

MAY 2016

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## 1. COREMUNICATE TOPICS ON VIDEO

As indicated last month, following positive feedback, we will provide a video briefing each month on two or three prominent items featured in *CoreMunicate*. This month's video, which includes the items on Performance and Development Reviews and the EU Referendum, can be seen at <http://www.staffnet.manchester.ac.uk/pss/coremunicate/>

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## 2. PERFORMANCE AND DEVELOPMENT REVIEW – UPDATE AND LOCAL TEAM DISCUSSION

In Staff Survey 2015, many of you identified opportunities for improving the Performance and Development Review process, highlighting issues such as inconsistencies in frequency and follow-up and the general quality and outcomes of the discussion. Since those results were announced, Karen Heaton, Director of HR, and Martin Humphries, Vice-President and Dean of the Faculty of Life Sciences, have been co-chairing a working group to produce a P&DR that meets the needs and expectations of both you and the University. The approach of the working group has been based on the following philosophy:

- You want to do a good job, to get satisfaction from your work, and to be appropriately recognised and rewarded.
- You want to feel that you are making progress and learning new things at work.
- You want to be managed by someone who is genuinely interested in your career and your development.
- We'll be rolling out the new P&DR across most areas of the PSS between May and July 2016 with the MHS and FLS Faculty Offices and parts of Estates following slightly later.
- When you take part in the new style P&DR, you'll have a clear role: either as a reviewee, for which you will receive support via an e-learning tool, or as a reviewer or senior reviewer, for which you will be required to attend a training session.

As part of a two-way process of preparing for the P&DR, you will be asked to focus on your performance, aspirations, objectives, soft skills, such as behaviours, and your support needs. At the same time, your reviewer will set up and conduct the P&DR meeting in a way that enables you both to get to the core issues relating to your work. Your senior reviewer will oversee the effectiveness of all P&DRs in their areas. They will deal with any concerns and ensure that all P&DRs have been completed.

After the P&DR, your reviewer will produce a written record of your meeting – this will set out your learning, development and work objectives, and any actions you need to take to develop your career. The process will be supported by an online system where copies of your P&DR will be stored. We hope this new approach will go a long way to ensuring that each and every one of you is able to perform to the best of your abilities and fulfil your professional aims and ambitions.

**DISCUSSION** – For this month's discussion topic, we would like you to discuss how you plan to approach the delivery of the new-style P&DRs in your own local teams and how you work together to ensure that they are consistent and effective.

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## 3. NEW DIRECTOR OF IT APPOINTED

Malcolm Whitehouse CBE has been appointed as Director of IT at The University of Manchester. He will join the University on 16 May 2016 for a handover period with Interim Director Adrian Ridpath before taking up the role on 6 June 2016.

Malcolm has over 30 years of experience in all aspects of the architecture, design, delivery, transition and operation of business-led IT services – the last 18 years have been at executive level with experience in Financial Services, Central Government and the Charitable Sector, including RSA and MoreThan Insurance, the Department for Work and Pensions and Help for Heroes.

Malcolm has an MBA from the Open University – where he focused on Strategy, Innovation and the “Learning Organisation”. He is a Fellow of the British Computer Society as well as a Fellowship Assessor.

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#### 4. STAFFING MATTERS – PSS IN THE NEW FACULTY AND FOOD ON CAMPUS

The implementation of the PSS structures for the new Faculty of Biology, Medicine and Health (FBMH) remains firmly on track. The level 6, 7, 8 and 9 structure has now been finalised and we expect to confirm all roles at level 5 and below by early July at the very latest. These significant changes – which have resulted in the loss of some posts and produced cost savings - have been achieved through a voluntary severance scheme (which has now closed) and without the need for compulsory redundancies.

Consultation has now also concluded between University of Manchester Catering (UMC) Ltd and UNISON concerning a restructure of UMC catering, which operates services across campus and student residences. UMC is very confident that the changes will be achieved through voluntary means thereby avoiding the need to move to compulsory redundancies and that all staff who are affected - and who have not opted to apply for voluntary severance - will be able to undertake new roles with no reduction to either their working hours or salaries. I would like to thank PSS and UMC colleagues who have managed these two processes for the professionalism with which they approached this task; all staff affected by the changes for their patience during a period of uncertainty; and the campus trades unions for their constructive engagement and co-operation.

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#### 5. VOLUNTEERS NEEDED FOR SUSTAINABILITY CHALLENGE 2016

All 8,000 new first year undergraduate students will be offered a place on the *Sustainability Challenge* on 20<sup>th</sup> September 2016 during Welcome Week. The Challenge will be delivered across nine buildings to students working in groups. We need to mobilise 100's of colleagues to help deliver the Challenge and roles on offer include facilitators, marshalls and IT helpers. The time commitment will range from a few hours to two days. More information <http://www.sdce.manchester.ac.uk/latestnews/>

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#### 6. DISPOSAL OF CONFIDENTIAL PAPERS

If you are planning to dispose of papers which contain confidential information or the personal data of staff, students or other individuals, please remember that these must be shredded, either by using an office shredding machine or the services provided by Shred-It. Shred-It are the University's approved supplier and can be contacted on 07816 989474. As well as supplying secure consoles which are emptied at regular intervals and shredded on-site, they can also provide bags for ad-hoc collections. The blue recycling bags must not be used to dispose of confidential waste. Further information regarding the disposal of confidential waste can be found at <http://www.estates.manchester.ac.uk/services/operationalservices/envsvcs/waste/confidential/>

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#### 7. EU REFERENDUM

You can't fail to have noticed that on Thursday 23<sup>rd</sup> June there will be a referendum on whether the United Kingdom should remain a member of the European Union. It is vital that as many people as possible turn out to vote on this important issue for the future of our country and our University. If you are eligible to vote in the referendum, can I urge you to use your vote and to encourage as many of our students as possible to use their vote too. The University does not have an official viewpoint on the referendum question, but many schools and student societies are hosting meetings and debates. If you aren't yet registered to vote, you can do so at the government website up to 7<sup>th</sup> June <https://www.gov.uk/register-to-vote>

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#### 8. AWARDS SUCCESS

Congratulations to colleagues across the University working on both Marketing and Communications and Development and Alumni Relations issues for the University's nomination as the "outstanding" team in each category at this year's THE Leadership and Management Awards. Colleagues in Estates have also continued their award-winning run with awards for the National Graphene Institute, The Whitworth, Manchester Cancer Research Centre at the RIBA and RICS North West Awards and an award for "Initiative of the Year" and a personal award for long term contribution for our Director Diana Hampson at the Association of University Directors of Estates (AUDE) Conference last month

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