

THE UNIVERSITY OF MANCHESTER

STAFFING COMMITTEE

3 October 2018

*Present:* Mr Paul Lee, Chair  
Mrs Ann Barnes  
Mr Michael Crick  
Prof Danielle George  
Dr Reinmar Hager

*In attendance:* President and Vice-Chancellor  
Director of Human Resources  
Sara Sawicki, University Solicitor  
Deputy Secretary

1. **Minutes of the meeting held on 18 April 2018**

**Resolved:** The minutes of the meeting held on 18 April 2018 were approved by the Committee.

2. **Matters Arising**

**Noted:** All matters arising were covered elsewhere on the agenda.

3. **President and Vice-Chancellor's Report on fixed term employees and those on open-ended contracts with finite funding**

**Received:** A report from the President and Vice-Chancellor on proposed redundancies for staff members on fixed term and open-ended contracts with finite funding, in line with the obligations of paragraph 5 of Ordinance XXIII.

**Reported**

- (1) The reasons for the proposed redundancies were:
  - (i) the end of an individual's open ended contract where this was supported by external funding which was likely to cease or where the specific project on which they are working was coming to an end.
  - (ii) The end of an individual's fixed term contract where this was supported by external funding which was coming to an end and exceeds four years in duration and where there was no objective justification to refuse converting the contract to open ended
- (2) The University had in place through its redeployment policy and procedure, a fair and transparent process to identify correctly staff at risk of redundancy for the reasons set out above and thereafter:
  - (i) seek redeployment opportunities within the University;
  - (ii) retrain the individual where this is practical and reasonable; and

- (iii) seek an extension to the existing funding stream or seek alternative sources of external funding.

The University would seek to avoid a dismissal by reason of redundancy until actions (i), (ii), and (iii) had been pursued.

- (3) As previously reported it was unlikely that the employment of many of the staff affected would be terminated, because of the potential alternatives available to this course of action.

#### **Redacted-restricted information**

Note: No dismissals would take place until the end of the 90 day collective consultation period and taking into account the extended three month notice period as agreed with the campus trade unions.

- (4) In terms of financial considerations, the Committee was reminded that, should the sources of external funding cease with no renewal and there was no requirement for the associated role and no other source of funding to support the activity, if dismissal were not considered, those individuals would drop onto the baseline where there was no finance to support the role. This situation might then place other much needed roles at risk.
- (5) The impact on the workloads of remaining staff had been considered, and in these instances no adverse impact on remaining staff was envisaged. This was because where the funding ceased there was no requirement for the role/tasks to continue and in some cases a specific project had/would come to an end.
- (6) In line with the agreed Contracts Policy and Procedure (CPP), discussions were ongoing with individual staff members and would continue to occur at the appropriate trigger point ahead of the possible termination date of an individual's contract. The process of collective consultation with the trade unions was ongoing and meetings were conducted in a cordial manner.
- (7) Details of the consultations with School, Unit and Institute Boards that had occurred since April 2018 were provided. No points of feedback were raised for the Staffing Committee from these meetings.

#### **Noted**

- (1) The numbers outlined were broadly consistent with previous years and University practice was similar to other research intensive universities nationally and Internationally (although there was a lack of comparable and reliable comparative data).
- (2) The University would consider redeployment for anyone at risk of redundancy, but progression to interview was dependent on candidates meeting required criteria.

**Resolved:** That, having given full and proper consideration to the Report of the President and Vice-Chancellor, the Committee resolved:

- (1) To recommend to the Board of Governors, that the University proceeds with the process outlined in the agreed CPP to deal with those staff considered to be at risk on open ended contracts linked to finite external funding for the period from 1st July 2019 to 31 December 2019; and
- (2) To recommend to the Board of Governors that the University continues to ensure that all suitable and appropriate alternative strategies for resolution, including redeployment and restructuring, have been properly considered.

#### 4. Report from the Director of Human Resources

**Received:** A report from the Director of Human Resources on the process and consultations adopted as part of the above process.

**Reported:**

- (1) The Contracts Working Group (CWG) continued to meet every three months and the University and the Trade Unions agreed that this was an effective way of handling fairly the significant number of staff at risk. All parties remained content with the data presented and no significant issues had been identified.
- (2) The University continued to fulfil its legal collective consultation requirements by submitting the Section 188 letter (in line with TULCRA) and notifying the Department for Business Innovation and Skills of those at risk of redundancy using form HR1.
- (3) There was one appeal ongoing, submitted by an academic colleague from Alliance Manchester Business School. There were no Tribunal claims associated with the implementation of the CPP since the last report in April 2018.
- (4) **Redacted-restricted information**
- (5) **Redacted-restricted information**
- (6) No legislative changes were likely to impact on the CPP.

#### 5. CPP Equality and Diversity outcome data: 1 August 2017 to 31 July 2018

**Reported:**

**Received:** a report presenting the equality and diversity outcome data by protected characteristic for the period 1 August 2017 to 31 July 2018 in relation to staff covered by the CPP.

**Reported:**

- (1) **Redacted-restricted information**
- (2) In each of the above categories, the report presented data relating to the following protected characteristics: gender, disability, ethnicity and age.
- (3) **Redacted-restricted information**

**Noted:**

- (1) Differences in outcome did not reflect the same pattern as recorded in the previous year's report.
- (2) Staff numbers in categories where there was an apparent discrepancy, were relatively small.
- (3) Trend data, over the past five years would be helpful in order to discern any longer term patterns.
- (4) If possible, reports in future years be reformatted to aid understanding.

**Resolved:** notwithstanding low numbers recorded in some categories, a further report be brought to the next meeting of the Committee, providing further analysis of the differences in outcomes outlined above.

#### 6. Committee terms of reference and modus operandi

**Noted:**

- (1) Terms of reference and modus operandi for the Committee.
- (2) Two further meetings were scheduled (21 November 2018 and 8 May 2019) and further meetings could be arranged if required.

**Close**