

# Library Reshaping Project

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**Open Meeting with Library Executive Team**

**Thursday, 13 May 2021**

# Progress since we last met

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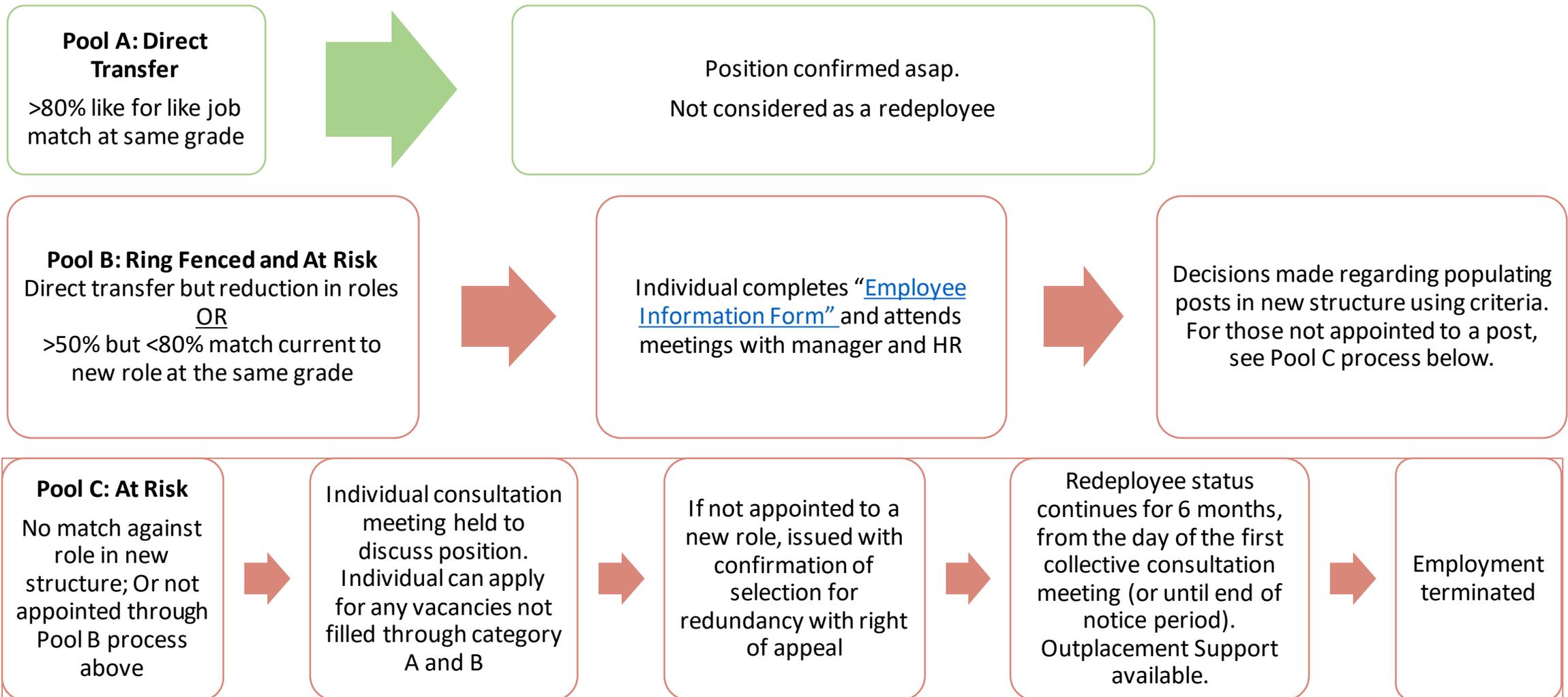
- Formal consultation with trade unions ended
- Directorate structures and job descriptions amended in response to feedback from staff
- Grade 8 appointments
- Grade 3 appointments
- VS scheme closed

# Voluntary severance update

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- The VS panel met for the final time last week and 25 voluntary severance applications are now progressing
- Colleagues whose applications were approved are in the process of completing settlement agreements
- The closure of the voluntary severance scheme means we are now able to progress with pooling and populating the new structure

# Pooling and Populating the New Structure



Full details of this process can be found in the [Introducing Change to Organisational Structures procedure](#), from Section 4.5 (page 5) onwards.

# Pooling and population next steps

- Colleagues who are considered direct transfers (Pool A) to a role within the new structure will be issued a letter confirming this by Friday, 21 May
- All colleagues who are considered 'Ring Fenced' and 'At Risk' (Pool B and Pool C) will be invited to a short initial informal meeting with their manager to confirm and discuss their individual position
- We will begin populating the new structure from Monday, 17 May. We will work through the grades to do this, starting with Grade 7
- When we populate the structure all colleagues who remain 'At Risk' will be asked to complete the 'Employee information form' and attend a further meeting to discuss their position in more detail
- As we move from populating one grade to the next we will reassess our pooling and confirm any changes in status that may have emerged as a result of vacancies filled at a higher grade

# Advertising vacancies

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- As the pooling process progresses, vacancies will emerge and these will be advertised on the Library Reshaping Project webpages
- We already know we have a number of Grade 7 vacancies and these will be advertised from Monday, 17 May
- Applicants to vacant roles will be asked to complete an Employee information form and attend an interview
- All vacancies will be available to Library staff only in the first instance but any redeployees at the same grade will always be considered first
- If vacancies remain once all Library staff (including out of scope staff) have had the opportunity to apply for roles, we will begin to recruit using the standard University recruitment process

# Indicative timeline for population

Grade	Pooling and advertising from	Closing date for vacancies	Interview window
7	17 May	21 May	24-28 May
6	1 June	7 June	8-11 June
5	14 June	18 June	21-25 June
4	28 June	2 July	5-9 July
3 & 2	12 July	16 July	19-23 July

# Practicalities

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- The timescales for submitting Employee information forms and being notified of meeting and interview dates may be quite short as we need to ensure we can populate the new structure by 1 August
- FAQs on the pooling and population process, job descriptions and closing dates will be available on the [Library Reshaping Project](#) webpages
- You can express an interest in more than one role on the Employee information form
- You can seek support on completing the Employee information form and preparing for your informal meeting(s) from members of the Library's [Staff Management Forum](#)

# Support and wellbeing

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Please remember that, in addition to your line manager, you can request 1-1 support from Library Executive Team, Library Leadership 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

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Questions?