

MAY 2015

## 1. DISCUSSION POINT: SUSTAINABLE TRAVEL

As part of its Environmental Sustainability agenda, the University has produced a Sustainable Travel Plan (STP) to help reduce carbon emissions and to embed a culture of sustainable travel amongst staff and students. Working with local transport bodies, the University has invested in a number of schemes and initiatives to support this agenda, including:

- Cycling: new cycle parking and showers, a Bike User Group (UMBUG) and the tax free bikes scheme.
- Public transport: interest free loans for annual season tickets and the Oxford Road Link.
- Car travel: a low emission vehicle scheme and smarter driver training
- Walking & Running: A recently launched run-commute group and lunchtime walks.
- Business Travel: new videoconferencing suites and electric pool car

For this month's discussion topic, we would like to hear from you about what more the University can do to encourage more sustainable travel. Questions to prompt discussion:

- Are you aware of the schemes detailed above? Do you currently use any of them?
- What factors prevent you from using more sustainable forms of travel to reach work or travel on business?
- What do you feel the University could do to encourage more sustainable travel options?
- Are the planned public transport changes (e.g. Bus Priority scheme, smartcard ticketing, rail and Metrolink improvements, improved cycling infrastructure) likely to change your current travel arrangements?

You can send your feedback and views to: [coremunicate@manchester.ac.uk](mailto:coremunicate@manchester.ac.uk). We will use them to inform the refresh of the Sustainable Travel Plan. In the meantime, I would ask you to lend your support the University's "Give your Car a Rest Day" next month (19 June) and visit our sustainable travel event on Tuesday, 12 May (11am to 3pm) in University Place. More details at <http://www.sustainability.manchester.ac.uk/staff/restcar/>

## 2. FEEDBACK ON WORKING ENVIRONMENT

I'd like to thank everyone for their feedback on the working environment topic which clearly generated some lively discussion. A large number of comments and ideas have been submitted and these have been collated into one document and passed to colleagues in Estates to inform planning of our new buildings and refurbishment projects. Many staff were supportive of open plan workspaces provided that there was adequate provision of meeting rooms and social spaces, as well as small rooms for quiet working. Hot desking was a hot topic in itself with some colleagues in favour, but some others questioning whether it was the right approach for the PSS. Working from home was the other big topic with colleagues asking for a more consistent approach to be taken by the PSS leadership to this issue.

## 3. CHANCELLOR ELECTION

The names of candidates to be the next Chancellor of the University have been released. They are: Sir Mark Elder, CBE, Music Director of the Manchester Hallé Orchestra; The Rt. Hon the Lord Peter Mandelson, Labour peer and previous minister in the Labour government; and Lemn Sissay, MBE, the poet, broadcaster and writer from the North West. Voting will be open from Tuesday, 26 May to Thursday, 18 June with results being announced on Monday, 22 June. Staff (holding superannuable appointments), members of our General Assembly and alumni, who are registered with our Alumni Association, are eligible to vote in the election.

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#### 4. BENCHMARKING STUDY

As part of the continued emphasis on cost efficiency and value for money, the University has agreed to participate in a cost benchmarking exercise of its professional support services with a number of other Russell Group institutions. The Project is being led by Cubane, an Australian company with extensive experience in running similar projects. As the starting point for the project, all PSS pay costs have to be allocated against an agreed Activity Framework, to enable comparison of our costs with similar activity in other institutions. This will be a large-scale undertaking with several hundred staff required to complete the Activity Survey over the summer period. Training and guidance will be given. The results will be invaluable in helping us to understand our relative cost base and opportunities for improving efficiency. We are currently looking to recruit a Project manager to help with this Project. If you are interested, then please contact Helen Barton, Director of Planning.

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#### 5. DATA CENTRE MOVING

IT Services are soon to undertake a large project to move one of the University's Data Centres to a modern and more efficient facility. This involves moving a large number of the computers and file servers from the Kilburn Building Data Centre to an offsite location over a number of weekends. To find out more, visit [www.its.manchester.ac.uk/aboutus/projects/datacentre](http://www.its.manchester.ac.uk/aboutus/projects/datacentre)

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#### 6. EXAMINATIONS

Three weeks of examinations will commence on Thursday 14 May 2015 right across campus (including at Armitage centre in Fallowfield) involving 27,000 students sitting 93,000 exam papers. We are reminded that we can all play a role in ensuring that all of our students feel comfortable and confident at this important time by: not chatting or making noise near examination rooms/venues and helping students get to their exam venues on time.

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#### 7. DOCUMENT SECURITY AND SHARED PRINTERS

Following a recent incident, staff are reminded to take care when sending documents to shared printers. If you select a printer in the wrong location, confidential documents may be left unattended and fall into the wrong hands. Similarly, do not leave confidential documents in photocopiers. If you find any documents which contain confidential information please keep them safe and let your Data Protection Guardian know the content and where you found the document. A list of examples of documents which should have restricted circulation can be found at <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=15677> You can find the name of your local Data Protection Guardian at <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=15858>

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#### 8. UPDATE YOUR EQUALITY DATA ON MYVIEW

Thursday 21 May is World Diversity Day - to celebrate this and to help us to understand the diversity of the University's own community, we are asking all staff to log onto MyView during May to check and update their equality data. The information that we collect allows us to make sure we are directing time and resources where it will make the most positive difference for everyone. If you would like more information visit the Equality and Diversity intranet [www.staffnet.manchester.ac.uk/services/equality-and-diversity/equalityinformation/usingyourequalityinformation](http://www.staffnet.manchester.ac.uk/services/equality-and-diversity/equalityinformation/usingyourequalityinformation)

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## 8. JUSTFEST 2015

The University's first social responsibility festival, *JustFest*, took place outside University Place at the end of April. The event engaged hundreds of students with issues of social justice through workshops and performances led by creative practitioners, academics, activists and community leaders. *JustFest* was created by academics from Humanities working with PSS colleagues, particularly from DSE. It is part of the Ethical Grand Challenges programme to develop socially responsible graduates. Thanks to all involved. For information contact: [jane.ratchford@manchester.ac.uk](mailto:jane.ratchford@manchester.ac.uk)

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## 9. BARNES WALLIS HUB

The Barnes Wallis student hub, a new working space for students on the North campus opened to rave reviews last month. The new facility, which is based in the old Students' Union building includes; a new 'open access' computer cluster, individual and team working spaces, support and advice services and a cafe/informal learning space. The hub has been developed by colleagues from across the PSS working in collaboration with the Students' Union.

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## 10. CAMPUS MASTERPLAN UPDATE

Progress on the Campus Masterplan continues apace with two significant completions in recent months, namely: the Whitworth Art Gallery, which re-opened on 14 February and was recently named the RIBA North West Building of the Year and North West Museum of the Year, and the National Graphene Institute, which opened in March. The Manchester Cancer Research Centre in Withington is scheduled to open in June.

Delivery of these major projects is a significant achievement involving many members of staff from the Directorate of Estates and Facilities and their considerable efforts are to be applauded. Elsewhere, site works have begun on the Manchester Engineering Campus Development with demolition of the Grosvenor Residences due to be carried out until around March 2016. Construction on this flagship development will begin next year. Preliminary excavation works are underway on Oxford Road as part of the MBS redevelopment to prepare for the demolition of the University precinct centre bridge later in the year. Future updates and information will be available both on StaffNet and in Campus Masterplan Update (June edition of UniLife).

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## 11. THE LEADERSHIP AND MANAGEMENT AWARDS

Congratulations and good luck to colleagues from the Division of Development and Alumni Relations (DDAR) and the Procurement Office in Finance who have been shortlisted for "Best Team" Awards in the national THE Leadership and Management Awards. The results will be known and the awards presented at a special ceremony in London on Thursday 18 June 2015.

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## 12. STAFF SURVEY RESPONSE

An amazing 7,177 people - 70% of all University staff - completed the recent Staff Survey. Thanks to all those PSS colleagues who helped us to achieve this remarkable response rate. Capita, which carried out the survey on the University's behalf, will now analyse the results and put together a range of reports. The results will be shared with staff early in June. In addition, three local charities will benefit to the tune of £7,177, with a £1 donation being given for each survey completed.

**Will Spinks, Registrar, Secretary and Chief Operating Officer**