



#People.

The Newsletter of People and Organisational Development

Edition 2

April 2021

Dear colleagues

Welcome to the second edition of the quarterly People and Organisational Development newsletter.

We are slowly emerging from lockdown, and it is genuinely uplifting to see colleagues and students on campus again. In parallel to the University's return to campus approach, a strategic project on 'dynamic working' has been approved which we hope to have in place by the beginning of the next academic year. This work is to ensure that we learn from the Covid-19 enforced remote working, and design new working practices that enable more flexibility for colleagues within the context of our renowned staff and student experiences. Watch this space.

We continue to observe significant acts of discrimination and racism – the death of Daunte Wright in Minnesota, the murder of Sarah Everard in the UK and the Atlanta shootings to name but three horrific events. These may seem far away; however, we observe discrimination and racism much closer to home at Loughborough, and the University is **committed** to eradicating all forms of discrimination within our communities. We have established a new [Equality, Diversity and Inclusion Committee](#), chaired by Veronica Moore and supported by an EDI Advisory Forum, chaired by Angela Dy. I would encourage you to follow this link to read Angela's [blog](#) if you haven't already had an opportunity to do so.

As always, there's a lot going on! Our focus in People and Organisational Development is to create a culture in which all colleagues can thrive and perform at their best. Please do get in touch with Anne, Ffyon, Neil or I if you have ideas on what more we can do to achieve this objective.

Take care!



Adèle MacKinlay

Director of People, Organisational Development and EDI





News from the HR Teams

Payroll and Pensions (P&P), HR Partnering,
Workforce Information (WIT), Recruitment, Immigration

Life continues and green shoots of both change and normality are starting to appear in University life.

Here are some activities you need to know about.

- **2021 Academic Recruitment**

And we're off. In preparation for the new academic year, five of our schools are promoting a number of academic vacancies: The Wolfson School, AACME, SBE, SDCA and Loughborough University London are looking for staff to begin in the first semester of the new academic year.

Everyone should use and share this [link](#) to our recruitment website. Send it to people you believe would be great candidates for the University. **Together** we can make a difference.

- **Time to Complete Your PDRs**

The PDR completion window has been extended until Friday 30 April 2021. Make sure that PDRs for your teams are completed by this date. Senior Reviewer Groups should be completed by 31 May 2021. Rewards are still being considered by Operations Committee. We'll share agreed arrangements with you when a decision is made.

- **New Immigration Rules**

There are new immigration rules in operation following the country's departure from the EU. Follow [this link](#) about to learn about those changes.

Please also remind any EU colleagues of the need for them to obtain Settled Status before 30 June 2021. Further details are available [here](#)

- **Engagement Survey 2021**

What you think matters.

We will be inviting you to take part in some focus groups about your life in the University.

Consider your thoughts. We'll be sending details as summer comes and the days get longer.

- **A New HR Partner**

We're delighted to announce the arrival of our new HR Partner, Chris Bull. She started this month and will soon be in contact with her new stakeholders.

- **Keeping in contact with your remote workers abroad**

If you have new starters who, due to the pandemic, began their employment at the University without travelling to the UK, keep in regular contact with them. As soon as you can, tell HR on recruitment@lboro.ac.uk when they plan to travel to the UK.

In order to comply with UKVI regulations, it is really important that we conduct a Right to Work check for them once they arrive in the UK and BEFORE they do any work. These will need to be with physical and original documents from 17th May 2021.

- **The Resource Sharing Scheme**

We launched RSS in March and a number of informal arrangements have already been reached between schools and services to cover urgent pieces of work/projects. We will continue to release opportunities. Those who are looking for development should consider their capacity to take up an RSS task and go to the staff login on our [internal jobsite](#) or speak to their own manager.

- **What to do if you need an Exemption Lanyard**

University colleagues requiring a lanyard confirming that they are exempt from the [University's Policy on the Use of face Coverings](#) should call their HR Partnering Team; details are available on the University's [website](#). HR Partnering will complete a short self-declaration process and arrange a time for collection from either

- the foyer on ground floor of the Rutland Building, Loughborough campus or
- Chris Euden, Operations Director, at the London campus.

- **Other projects**

We are currently working on a number of projects which will all contribute to the employee experience of working at Loughborough.

These include:

- Developing a workforce planning framework. A small working group of managers across the institution have been convened to work on this.
- Recognition and reward. Colleagues in People and OD are working closely with Finance colleagues to develop an exciting new pay, recognition and reward programme which will help to ensure that staff are recognised and rewarded appropriately throughout the year.
- A joint working group with the campus unions on casual employment has been developing some guiding principles which will be shared more widely once they are finalised.
- A review of recruitment processes is underway to really consider how we can ensure that our recruitment practices are as inclusive as possible and are attracting a diverse range of candidates.

Anne Lamb

Deputy Director, People and Organisational Development



Spring Reflections from the Chaplains

Hello Everyone

I am pleased to report that the Centre for Faith and Spirituality have continued to work with Organisational Development to offer popular and helpful self-development courses online for staff. As ever, Chaplains are available for spiritual, pastoral and bereavement support to all staff.

As we begin to emerge from lockdown, there are similarities to the hope offered at springtime. I think you will agree with me that campus looks lovely this time of year. Spring flowers cover the ground and trees are beginning to blossom; these are glorious reminders that spring has arrived and point to the fact that our gardeners are so amazing!

The challenges of the past 12 months have been significant and we start to take steps towards communicating and communing with each other as we gently return to more time on campus.

We move forward to the Summer Term with a sense of hope and renewal. Let us take time to focus on family, friends and ourselves: mind, body and soul.

Every blessing

Jan

Deacon Jan Sutton

University Chaplain and the Chaplaincy Team.

From

Organisational Development and Change

Academic Professional Apprenticeship

We're pleased to announce that our first cohort of the Academic Professional Apprenticeship are now coming to the end of their course, and five have already gone through their End Point Assessment with an external organisation (AdvanceHE) and passed, with four receiving Distinction.

Congratulations to those on this great achievement and best of luck to those who are due to take their End Point Assessment in the next couple of months.

Continuing support for online delivery

Support continues for staff with their online teaching delivery. A wealth of resources are available on the Teaching and Learning 2020/21 [website](#). You need to be logged into the VPN to access this.

Any queries can be posted, when you join the [Teaching and Learning](#) 2020/21 Microsoft Team.



Launch of the Coaching, Mentoring and Buddying Framework

The Coaching, Mentoring and Buddying Framework (CMB) has now been launched, helping to ensure that all colleagues – regardless of job family or grade – can, if they want to, apply to have access to a coach, mentor or buddy.

A call is currently out for anyone wishing to join the network of coaches, mentors and buddies.

Further information on the scheme is available at the dedicated [CMB website](#)

Change Portfolio Board Established

A new board has been set up to oversee strategic change projects across the University. The “Change Portfolio Board”, chaired by Richard Taylor, first met on the 8th February 2021 and will be meeting every six weeks. The first project approved will look at defining optimal working practices as we return to a ‘new normal’ after the pandemic.



Changes to the Structure of Organisational Development

Consultation on the proposed changes to the structure of Organisational Development have now concluded, with interviews being held

w/c 19th April 2021.

Graduate Management Trainees

Recruitment for a third cohort of Graduate Management Trainees is underway.

The scheme is open to those who have graduated Loughborough since July 2019, or will graduate this year, and existing employees of the University regardless of where they graduated.

Applications close on 29th April 2021.


Further information on the scheme is available at the dedicated Graduate Management Trainee [website](#).

Ffyoa Baker

Director, Organisational Development

Sky's the Limit

The CV that introduces Mike Haynes-Coote, Deputy Health, Safety and Risk Manager to Loughborough University

- Michael 'Mike' Haynes-Coote (the one underneath)
 - Job title: Deputy University Health, Safety and Risk Manager
 - Start date: I joined Loughborough on 1st March and I'm working through a handover with Bill O'Connell before he leaves.
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- Work history: I have worked in health and safety for over 25 years – starting out as Factory Inspector with the HSE. More recently I have worked in the H&S team at De Montfort and Leicester Universities.
 - I'm an advocate of sensible risk management and keen to work in partnership with colleagues across the institution to help facilitate and enable innovative and life-changing research and study, to further enhance the University's already excellent reputation.
- Originally from 'down south' (Kingston upon Thames), I studied in the East Midlands and never quite made it back home! I live in Market Harborough with my wife and two children (one studying to become a Vet nurse at University and the other studying for A-levels).
- Interesting fact: participant and volunteer Race Director at Market Harborough parkrun
 - Favourite tv programme: Sherlock
 - Coffee: latte with hazelnut syrup
 - Email: m.haynes-coote@lboro.ac.uk

Neil Budworth

Director of Health and Safety

*Almost everything will
work again if you
unplug it for a few
minutes, including you.*

Anne Lamott

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