

SCHOOL OF NATURAL SCIENCES

REPORT TO THE SCHOOL BOARD

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MONTH: April 2022

School Priority	On agenda (Y/N)
Priority 1 Workforce and budget planning	
<p><u>Technical Review Update</u></p> <p>Recap on the Technical Review for FSE to date: Cohort 1 concluded successfully in July 2020 resulting in a streamlined senior leadership and management structure across all business areas. This first step enabled a move from nine Departmental focussed technical workforces and separate Institute structures to five integrated Service Groups aligned to the Faculty's strategic priorities:</p> <ul style="list-style-type: none"> • Research • Teaching • Computing and Robotics • Mechanical, Electronic/Electrical and Specialist Workshops • Infrastructure and Facilities <p>Cohort 2 successfully concluded in July 2021 following extensive engagement with academic and PS colleagues. Through "co-create" groups, the review established:</p> <ul style="list-style-type: none"> • Consolidated mechanical and electrical Workshops bringing together all Design Services; • A new Infrastructure & Facilities Service Group to ensure the physical environment and infrastructure continue to be improved and maintained to high standards; and • A Computing and Robotics Service Group to provide essential computing and AI resource, a significant and growing field for the Faculty. <p>Cohort 3 of the Technical Review covers the remaining two service groups: Research and Teaching, completing the final on-campus component of staff and services comprising c. 200 members of technical staff. The proposals for Cohort 3 will go to Staffing Committee on the 6th April.</p> <p>Cohort 4 once developed, will conclude the FSE Technical Review, and will encompass off-site facilities such as Jodrell Bank Observatory, Dalton Cumbria Facility and Stores provision.</p>	For info
<p><u>Costing Technician Time</u></p> <p>In the coming months we will be exploring the most appropriate methods for improving cost recovery for all of the technical services. This work will be coupled with improved links to research pre-award to assist in costings.</p>	For info
<p><u>Chemistry Building Shutdown</u></p> <p>The delayed next stage of the Chemistry Long Term Maintenance (LTM) programme is underway and will involve the complete refurbishment of two floors of the Upper Brook Street wing, providing new laboratory layout with flexible spaces and glazed central write-up areas. Future phases will refurbish the remaining floors and provide new administration offices and computational chemistry areas. As part of this project, it is necessary to close the Chemistry building during the summer in order to connect the external ductwork to the newly refurbished floors. The plan is to close the building on Friday, 5th August and re-open on Tuesday, 30th August (after the Bank Holiday). There will be a coordinated</p>	

<p>period both before and after the shutdown to relocate chemicals and/or equipment where necessary to areas of the building which are unaffected.</p> <p>Significant planning by the contractor, the Estates teams and building users will ensure the shutdown is undertaken effectively. We understand there will be many queries regarding the shutdown; we will endeavour to answer these throughout the period of planning and provide regular updates on the project. In the interim, please could queries be emailed to toni.moran@manchester.ac.uk; these will be distributed to the appropriate person and responses provided.</p>	
<p>Priority 2 TLSE</p>	
<p><u>SEP</u> For key updates please refer to the School Board Papers:</p>	<p>For info</p>
<p>Priority 5 Our Culture</p>	
<p><u>Hybrid Working</u></p> <p>Colleagues within the School Operations team are continuing to work on a hybrid model and on rotation on campus. All main department buildings having Operations colleagues present Monday to Friday.</p> <p><u>MECD</u></p> <p>North Campus Clearance and MECD moves are now well under way. It is very important that we keep to the move schedule, as any delays will have a knock on effect to the entire MECD move plan at a considerable cost.</p> <p>More information about the departmental move plans can be found at: MECD-Sharepoint - Home.</p> <p>A vital part of the preparations for moving to MECD and other buildings is to ensure the safe and timely clearance of North Campus. All offices, labs, teaching spaces, kitchens, staff and student common rooms, storage areas, and stores facilities must be cleared. The clearance project is led by Faculty, Department colleagues and the University Estates team. To make this a success everyone must take responsibility for clearing their workspaces and associated areas.</p> <p>Clearing your technical, research and lab spaces</p> <p>Technical and research space refers to all our laboratory and workshop spaces, including the following:</p> <ul style="list-style-type: none"> Teaching laboratories and workshops Associated storage spaces Pieces of kit and equipment not stored directly in a lab Spaces where research is conducted that is not an office but are associated with your research area Technical workshops and wet labs. <p>In these areas, you should clear out all items that are no longer in use. This includes equipment, chemicals, solvents, consumables, gas cylinders, glassware, fabrics and textiles and any knick-knacks that are currently stored. These would have been marked as 'red' in the ongoing equipment and item labelling exercise:</p> <ul style="list-style-type: none"> No longer used and can be disposed of - RED Will be used up to MECD but can then be disposed of - AMBER Will be taken to MECD – GREEN Will be taken to Royce (or elsewhere) – BLUE 	<p>For info</p> <p>For action</p>

<p>The Estates and the North Campus clearance team will be managing the clearance of large non-portable items. However, the red labelling system should still be used to help direct the clearance team and specialist contractors.</p> <p>For all research areas this process is academic led. If you have not started this process yet, then we urge you to do so immediately. The North Campus buildings have been allocated closure dates – anything remaining from that point will be regarded as waste and disposed of promptly. Please contact your local member of technical staff who can assist you with the process.</p> <p>A dedicated StaffNet site contains some useful guidance to help you with your North Campus clearance process.</p> <p><u>Operations Team Information Sessions</u></p> <p>The School Operations team are continuing to offer drop-in sessions to enable colleagues to meet the team. Additionally the sessions will provide colleagues with:</p> <p>a greater understanding of the role of the Operations team an overview of how the team can help you information on the most frequently used operational processes and how to navigate these. an opportunity for staff and PGR students to raise specific queries and obtain guidance and support. Future information sessions will be held on the following dates with locations advertised in advance. Wednesday, 11 May at 11am Thursday, 9 June at 2pm Tuesday, 12 July at 2pm</p> <p><u>Rewarding Exceptional Performance (REP) 2022</u></p> <p>Over 40 REP nominations for PS colleagues were submitted for review by a joint School of Engineering and School of Natural Sciences panel. Nominations include cases for administrative and technical and experimental. It is envisaged that the outcomes will be communicated by People & OD colleagues in May.</p> <p><u>Stress Awareness Month</u></p> <p>April is Stress Awareness month. To help raise awareness of stress, our monthly wellbeing webinar will focus on this important topic.</p> <p>Taking place on Wednesday, 20 April at 2pm, the webinar will provide an overview of stress and its causes, how it impacts individuals and how to reduce it. To book a place visit StaffNet: https://www.staffnet.manchester.ac.uk/news/display/?id=27941</p>	<p>For Info</p> <p>For info</p>
<p>Additional Items</p>	
<p><u>Technical Awards</u></p> <p>In recent months, two of our technical colleagues were recognised with national awards for their technical excellence:</p> <p>Cath Davies received the prestigious Papin Prize – the UK’s only award dedicated to celebrating technical excellence in Higher Education and Research.</p>	<p>For info</p>

<p>Phil Clarke, Telescope Workshop Supervisor at Jodrell Bank Observatory (JBO), received the Institute of Physics 2021 Technician Award for his outstanding contribution to the provision of world-class radio astronomy instrumentation.</p>	
<p>We congratulate both Cath and Phil on their outstanding achievements and national recognition.</p>	
<p><u>ATAS – pending appeal</u></p> <p>A number of queries have arisen regarding export controls and how these apply to the work/studies of individuals whose ATAS status has been refused, in particular whether individuals can work / study from abroad whilst they are appealing.</p> <p>We have received advice from legal colleagues that the University will not permit individuals (staff or students) to undertake remotely the work or study that was refused in their ATAS application whilst they await their appeal.</p>	For info
<p><u>Export Controls - launch of new online form for enquiries</u></p> <p>The ECC Team has launched a new online form to gather initial information required to assist with the enquiries from researchers across the University in relation to export controls. This consolidated form replaces numerous Word forms and is intended to make the process more user friendly and less time-consuming. A member of the ECC team will contact enquirers following online completion and submission of the enquiry.</p> <p>The online form can be found at: https://www.staffnet.manchester.ac.uk/export-controls-info/explained/ecc-due-diligence-checks/</p> <p>This change supports the development and future implementation of a Customer Relationship Management (CRM) system.</p> <p>The ECC team can be contacted at ecc@manchester.ac.uk.</p>	For info
<p><u>Shaping our strategies - have your say</u></p> <p>There is still time to share your ideas as we create our new People and Organisational Development (P+OD) and Equality, Diversity and Inclusion (EDI) strategies.</p> <p>Both the P+OD and EDI strategies will lay out how we collectively ensure our University is a great place to work, a place where all colleagues have the opportunity to thrive and develop professionally, within an inclusive culture that enables us all to contribute in a meaningful way to delivering our University's vision.</p> <p>To see how you can contribute visit StaffNet: https://www.staffnet.manchester.ac.uk/news/display/?id=27974</p>	For info