

**MANCHESTER**  
1824

The University of Manchester

# Library Reshaping Project

**Research and Digital Horizons**

**Wednesday, 24 March 2021**

# The purpose of today

The Library Reshaping Project proposes organisational changes that have an impact on the Research and Digital Horizons Directorate. This briefing will cover:

## **Library Reshaping Project and RDH**

- RDH objectives – what do we hope to achieve?
- RDH current and proposed structures and the impact on roles

## **Next steps**

- Recap on the Voluntary Severance Scheme
- Timeline for implementing the changes
- Available support

# Research and Digital Horizons

Enable a transformative shift in the Library's impact on the University's strategic ambitions around open research and its digital agenda

Facilitate strategic change by refocusing the role of managers currently immersed in managing operational issues

Provide clarity on areas of responsibility and create career paths within the digital development team

# Library sites

By 1 August 2022:

When LRP is complete the Library will be physically operating on nine rather than thirteen sites

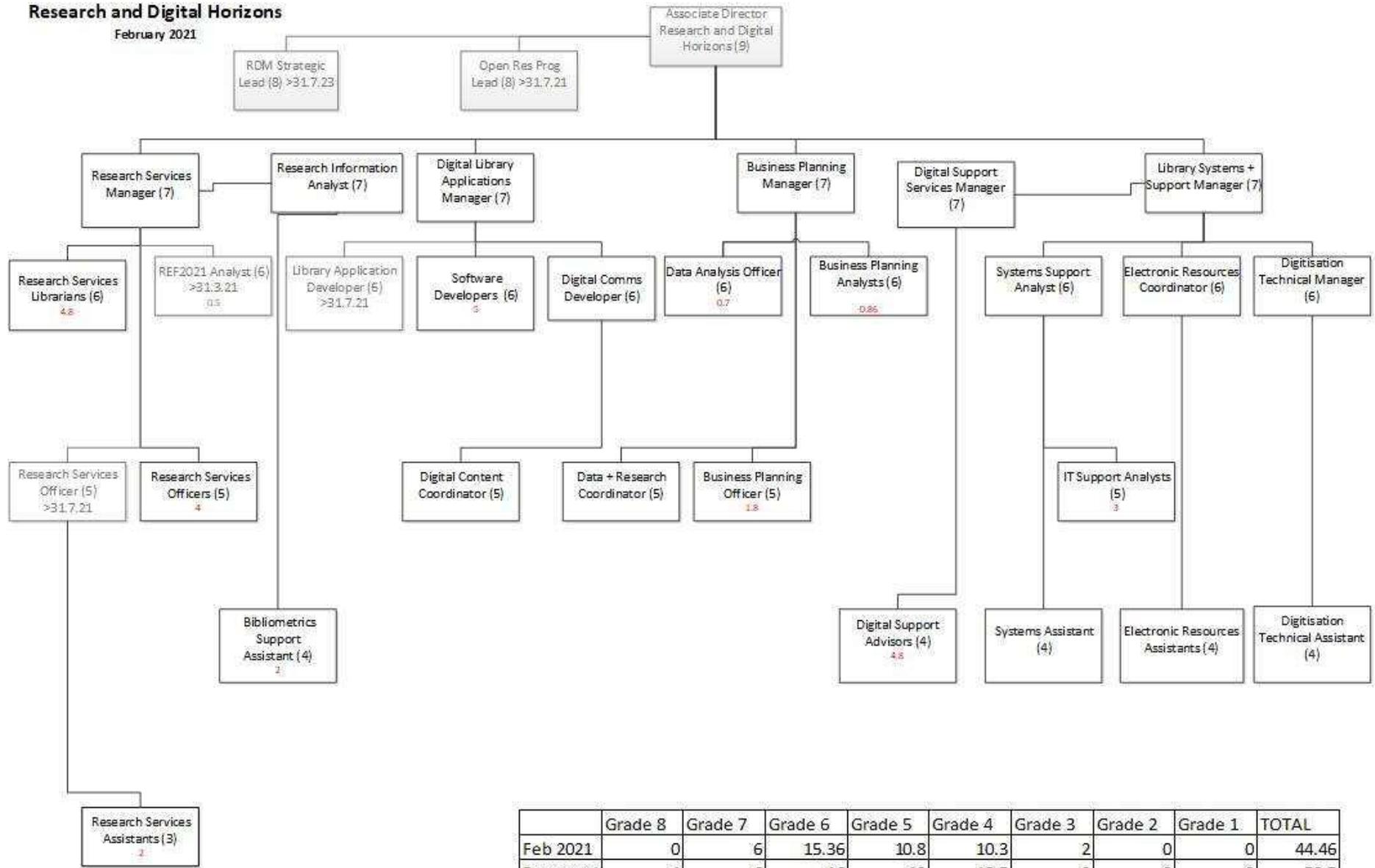
Three learning spaces (Stopford, Kantorowich and Braddick) will be transferred to Faculty and stock at these sites absorbed into Main Library

Joule Library collections will be absorbed into Main Library and Library Stores as part of a wider rationalisation of Library storage

Joule Library will remain on North Campus until the completion of MECD - a separate business case associated with the move from north campus is being produced in partnership with Estates

# Research and Digital Horizons

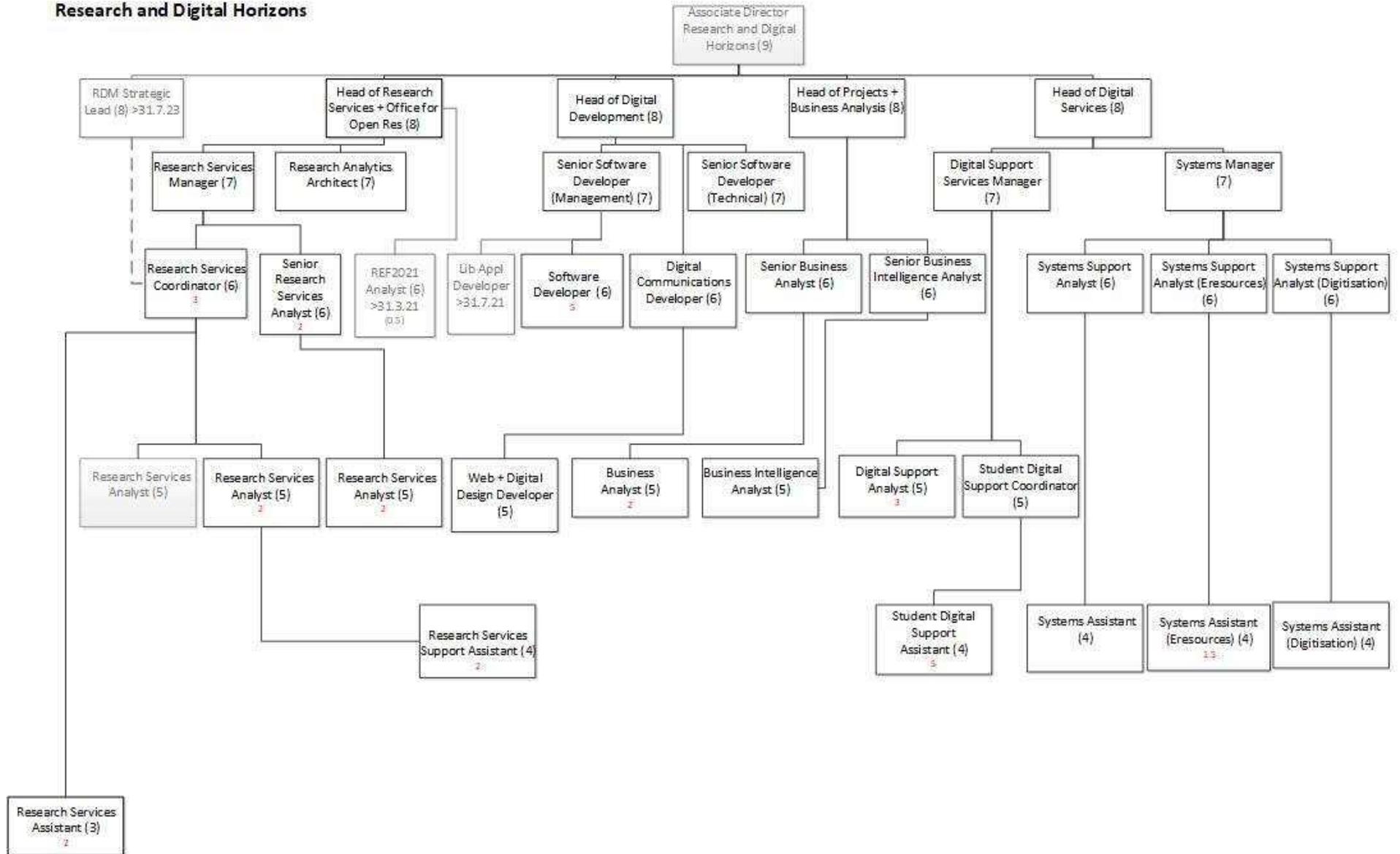
February 2021



|          | Grade 8 | Grade 7 | Grade 6 | Grade 5 | Grade 4 | Grade 3 | Grade 2 | Grade 1 | TOTAL |
|----------|---------|---------|---------|---------|---------|---------|---------|---------|-------|
| Feb 2021 | 0       | 6       | 15.36   | 10.8    | 10.3    | 2       | 0       | 0       | 44.46 |
| Proposed | 4       | 6       | 16      | 12      | 10.5    | 2       | 0       | 0       | 50.5  |



# Research and Digital Horizons



# Voluntary severance scheme

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Colleagues who are eligible to apply for voluntary severance (VS) will receive a letter confirming this

- VS will only be offered to those 'at risk'
- VS will open on 25 March and close on 30 April
- We will review applications and make decisions on voluntary severance throughout the VS window where possible
- VS will not overlap with Compulsory Redundancy (CR), i.e. CR will only begin after VS ends
- CR will be necessary only if the required reduction in posts has not been reached by voluntary means
- Once VS closes it will not be made available again

# VS Process 25 March to 30 April 2021

Individual completes Section 1 of VS application form and sends by email to:  
hrprogrammes@manchester.ac.uk

Applications reviewed at regular intervals during the VS window by a panel of designated Library senior managers and an HR representative

Panel recommendations are passed to the HR Director and Registrar, Secretary and Chief Operating Officer for final approval

Application not accepted: individual informed in writing

Application accepted: individual informed of decision in writing, and issued a Settlement Agreement confirming the terms of the offer

Individual seeks legal advice

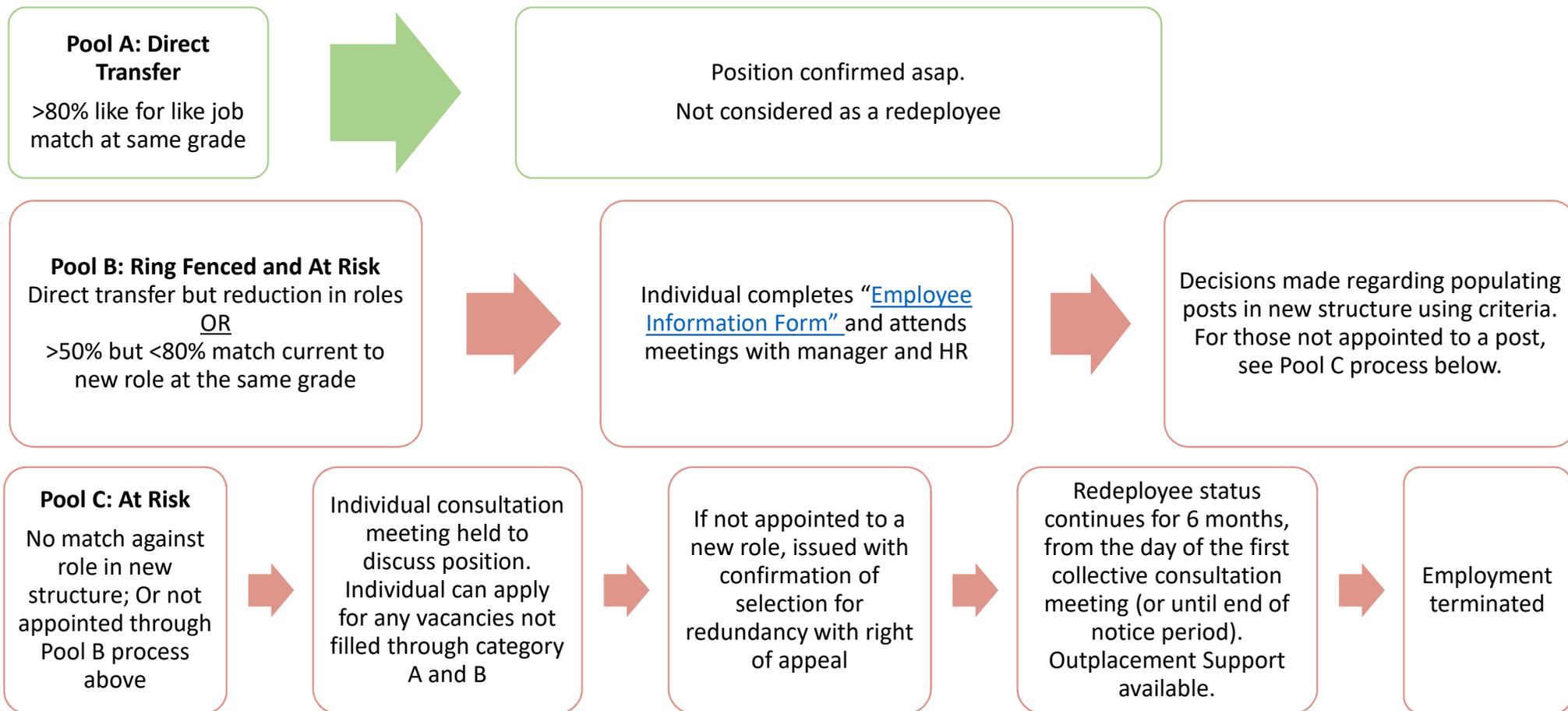
Individual signs and returns Settlement Agreement

# Voluntary severance terms

## Under the current scheme:

- Severance payments will be calculated using an individual's actual basic contractual salary
- Payments will be calculated using a multiplier of x2.25 weeks' pay per completed year of service
- Payments will be capped at a maximum of 30 weeks' pay
- Notice periods will be either worked, payment in lieu of notice or a combination of the two with the leaving date determined by the University
- Normally the first £30k is tax free
- The University will not consent to the payment of additional pension costs, or enhancement of pension benefits
- All accepted applicants must enter into a settlement agreement
- Leave date – to be determined locally but by 31 July 2021 at the latest

# Pooling and Populating the New Structure



This process normally takes place once collective consultation has concluded, and the outcomes of the VS Scheme are known. Full details of this process can be found in the [Introducing Change to Organisational Structures procedure](#), from Section 4.5 (page 5) onwards.

# Timelines

|  |                         |
|--|-------------------------|
| Voluntary Severance Scheme opens:  | 25 March 2021           |
| Voluntary Severance Scheme closes:   | 30 April 2021           |
| Staff informed if VS application successful:   | by 7 May 2021           |
| If necessary at this stage, approval will be sought from the Board of Governors to proceed with Compulsory Redundancy: | 19 May 2021 tbc         |
| Voluntary Severance exit:  | by 31 July 2021         |
| Redeployee status/Compulsory Redundancy confirmed  | until 24 September 2021 |
| New structure in place:  | 1 August 2021           |

# Support and next steps

All the information shared in today's presentation will be available on StaffNet [add URL](#)

Colleagues 'in scope and at risk' will receive a letter tomorrow as a follow up to today's meeting

For colleagues 'in scope and at risk' you can request 1-1 support from Library Executive Team and HR by contacting [uml.reshaping@manchester.ac.uk](mailto:uml.reshaping@manchester.ac.uk)

Support is also available through the University's [Wellbeing and Counselling Service](#)

# Contact information

If you need any support or would like the opportunity to discuss any issues or concerns, please contact:

Your line manager

Lorraine Beard; [lorraine.beard@manchester.ac.uk](mailto:lorraine.beard@manchester.ac.uk)

HR Partner: Jayne Kavanagh; [jayne.kavanagh@manchester.ac.uk](mailto:jayne.kavanagh@manchester.ac.uk)

Any member of Library Leadership Team: [www.staffnet.manchester.ac.uk/library/people/library-leadership-team](http://www.staffnet.manchester.ac.uk/library/people/library-leadership-team)

If you have any general questions please contact [uml.reshaping@manchester.ac.uk](mailto:uml.reshaping@manchester.ac.uk)

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# Library Reshaping Project

**Questions?**