

FEBRUARY 2017

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## 1. COREMUNICATE VIDEO

Welcome to the first CoreMunicate of 2017. This month's video features a message from me which you can watch at:

- [www.staffnet.manchester.ac.uk/pss/coremunicate/](http://www.staffnet.manchester.ac.uk/pss/coremunicate/)

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## 2. M2020 PROGRAMME OFFICE

To realise our Manchester 2020 ambitions, we need to achieve a sustainable financial position which gives us the capacity to invest in our staff, students and facilities to improve teaching and research quality. Our focus is now on making progress to grow income and secure savings through: growth in international fee income; increasing recovery from research and contract grant income; efficiency gains; and growth in distance learning and philanthropy income. The Project 2020 Programme Office, led by Russell Ashworth, has been put together to lead on these plans and further updates will be provided throughout the year.

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## 3. TEACHING EXCELLENCE FRAMEWORK (TEF)

We have submitted to the newly created Teaching Excellence Framework – or TEF. TEF aims to recognise excellence in teaching and learning at higher education institutions across England and help students choose where to study by giving clear information about teaching provision and student outcomes. All submissions will be assessed by a review panel and we will know the outcome towards the end of May. Thank you to everyone involved in putting together our submission.

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## 4. NEW YEAR'S HONOUR

I would like to take this opportunity to congratulate Assistant Director of Human Resources Steve Grant who has been awarded an MBE for services to unemployed people in Greater Manchester. In 2011, he devised and established The Works, the University's ground-breaking initiative which has supported over 3,000 mostly unemployed local people. It provides training and support to enable them to access temporary and permanent jobs with the University and other employers. One of the only initiatives of its kind in higher education – and one of only a handful in any sector – The Works has been recognised by several prestigious accolades, including a Guardian Sustainable Business Award and a Times Higher Education Award.

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## 5. 10,000 ACTIONS

Many thanks to everyone who has taken part in 10,000 Actions – the biggest ever environmental sustainability initiative in higher education. The scheme has been so popular that nearer to 20,000 actions have been pledged by staff. To support this programme, a £10,000 fund has been established to support activities which enable and promote environmental sustainability across the University. The deadline for applying to this fund is Wednesday, 8 March and you must have made your own 10,000 Actions Plan before applying. To find out more, visit: [www.manchester.ac.uk/10000actions](http://www.manchester.ac.uk/10000actions) or email: [10000actions@manchester.ac.uk](mailto:10000actions@manchester.ac.uk)

If you'd like to find out more about environmental issues, a range of Sustainability Seminars are taking place on campus with academics, researchers, Professional Support Services staff and colleagues from across the city giving short presentations – find out more at: [www.staffnet.manchester.ac.uk/news/university-news/display/?id=17710](http://www.staffnet.manchester.ac.uk/news/university-news/display/?id=17710)

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## 6. NATIONAL INSURANCE CONTRIBUTIONS

Back in 2006, HMRC encountered a computer problem which left half a million National Insurance payers with 'gaps' in their National Insurance records relating to the 2004/05 tax year. The loss of contribution records leads to zero payments or underpayments for claimants for National Insurance-based benefits, such as Jobseeker's Allowance and the basic state pension.

You are advised by colleagues in the Directorate of Human Resources to check your National Insurance Record to see if you have any missing contribution years. You can do this at the HMRC website: [www.gov.uk/check-national-insurance-record](http://www.gov.uk/check-national-insurance-record). You will need to provide your employee number and the University's PAYE reference number which is: Tax Reference for The University of Manchester - 080/AZ59379; Tax Reference for The University of Manchester Conferences Centre - 080/M4090. More details are available at: [www.staffnet.manchester.ac.uk/news/display/?id=17641](http://www.staffnet.manchester.ac.uk/news/display/?id=17641) or by emailing [hrservices@manchester.ac.uk](mailto:hrservices@manchester.ac.uk).

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## 7. STAFF SURVEY 2017

The Staff Survey 2017 launches on Monday, 6 March and runs until Tuesday, 18 April. It's an opportunity for staff to express how satisfied they are with their experience of working here – and give feedback on what works well and what could be improved. Over the next few weeks you'll find out more about this year's communications campaign to encourage staff to take part – including the opportunity to vote for the charities which the University will donate £1 to for every completed survey.

You'll also find out more about actions which have taken place as a result of your feedback in the 2015 Staff Survey. For example, in the Directorate of Estates and Facilities a detailed review of work-life balance was carried out and an action plan created to address issues raised. Regular drop-in sessions where staff can share ideas and thank you events are also being held. Meanwhile, in the Directorate of Development and Alumni Relations a range of health and safety issues have been addressed to help create a better working environment for colleagues.

Response rates for our previous Staff Surveys have been high and this year I've given a commitment to ensure that at least a 75% response rate will be reached across all of the PSS. It takes just 15 minutes to complete and because the survey is run by an external company - Capita, your responses will be treated as anonymous and confidential. Look out for more information about the Staff Survey throughout February and in next month's CoreMunicate.

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## 8. STUDENTS' UNION EXECUTIVE ELECTIONS AND NATIONAL STUDENT SURVEY 2017

Students lead in all aspects of our Students' Union and each year democratic elections take place to decide who should speak and work on behalf of our students across a range of issues. All registered students are eligible to stand, so if you work with students please remind them that they have until Friday, 17 February to put themselves forward to stand for an Exec Officer position. More information is available at: <http://manchesterstudentsunion.com/elections>

I'd also ask you to encourage our students to take part in the National Student Survey (NSS) 2017 which is open until 30 April. The majority of final year undergraduates can take part in the NSS which is one of the most important ways we gather feedback from students about their experience of studying and living in Manchester. The online survey asks our students about their satisfaction with the teaching and learning experience and gives them the opportunity to comment on their student experience as a whole. You can find out more at: <http://www.staffnet.manchester.ac.uk/news/display/?id=17800>

Finally, a reminder that I am very happy to come along to your team briefing meeting to discuss any of the issues raised and listen to your feedback. To organise this please contact [registrar@manchester.ac.uk](mailto:registrar@manchester.ac.uk)

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