

UNIVERSITY OF MANCHESTER CONFERENCES (UMC) LTD

Chancellors Hotel and Conference Centre (CHCC)

Closure, 2nd December 2019

Frequently asked Questions (FAQ's)

1) Why is the closure of CHCC necessary?

- a) Chancellors Hotel and Conference Centre is to be repurposed into a student hub, 64 catered en-suite room student accommodation, flexible study space, a café and office space, which will provide a new focal point for our Fallowfield site from September 2020.

2) What plans are being made to limit the impact to employees?

- Current recruitment to vacant posts within UMC Ltd has been put on hold to enable 'at risk' employees to apply (*as redeployees) for internal positions
- Employees who have been notified of being 'at risk' may also apply as *redeployees for grade-equivalent roles within the University
 - *Redeployees are able to apply exclusively for vacant positions 1 week prior to wider vacancy advertising
- The use of Agency Workers will be reduced to the absolute minimum required for support to the various service outlets.

3) What are the proposed enhanced Compulsory Redundancy (CR) terms for this closure?

- Up to 5 years' continuous service – 6 months' basic salary
- Between 5 and 10 years' continuous service – 12 months' basic salary
- Beyond 10 years' continuous service – 14 months' basic salary
- In order to receive their enhanced CR payment employees will be required to:
 - i. formally confirm acceptance of their individual payments by entering in to a settlement agreement with UMC Ltd; if they do not they will only be entitled to statutory redundancy pay;
 - ii. work up to their termination date, which will be formally notified in writing; if an employee leaves before their termination date they will not be entitled to enhanced CR payment or statutory redundancy pay.

4) What is a Settlement Agreement?

- a. An individual legal agreement setting out, in this case, the terms of enhanced CR, including details such as the payments due, the agreed leaving date made and, *pending legal guidance that the individual must obtain, requiring a signed agreement by the employee, their legal advisor and the employer.

*Employees will need to seek legal advice before signing a Settlement Agreement and the cost for this advice, up to £350 (plus VAT), will be paid by UMC once the Agreement has been signed.

5) Will my continuous service for the University of Manchester be considered and not just service for UMC Ltd?

- Yes, continuous service from The University of Manchester will be considered in conjunction with that for UMC Ltd.

6) When do we receive payment of enhanced CR?

- At the end of the notice period, following your final pay; this will be confirmed in writing in due course.

7) Are enhanced CR payments tax-free?

- Any amount of the payment which may be representing notice pay will be taxable; for the remaining balance of the payment no deductions will be made for tax or employee national insurance contributions except to the extent that the payment exceeds £30,000, where income tax at the appropriate rate will be deducted in respect of the excess.

8) Will I receive Enhanced CR if I am on extended leave, for example on Maternity Leave?

- Yes

9) How can I find out how my pension will be affected?

- Members would need to contact The University Pensions Office directly to discuss their individual Pensions which can be by telephone on 0161 275 2043 or by emailing pensions@manchester.ac.uk

10) Does a pay-out deduct a pension contribution?

- As for the previous question members would need to contact The University Pensions Office directly to discuss their individual Pensions.

11) How will employees find out about vacancies for other roles?

- Current recruitment to vacant posts within UMC Ltd has been put on hold to enable 'at risk' employees to apply (as redeployees) for internal positions; a vacancy list will be collated and updated, as and when vacancies are filled and new vacancies arise, and will be communicated via:
 - the UMC website: <http://www.umc-limited.co.uk/job-vacancies/>
 - email
 - noticeboards
 - team meetings/briefs .
- Also, those employees who have been notified of being 'at risk' may apply as 'redeployees' for grade-equivalent roles within the University, which means that they will be able to apply exclusively for vacant positions 1 week prior to wider vacancy advertising.

12) How can we apply for jobs within the University?

- Go to the Jobs page on StaffNet:
- <https://www.staffnet.manchester.ac.uk/human-resources/jobs/>, where there are links for job vacancy searches and also signing up for 'Job Alerts which, if you sign up, will generate emails informing you about opportunities as and when they arise.

13) How can I find out what my length of service is?

- You can either check your contract of employment or ask your manager or an HR colleague to check and confirm this for you.

14) How is nil-hours severance pay and redundancy pay worked out?

- Nil-hours payments are calculated by averaging the hours of the most recent 12 weeks works *(times) the rate of pay; any un-taken accrued Annual Leave would also be paid in lieu based upon the same 12 weeks' hours average.

15) When will CHCC close and when will everyone go?

- a. 2nd December 2019 is the intended date of closure, which is also when most roles at CHCC will end.

16) Do we have to take a job in the University if we don't think it suits?

- No, this is an individual choice.

17) Would we lose redundancy for declining a job?

- No, notice of redundancy will be communicated in writing and, as such, confirms each employee's entitlement to enhanced CR, but also allows employees to seek alternative employment within and outside of The University & UMC without obligation to accept any offers.

18) Will we still have access to Staff net/emails?

- Once you have left you will not have access to email, as you will no longer be an employee, but StaffNet is accessible to any visitor to the University website.

19) When can we work for the University again?

- Employees who leave through enhanced CR will not be eligible to re-join UMC or the University, or an associated employer, in any paid capacity for a period of at least three years from the agreed leaving date, unless they obtain the express written agreement of the HR Director.
- Should any employee this agreement of the HR Director and duly take up such a position, exclusive of any sums attributable to the entitlement to a statutory redundancy payment, the employee would be obliged to pay to UMC/ The University the following:
 - Within the first twelve months after the termination date, the entire amount of the enhanced CR Payment.
 - Within the period of 12–24 months after the termination date, 2/3^{rds} of the enhanced CR Payment.
 - Within the period of 24–36 months after the Termination Date 1/3rd of the enhanced CR Payment.