

### 3. Change Wellbeing Risk Assessment

The Standard: All affected employees are frequently engaged and consulted during the change process and indicate that they receive adequate information and support.

<p>Desired States (Tick as many that apply currently):</p> <ul style="list-style-type: none"> <li>Employees receive sufficient information at the right times to understand the reasons behind the proposals</li> <li>Employees are adequately consulted on changes and have opportunity to input/influence proposals</li> <li>Employees are aware of the probable impact to their jobs</li> <li>Employees are trained to support any changes to their jobs if required</li> <li>Employees are aware of the timetable for change</li> <li>Employees have access to relevant support during changes</li> </ul>	<p>Red Flags (Tick as many that apply currently):</p> <ul style="list-style-type: none"> <li>Poor morale</li> <li>Employees not aware of support available</li> <li>Lack of skills for new roles</li> <li>Fears about job security</li> <li>Uncertainty e.g. over timetable, possible outcomes etc</li> <li>High or Increased disciplinary/ grievance/ bullying/harassment cases</li> <li>High or Increased sickness absence rates</li> <li>Productivity issues</li> <li>Discord / conflict within or between teams</li> <li>Other employee relations issues.</li> </ul>
<p>Based on your findings above is the risk of not achieving the Standard:</p> <p>*Low * Medium * High*</p>	
<p>Possible Control Measures (tick any that are already in place):</p> <ul style="list-style-type: none"> <li>Named Change/Restructuring Team that staff can approach with individual queries</li> <li>Briefings for staff</li> <li>Regular updates at team meetings</li> <li>One-to-one meetings with staff to address individual concerns</li> <li>Opportunities for staff involvement</li> <li>Trade Union support</li> <li>Dedicated intranet micro-site/email/telephone line/contact for queries</li> <li>Action Plan / Timetable published and regularly updated with progress</li> <li>Frequently Asked Questions</li> <li>Realistic communications are in place and being used</li> <li>Management development focussing on, e.g. stress, change, communicating in teams</li> <li>Staff development plan.</li> </ul>	

Additional Control Measures Required (incorporate the below into your Action Plan):