be provided:

3.1.1 **Application and Interview Skills Workshops** – Dedicated sessions on writing applications and preparing for interviews will be offered to enhance colleagues' confidence and employability.

3.1.2 **Formal Career Transition Support** – Delivered by a dedicated external-provider. It includes career coaching, CV writing, and job search strategies.

3.1.3 **Paid time off** – Colleagues who have been issued notice of redundancy are entitled to reasonable paid time off to look for new employment or to make arrangements for training for future employment.

3.1.4 **People & Culture team** – P&C will provide one-to-one guidance, ensuring colleagues understand their rights, the process, and options available

3.1.5 **Line Manager Support** – Line managers will play a key role and be a first port of call for their teams. Managers will maintain regular communication, ensure their teams are supported kept informed throughout the process.

4. Support for Line managers

4.1. Line managers will play a key role during change processes, and it is important that they are supported, both in terms of their own position and to enable them to support their colleagues

4.1.1. **People & Culture team** – P&C will also offer support to line managers, recognising the crucial role line managers play, and that some line managers may be affected by this change process themselves. P&C will:

- host regular online Line Manager Support Sessions where line managers can come together and ask questions/ voice concerns and support each other
- offer training to support line managers in their roles – see below
- be available to support line managers one-to-one as we go through the change process
- All line managers will be asked to participate in Change Leadership, Mental Health for Managers, and Inclusive Recruitment and Selection training.

5. Information Hub

5.1. Additional to this support, clear communication will be key to supporting colleagues navigate the relevant processes. An Information Hub will be created on our intranet, bringing together in one place, all key messages and information relating to this change process.