

JULY 2017

## 1. COREMUNICATE VIDEO

Welcome to July's CoreMunicate. In this month's video there's a message from Tony Brown, Head of Information Governance, about the increasing importance of clearing out duplicate or obsolete paper and digital records, while ensuring any highly restricted or critical data is kept secure. Watch the video at: [www.staffnet.manchester.ac.uk/pss/coremunicate/](http://www.staffnet.manchester.ac.uk/pss/coremunicate/)

## 2. INFORMATION GOVERNANCE

As we approach the end of the academic year please plan some time to review the information you are storing.

Many of the files and papers we keep are copies of information which is held on the primary central record keeping systems (eg Campus Solutions, Resource Link) and often these contain restricted information, such as person identifying information. Duplicate copies not only take up valuable digital and physical storage space but also potentially increase the risk of harm to our students, staff and researchers through accidental exposure, eg via email attachments, leading to Data Protection fines and negative reputational impact. Help to limit this exposure by deleting or shredding unnecessary or duplicate information.

With space more than ever at a premium in all areas of the University, the Information Governance Office (IGO) is offering a service across the University for the secure-storage of records that the University is required to keep for administrative, statutory and/or regulatory purposes.

For further information contact the IGO at: [information.governance@manchester.ac.uk](mailto:information.governance@manchester.ac.uk).

## 3. MANCHESTER PRIDE – AUGUST BANK HOLIDAY WEEKEND

The theme of this year's Pride Parade is 'Graduation: The Class of 2017' which has a distinct focus on education. Our Pride planning group has been brought together by the ALLOUT network group to include representation from Marketing and Communications, Student Experience and the Students' Union to ensure we have an entry which has a strong brand but which is also fun and reflects the values of our University. Our official entry will launch on Tuesday, 25 July and will be open to all staff, students, and their friends and family. We have also invited our construction partners to join us this year.

Visit [www.pride.manchester.ac.uk](http://www.pride.manchester.ac.uk) for more information.

## 4. TEACHING EXCELLENCE FRAMEWORK – SILVER

The University has been awarded Silver status in the Teaching Excellence Framework (TEF). This result acknowledges the tremendous progress our University has made in recent years to bring about significant improvements in the student experience particularly across teaching quality, assessment and feedback.

While a range of metrics relating to student satisfaction, retention rates and the proportion of students in employment or further study have been used to carry out assessments, it is widely acknowledged within the higher education sector that the metrics used in this TEF will be refined to more accurately reflect the quality of teaching, learning and the student experience in future.

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## 5. FACULTY OF SCIENCE AND ENGINEERING REVIEW

In December 2016, Professor Martin Schröder initiated a review of current structures within the Faculty of Science and Engineering (FSE). The Review Group was tasked with determining the effectiveness of current Faculty and School structures, in relation to the delivery of world-class research, outstanding learning and student experience and social responsibility. It is therefore a review of Faculty leadership and management structures, rather than a comprehensive review of the activity we deliver across our three core goals.

The Review Group's report has now been published and from Monday, 3 July Martin Schröder will host a series of open meetings (details on [StaffNet](#)) to present to staff and students the options which are included in the report. These meetings mark the start of a broad process where feedback and comment on the options will be welcomed from across the Faculty and wider University community.

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## 6. SERVICE EFFECTIVENESS SURVEY

In November 2016, we invited senior professional and academic staff to provide feedback on the effectiveness of key professional support services as part of the Service Effectiveness Survey as part of the UniForum Benchmarking Programme.

The services included in the survey were Finance, Human Resources, IT Services, Communications and Marketing, Estates and Facilities, Research Administration and the Student Experience. Overall, our data indicates that we are providing services which generally show a high rate of satisfaction compared to other participating institutions although there are areas in which our performance needs to improve.

The information collected in this survey has been compared to that of other Russell Group Universities and will be used to help understand where effort should be prioritised to improve services and to learn from those that are working well. We are currently developing an Action Plan with the PSS Leadership Team to take this forward.

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## 7. FIRE SAFETY REVIEW

Following the tragic fire at Grenfell Tower, a priority review of the University's fire safety arrangements is taking place. The review focuses on external cladding fixed to buildings on the University estate. A very limited number of buildings have been identified where it has been agreed to send cladding samples for testing to identify if any further action is needed.

We are confident that staff, students and visitors can work and study safely in all University buildings, however, it is sensible for all building users to ensure they are familiar with local fire safety arrangements, evacuation routes and where relevant ensure that their personal emergency evacuation plans (PEEPS) are up to date. Any questions regarding fire safety should be raised initially with the Estates Helpdesk 8am to 4pm Monday to Friday who will direct your enquiry to the appropriate Estates team for a response.

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## 8. EMAIL SIGNATURES

PSS colleagues are reminded that their email signatures should clearly state contact details including telephone number and location. For further details visit [www.staffnet.manchester.ac.uk/communications-and-marketing/staff-communications/email-signatures](http://www.staffnet.manchester.ac.uk/communications-and-marketing/staff-communications/email-signatures). The same applies to the staff directory details on StaffNet.

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