



UNIVERSITY OF BEDFORDSHIRE

**FINAL ORGANISATIONAL STRUCTURES AND NEXT STEPS FOR
REDEPLOYMENT AND SELECTION**

May 2025

1. Introduction

- 1.1 This document outlines the final structures for the Faculties, Schools and Professional Services directorates following the launch of a proposed restructure on 11th March 2025 and a consultation period from 11th March to 2nd May 2025.
- 1.2 During the consultation period, feedback was provided through individual and group meetings, trade union colleagues, and via the Consultation Response and Change Team email accounts. In total, over 270 consultation response emails were received.
- 1.3 The Vice Chancellor's Executive Group (VCEG) recognises that colleagues have taken considerable time and effort to respond to the consultation proposals, reflecting the high level of commitment among colleagues to ensuring the success of the University and its students. VCEG members are very grateful for all the feedback provided and have considered the feedback genuinely and transparently.
- 1.4 This document first references the original proposal for a restructure from 11 March 2025. It then highlights some of the feedback that was received during the consultation period and outlines the high-level changes made to the original proposals based on that feedback. The document then summarises the impact of the final structures on posts by grade, reflecting the latest position as of 28th May 2025. Finally, the document outlines the next steps in terms of redeployment and selection.

2. Original proposed restructure

Details of the original proposed restructure, including the background to the restructure and the need to ensure the University remains sustainable and fit for the future, can be found in the original University consultation document [here](#).

2. Summary of Feedback Received

- 1.2 During the consultation period between 11th March and 2nd May, feedback on the proposals was received via the Consultation Response and Change Team email accounts, as well as through individual, group meetings and trade union colleagues. A link to a summary of the feedback provided via email can be found [here](#). The feedback has been grouped by Faculty and Professional Services directorate, with a section for general feedback at the University level.
- 1.3 In headline terms, the feedback included the following:

- A number of comments regarding Faculty-based Associate Professors including the importance of their roles and contribution to the research culture of the university, and concerns about pooling decisions
 - Feedback on some of the proposed names for the Faculties, Schools, Professional Services divisions and teams
 - Concerns about proposed levels of resourcing in some areas and functions
 - Feedback and concerns about the proposals to move or merge some functions across different Professional Services directorates
 - Feedback on some job titles, job descriptions and grades
 - Queries and concerns about proposed pooling in some areas
- 1.4 Note that there were no comments from staff on the proposed move from four faculties to three.
- 1.5 In addition to the feedback on the restructuring proposals, general feedback was received including the following:
- Feedback on the launch of the proposals and consultation process
 - Questions about the voluntary redundancy (VR) scheme and selection and redeployment processes
 - Questions about the impact of the proposals on different groups of staff from an equality, diversity and inclusion perspective.

3. Reflections on the feedback

- 3.1. The feedback received has been considered genuinely and transparently. A summary of leadership responses to the feedback can be found in the accompanying summary feedback document [here](#). Colleagues who provided consultation feedback via email will be forwarded an individual response from the relevant VCEG lead the week of 2nd June.
- 3.2. As a result of the feedback, a number of changes have been made to the original proposals that were developed for the consultation. Headline changes include:
- Renaming Faculty 2 to Faculty of Technologies, Education and Social Sciences
 - Changing the School of Education to the School of Education and English.
 - Taking grade 9 Associate Professors out of scope of the current restructure to give the university a further opportunity to review and launch the new research institutes and the related research structures taking account of the feedback. The launch of the new institutes will take place in August 2025 to align with the timelines for the University restructure.

- Undertaking a further review of grade 9 Associate Professors to define more fully the role of Professors, Faculty Research Leads and faculty-based grade 9 Associate Professors in the new faculties and the research institutes. As part of this process a revised job description for grade 9 Associate Professors will be produced.
 - Including additional resource in some areas, in response to feedback
 - Revising some job titles and reporting lines
 - Updating some JDs
 - Changing the categorisation and pooling of some colleagues.
- 3.3. In addition, in response to feedback, the deadline for colleagues to make final decisions on whether to accept voluntary redundancy has been extended from 30th May to 6th June, so that colleagues are able to consider the final organisational structures before confirming their decision.
- 3.4. Further details of the changes to the original proposals for the Faculty and Professional Services directorates as a result of the consultation can be found in the individual documents for each area [here](#).

5. Final structures

- 5.1. The organograms for the final structures for the Faculties and Professional Services Directorates can be found in the individual documents for each area [here](#).
- 5.2. Job Descriptions for each new or revised post in the final structures can be found [here](#).

6. Overview of impact of changes to structures

- 6.1 Not all posts or colleagues are affected by the changes resulting from the restructure. We have categorised the impact of the changes as follows:

Category	Proposed impact on post	Status	Proposed impact on colleague
A	No changes to Job Description (JD).	No change therefore out of scope	No impact - out of scope.
B	Minor changes to JD (e.g. Job Title).	Not at risk	Colleague is matched to updated post.
C	Changes to JD, but considered to be a suitable alternative.	Not at risk	Colleague is slotted into updated post.

D	No changes to JD, but more people than posts.	At risk	Colleague is 'pooled' with other at risk colleagues performing the same job.
			Post is ring fenced for at risk colleagues.
			Colleagues are selected through a written submission/ interview process.
E	Changes to JD, but still considered to be a suitable alternative & more people than posts.	At risk	Colleague is 'pooled' with other at risk colleagues performing the same job
			Post is ring fenced for at risk colleagues.
			Colleagues are selected through a written submission/ interview process.
F	Post is deleted and does not exist in the new structure.	At risk	Colleague added to redeployment register.

6.2 The final structure document for each area details the numbers of colleagues who fall into each of these categories and the impact on individual posts, as of 29th May. Affected colleagues in categories B to F will receive an individual letter on 30th May setting out their personal position and, for colleagues in D to F, their next steps in terms of selection and redeployment.

6.3 At a university level, the breakdown of colleagues in each category as of 28th May 2025 is as follows:

GRADE/ CHANGE CATEGORY	A	B	C	D	E	F	GRAND TOTAL
3	0	0	26	0	0	0	26
4	11	2	26	0	6	5	50
5	36	9	51	17	36	3	152
6	34	8	54	14	31	2	143
7	38	3	41	2	9	7	100
8	15	3	18	0	2	5	43
9	7	1	7	0	2	2	19
A7	0	1	0	0	0	0	1
A8(3)	0	0	0	0	1	0	1
A9(4)	0	0	26	6	3	1	36
Spot	15	1	12	0	14	8	50
Other	0	0	0	0	0	2	2
GRAND TOTAL	156	28	261	39	104	35	623
Not At Risk 445				At Risk 143		At Risk 35	

As of the 28th May, there were 55 pooled posts and 71 vacant posts.

- 6.4 Note that the summary table shows the latest impact as of 28th May 2025. The extension of the deadline for accepting voluntary redundancy decisions may result in additional changes as VR decisions are finalised up to 6th June, which should further reduce the number of colleagues currently at risk and lead to further changes in the number of pooled and vacant posts. Where a category changes between 30th May and 6th June, a revised letter will be sent to the affected colleagues and the summary table will be updated.
- 6.5 The position differs from the original consultation document from 11th March which identified a total of 238 colleagues at risk, of which 182 were categorised as D or E and 56 categorised as F as summarised in the table below.

	Not at Risk	At Risk	F	Other *	Total
11-Mar-25	410	182	56		648
28-May-25	445	143	35	25	648

* Other = Resigned + VR Signed + Now Out of Scope (previously in scope)

6.6 The differences can be explained by several factors, including:

- Changes in response to feedback from the consultation, whether concerning individual posts or groups of colleagues such as the Associate Professors who have now been taken out of scope of the restructuring
- Resignations and other staffing changes outside of the restructuring process
- The impact of voluntary redundancy which has resulted in the removal of pools for some posts, thereby reducing the number of colleagues classified as D or E.

Selection and Redeployment: Next steps

7. Outcome Letters

7.1 Colleagues will receive an outcome letter on 30th May explaining what the changes mean for them. Depending on the category they end up in, colleagues will receive a letter confirming one of the following:

Post remains (categories B & C)

- The letter will advise colleagues they have been slotted into post and ask them to sign a contract variation confirming their agreement to the changes.

Fewer posts (categories D & E)

- The letter will advise colleagues the decision has been taken to reduce the number of posts.
- The colleague's post remains at risk of redundancy and a selection exercise will need to be carried out.
- Details of the selection process, including interview date(s).
- Details of how to apply for new and vacant posts (see below).

Post deleted (category F)

- The letter will advise colleagues the decision has been taken to delete their post.
- The colleague is now at risk of redundancy and will be invited to a further meeting to discuss their ongoing employment which could result in termination of their employment on the grounds of redundancy.

- Details of how to apply for new and vacant posts (see below).

8. Opening up New and Vacant Posts

- 8.1 We've taken the decision to open up applications for new and vacant posts to all colleagues at risk of redundancy (i.e. categories D, E and F) regardless of the grade. This means anyone at risk can apply for any post. We've taken this decision to maximize the opportunity for redeployment and to retain our people.

9. Applications and Shortlisting

- 9.1 We've tried to keep things simple and reduce duplication. All colleagues at risk will need to complete the same forms, whether they are applying for a new and vacant post or they have been pooled for a selection interview.
- 9.2 Application/ Redeployment Form – this form captures key information like career history, training and qualifications, core skills, areas of interest, preferred working pattern and details of reasonable adjustments.
- 9.3 Supporting Statement – this form captures how the employee believes they meet the essential criteria listed in the person specification for the role they are applying for/ have been pooled for.
- 9.4 Colleagues will need to complete one Supporting Statement form for each role they wish to apply for, but only need to complete one Application/ Redeployment form. Colleagues who have been pooled for multiple posts only need to complete one Supporting Statement form (see below).

Pooled Posts

- 9.5 Colleagues who have been invited to a selection interview for a pooled post(s) will need to submit their Application/ Redeployment Form and Supporting Statement Form to People & Culture by 4.30pm on Friday 13th June. Colleagues who have been pooled for more than one role may choose to submit a single Supporting Statement Form addressing any shared criteria collectively and any role-specific criteria individually. Alternatively, colleagues may prefer to submit a separate Supporting Statement form for each role they have been pooled for. We understand that individuals express their strengths and experiences in different ways—some more effectively in writing, others in interviews. These documents will be used to help the panel make informed decisions by providing a fuller picture of the employee's knowledge, skills and experience in line with the selection criteria.

New and Vacant Posts

- 9.6 Colleagues who wish to apply for new and vacant posts will need to submit their paperwork to People & Culture by the deadline stated on the University

Restructure Consultation Hub. These posts are deemed to be sufficiently different from the posts held by people at risk of redundancy, therefore the University's normal recruitment and selection procedure will apply, and the paperwork will be used to support short listing decisions.

- 9.7 The list of new and vacant posts along with job descriptions and deadlines for application will be published on the University Restructure Consultation Hub. Colleagues must be at risk of redundancy to apply for one of the new and vacant posts. It is important to note that a colleague's 'at risk' status may change over the coming weeks, for example if they are slotted into a post where a colleague takes voluntary redundancy (see below), meaning that they are no longer able to apply for new and vacant roles in the first round and any application made will be withdrawn.
- 9.8 Following the first round, any new and vacant roles that are not filled by colleagues who are at risk will be advertised internally and all colleagues will be able to apply.

10. Voluntary Redundancy

- 10.1 The deadline for voluntary redundancy applications closed on 2nd May. Panel meetings have now been held to consider the applications and outcomes have been shared. Colleagues will have until Friday 6th June to sign their settlement agreement. This will provide all colleagues with the opportunity to see the final structure before making a decision.
- 10.2 This does mean we are communicating individual outcomes before we know the full voluntary redundancy position. To mitigate against this, we are encouraging colleagues to sign their settlement agreement before the 6th June if they are certain they want to accept voluntary redundancy irrespective of the consultation outcome. We hope this will open up redeployment opportunities and allow us to slot colleagues in without going through a selection process.

11. Interview Process

- 11.1 Interviews are scheduled to take place from 23rd June for roughly 3 weeks. We are planning to run the process for new and vacant posts and selection interviews for pooled posts in parallel. The interviews have been arranged by area and grade, starting with spot salary posts. We recognise that some of the new and vacant posts may present promotion (or alternative) opportunities for people at risk. If someone in a pool is successful in securing a new and vacant post, we may be able to slot the remaining employees in that pool into a post without going through a selection exercise.

Pooled Posts

- 11.2 The following selection criteria will be used for pooled posts:

- Knowledge and experience
- Work performance
- Qualifications and training
- Disciplinary and capability records

11.3 The first 3 criteria will be assessed through the Application/ Redeployment form, Supporting Statement form and responses to interview questions. Disciplinary and capability records would only be used as a last resort to distinguish between colleagues who have scored equally.

11.4 If after consideration of the above criteria there are still two candidates who are scoring equally, it may be possible to use the Equality Impact Analysis to inform decision making. This must be done in partnership between managers and People & Culture.

11.5 Colleagues will be asked 6 – 10 interview questions based on the essential criteria in the person specification. We have committed to share the broad question areas in advance. Interview performance will be scored using the following criteria:

- 0 – Does not meet criteria
- 1 – Partly meets criteria
- 2 – Meets criteria
- 3 – Exceeds criteria

11.6 Colleagues who have been pooled for more than one role will only need to attend one interview.

New and Vacant Posts

11.7 The new and vacant posts have been deemed to be sufficiently different from the posts held by people at risk of redundancy, therefore the University's normal recruitment and selection procedure will apply, and candidates must be able to demonstrate their suitability for a role.

11.8 In practice the interview process will look very similar, and candidates will be scored using the same criteria.

12. Redundancy and Dismissal Meetings

12.1 We remain committed to avoiding compulsory redundancies wherever possible. Colleagues in category F who do not apply for or are not successfully appointed to one of the new and vacant positions and colleagues in categories D & E who are unsuccessful in their selection interview will be invited to a redundancy dismissal meeting. The meeting will be chaired by a VCEG lead and colleagues will have the right to be accompanied by a trade union representative

or workplace colleague. We anticipate these meetings will take place between 16th June and the middle of July. Generally, we would expect colleagues to work their notice, but there may be room for negotiation on a case-by-case basis. We will continue to proactively seek redeployment opportunities during an employee's notice period.

- 12.2 Colleagues have the right of appeal against dismissal on the grounds of redundancy. The appeal will be heard by a panel of 3 Board Members. We anticipate any appeal meetings taking place towards the end of July.

13. Trial Period

- 13.1 Colleagues who are offered a suitable alternative role may be entitled to a statutory trial period of four weeks (this may be extended up to 12 weeks, e.g. if training is required). This trial period allows both the employee and the University to assess whether the new position is suitable. Colleagues will be entitled to a trial period where the University has given notice of redundancy and made the offer of alternative work before the end of a colleague's employment, and where the new role begins on or within four weeks of the end of the old contract.

- 13.2 Trial periods will be managed in a supportive and fair way. Colleagues will have regular check-ins with their line manager during the trial to review progress and address any concerns. If, during or at the end of the trial, either the employee (providing the University agrees) or the University decide the new role isn't suitable, the employee's redundancy rights — including any entitlement to redundancy pay — will be protected. For more information about trial periods see [redemption-final-draft.pdf](#)

14. Support

- 14.1 We recognize this remains a difficult time for colleagues. Details of the support available can be found on the University Restructure Consultation Hub and include:

- Reasonable work time off to complete applications/ prepare for interviews.
- Application and interview skills workshops (you can book onto these on the People Development Hub).
- Career platforms and resources (which can be accessed on the University Restructure Consultation Hub).
- Career Transition support – We've teamed up with an organization called Working Transitions who are offering 2 – 3 coaching sessions with a dedicated career coach. The support is entirely tailored to the individual, and could include: job search strategies, enhancing LinkedIn and social media profiles, confidence building and resilience, application support and interview preparation. This will initially be made available to colleagues who have been invited to a redundancy dismissal meeting, but we may open this up, depending on take up.

- 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.

14.2 Wellbeing support can also be accessed from our [Employee Assistance Programme](#), [Mental Health First Aiders](#), [Trade unions](#), [Treehouse Chaplaincy Team](#) and [Staff Networks](#).

15. Reasonable Adjustments

15.1 We're committed to supporting all our colleagues, and that means going beyond our legal responsibilities. While we have a duty to make reasonable adjustments to the selection and redeployment process for anyone with a disability — whether or not it's been formally disclosed — our aim is to create an inclusive and supportive environment for everyone. Should colleagues require any special arrangements, reasonable adjustments, or additional support at any stage of this process, please contact P&C@beds.ac.uk to discuss further.

16. Equality Impact Assessment

16.1 We are continuing work on our Equality Impact Analysis, with the second stage due to be completed after the 6th June when the voluntary redundancy scheme is concluded. People & Culture colleagues will help those leading the consultation to understand the data and think through potential impacts and mitigating actions that might be undertaken.

16.2 The groups identified as being disproportionately affected at this point include women and Asian/ Asian British colleagues – this is at University level and may look different a team level, or upon the next iteration of the EIA. We have taken steps to mitigate the impact on affected groups. One way we have done this is to emphasize that where roles are identified as full time in the final structures, we will consider flexible ways to fill them, such as part-time working. For further information around how we have sought to make the process more inclusive see: [Making the restructure process more inclusive](#)

17. Timescales

17.1 An overview of the timescales is set out below.

Date	Action
Friday 30 th May	Final structures shared Staff in categories B-F receive individual outcome letters
Friday 6 th June	Deadline to sign settlement agreement in respect of VR
Monday 9 th June onwards	Deadline to submit Application/ Redeployment Form and Supporting

	Statement Form(s) for new and vacant posts – see University Restructure Consultation Hub for specific deadline for each post
Friday 13 th June	Deadline to submit Application/Redeployment Form and Supporting Statement Form(s) for pooled posts
Monday 16 th June onwards	Redundancy dismissal meetings commence
Monday 23 rd June for roughly 3 weeks	Interviews take place
Friday 1 st August	New structures implemented

18. FAQs

18.1 This is a complex process and unsettling period for colleagues across the university. It is appreciated that there will be a lot of questions, and as such a number of FAQs have been developed and will be updated on a regular basis as required. The FAQs can be found [here](#).