

# Versus Arthritis

## Consultation on proposed new structures

### Guidance for volunteers

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## Introduction

This document provides information about the consultation on proposed changes to staff structures, how to feedback on the proposed new structures, and the support available to our volunteers during this process.

## Timeline

- **Monday 10 January 2022** - Consultation period opens for staff
- **Wednesday 12 January 2022**- Consultation shared with volunteers
- **From Wednesday 12 January 2022** - Individual consultation meetings will take place with staff whose roles are at significant risk in the proposed new structures
- **Friday 25 February 2022** - Close of consultation at 5pm
- **Wednesday 16 March 2022** - Outcomes of consultation shared at directorate meetings for staff
- **From Wednesday 16 March 2022**- Outcomes of consultation shared with volunteers

## What is a Consultation Period?

When an organisation makes seeks to make significant changes to a role or removes roles within an existing structure leading to possible redundancies, they must by law, 'inform' and 'consult' on the proposed changes with their employees.

'Informed' means the employer is communicating with employees to ensure they are updated about workplace matters.

'Consulted' means the employer actively seeks and considers employees' views before making a decision.

A consultation period is the timeframe in which the organisation will share further details about the proposed new structures and actively seek feedback from employees on those structures. At Versus Arthritis, we are also opening up this process for our volunteers to give feedback.

## What will happen during the Consultation Period?

The Consultation period will be open for 45 days from Monday 10 January – Friday 25 February 2022. The length of a consultation period is a legal requirement and based on the number of roles at risk.

Proposed new structures have been shared at directorate meetings for staff on Monday 10 January.

While the consultation process is live, staff will continue working in their existing roles. There is no change to existing roles while the consultation process is live.

We have created **directorate consultation documentation**, which includes:

- Guidance on what to expect, a timetable, and details of support available during the consultation period.
- Detailed information about proposed new structures, the rationale for the changes being proposed and proposed team structures.

- Information about the status of all roles in the proposed new structure

In order to manage confidentiality and costs, the consultation process documents are available online. If you need support accessing this information, please contact the Involvement and Volunteering team on [volunteering@versusarthritis.org](mailto:volunteering@versusarthritis.org) or call 01246 901 797.

## How can I ask questions and feedback on proposed new structures?

We are hosting two sessions for volunteers to find out more about the proposals and ask questions. These are being held on:

- Monday 24 January, 6pm – 7pm, and
- Monday 7 February 3pm - 4pm.

To book a place at either of these sessions please email [volunteering@versusarthritis.org](mailto:volunteering@versusarthritis.org) or call 01246 901 797.

If you would like to submit formal feedback on the proposed new structures, for any directorate, you can do this by [completing this feedback form](#) by 5pm on Friday 25 February.

All feedback received via the form will be reviewed by our Organisational Leadership Team once the consultation has closed – we will not respond to your comments directly during the consultation period as we will need to consider where your feedback links to other people's feedback. All feedback will be reviewed before the final outcomes are agreed.

Consultation documentation and an online feedback form can be found by clicking on the links below:

- [Consultation pack – Involvement, Influencing & Support](#)
- [Consultation pack – People & Organisational Development](#)
- [Consultation pack – Digital, Data & Technology](#)
- [Consultation pack – Finance & Corporate Resources](#)
- [Consultation pack – Income and Recognition, Brand & Activation](#)
- [Information pack - Research](#)

You can share feedback via this [form](#), by 5pm on Friday 25 February.

## Where can I go for further support?

We understand that change can feel unsettling, but changes are sometimes necessary to ensure we are working as efficiently and effectively as we can for people with arthritis.

Please be mindful of the sensitivities for staff around the consultation on proposed new structures, and bear in mind that staff may not wish to discuss the plans, especially if their role may be affected. If this is the case, they will direct you to a senior member of staff who will be happy to talk to you about the changes, this will normally be a Nation Director or Head of Department.

Please respect the privacy of those involved and do not forward this information on to anyone else.

We will continue to engage and involve you in this process through the Strategic Review Volunteer Advisory Group and regular communications. We will keep you updated on progress through our Volunteer Newsletters and at upcoming Volunteer Keeping Connected Sessions, as well as through the teams you normally volunteer with.

**Thank you for your ongoing support for Versus Arthritis and for helping us with this important task.**

**VERSUS  
ARTHRITIS**