

# STAFF UPDATE

Exclusively for staff at The University of Manchester

## SECOND STRESS SURVEY

**The University is launching its second stress survey to coincide with National Stress Awareness Day on 7 November 2007.**

The survey, which is quick to complete, will be delivered to all staff over the next two weeks, either via email, or, where staff do not have access to email, paper copies will be sent to them. Stress Ltd, an independent company, will again receive, collate and analyse the responses. No-one in the University will have access to the completed questionnaires and the information fed back to the University will be in a form such that individual responses cannot be identified. The survey is designed to measure the risk of experiencing stress rather than the individual stress levels of staff.

The original survey was carried out in December 2005 and was followed up by focus groups with a variety of staff from across the institution. The findings were used to develop an action plan which was published earlier this year. One of the actions was to conduct a further survey and focus groups in order that the University could monitor progress and refine its current plan in an appropriate way.

Work is in progress to tackle many of the issues raised by staff, for example:

- a new Dignity at Work and Study Policy is in the final stages of development. This will provide a network of harassment advisers and mediators across the University to support and advise staff who believe they have been the subject of harassment or bullying at work.
- a new Wellbeing Room has opened in Dover Street, which has enabled SPORT and the

Counselling Service to extend the programme of health, fitness and well being classes available to staff.

- the number of staff undertaking project management training has increased.
- proposals to introduce set contractual hours for non-academic staff in grades six and seven, thereby reducing the expectation for long hours, will soon be launched.
- training in managing sickness absence is planned, including the conduct of return to work interviews and the handling of stress-related absences.
- a competency framework for leadership is being prepared to underpin management development. This will incorporate values that contribute to staff well being.

President and Vice-Chancellor Professor Alan Gilbert said "We are currently going through an ambitious programme of change and I am aware of how stressful that can be. This survey is a very useful tool for gauging the wellbeing of our staff and listening to their concerns. I would urge all staff to take the time to complete it"

Andrew Mullen, Deputy Director of Human Resources, said "The management of stress is an important part of a range of initiatives under the banner of Wellbeing designed to enhance and maintain the quality of working life and wellbeing of staff. The original stress survey had an excellent response rate. We hope to match or even surpass the response rate on this occasion so that we can conduct a review of the action plan based on a representative sample of responses."

Wellbeing

## DIVERSITY AWARENESS WEEK

**The University is organising its third annual Diversity Awareness week from 3 - 7 December 2007.**

This promises to be another successful week with a variety of events and activities for staff and students.

The main purpose of the week is to raise awareness about equality and diversity and to celebrate the positive contribution a diverse community brings.

Below is a selection of some of the activities taking place during the week:

- Diversity & The Past symposium
- Information event on staff networks for minority groups
- Diversity Conference for senior managers
- A performance by the Greater Manchester Lesbian and Gay choir
- A Public lecture on Global Bollywood: "Is Brown the new Black?" followed by a Bollywood themed Disco
- Investment banking diversity day "Banking on your Talent" - employers promoting themselves to a diverse range of students
- Entry to Postgraduate Study seminar - How can we broaden the talent pool and increase the numbers of Widening Participation students?

For further details, please visit the website: [www.manchester.ac.uk/equalityanddiversity](http://www.manchester.ac.uk/equalityanddiversity)

or contact the Equality and Diversity team on tel 0161 306 5857  
minicom 0161306 5870

Posters detailing events taking place that week will be displayed around campus two weeks prior to the event.

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## CAROL SERVICE

**The University of Manchester Carol Service will be on Tuesday, 18 December 2007 12.30pm - 1.15pm in the Whitworth Hall. All staff and students and their families are very welcome to attend.**

## MOVES

**Dr Bernadette Lynch**, Deputy Director at The Manchester Museum, left The Manchester Museum at the end of October following seven successful years to refocus her energies on academic and professional writing, and consultancy within the profession.

**Val Gildea**, Kantorowich Librarian, retired from the University recently after 35 years' service. She originally joined the staff of the John Rylands University Library in 1972 but moved to the specialist collection within the Architecture and Planning Building where she became assistant to the Architecture and Planning Librarian, who Val succeeded in 1980. Colleagues said farewell at a retirement party.

## OBITUARIES

### Dr. William Gordon Harland

Dr. William Gordon Harland, formerly of UMIST aged 83 years, passed away on 7 September 2007 after a long illness. He specialised in fibre chemistry and joined the Textile Chemistry Department of the Manchester College of Science and Technology (later UMIST) in the early 1960s.

He was one of the pioneers of polymer teaching and research in the college, helping to establish the Department of Polymer Science and Technology and associated BSc and MSc degrees. In 1986, Gordon transferred, along with the department, to the Manchester Materials Science Centre, from where he retired at the end of 1989 as Senior Lecturer. It was in no small part due to the efforts of Gordon and his colleagues that polymer teaching and research at Manchester established a world-wide reputation.

He is remembered as an inspiring teacher who was always willing to spend time helping students. He developed wide research interests and expertise, covering chemical, chemical-engineering and processing aspects of polymer science and technology. He had creative research ideas and was very active in industrial liaison and consultancy. He contributed many novel ideas to a wide variety of companies and was also often able to help his university colleagues with research problems. Gordon will always be remembered as a valued colleague and friend.

Professor Robert Stepto

### Professor Richard Hogg

Professor Richard Hogg of the School of Language, Linguistics and Cultures died suddenly from a heart attack on 6 September 2007 aged 63.

As Dean of the Faculty of Arts from 1990 to 1993 he oversaw a merger with the Faculty of Theology, and later fulfilled a number of administrative roles within the British Academy.

His academic standing moved towards its pinnacle with *The Cambridge History of the English Language* (CHEL, 1992-2001), a prodigious work which chronicles in six volumes and some 4100 pages the language's development from the earliest traces to its modern global diaspora. Richard's achievement was recognised in his election as a Fellow of the British Academy in 1994. That was followed by election to the Royal Society of Edinburgh in 2004.

Richard came to Manchester aged just 36 to the Smith Chair of English Language and Medieval Literature and brought huge distinction to that position until his death. His most recent project on the history of English dialectology, supported initially by a Leverhulme Senior Fellowship, was moving towards completion during a period of research leave.

Richard is missed greatly by all his friends in the School and the University. Our thoughts are with Margaret, their sons Daniel and Robert, and Richard's father Charlie.

Professor Nigel Vincent

## PUBLIC INTEREST DISCLOSURE PROCEDURES

**The Board of Governors of the University is required to designate, on an annual basis, a lay member to fulfil duties in accordance with the University Public Interest Disclosure ('whistleblowing') procedures, and in respect of concerns or allegations which may from time to time be raised under those procedures.**

Kathleen Tattersall, a member of the Board and Chair of the University's Audit Committee, has

been re-designated to act in the capacity of 'notified lay member' for the period from 1 September 2007 to 31 August 2008.

These procedures are outlined within the provisions of the General Regulation VIII. The Regulations form part of the University's governance documentation and are available on the website at

 [www.manchester.ac.uk/governance](http://www.manchester.ac.uk/governance)

## CATERING ON CAMPUS

**The University wishes to ensure that catering on campus is delivered in a safe and professional manner, by reputable suppliers who are able to demonstrate best practice.**

As the University Director responsible for Food Safety across the campus, Mike Shore-Nye would

like to draw colleagues attention to some best practice guidelines and advice, which can be found at:

 [www.stars.manchester.ac.uk/starsprocurement/cateringoncampus-bestpracticeguidelines](http://www.stars.manchester.ac.uk/starsprocurement/cateringoncampus-bestpracticeguidelines)

## INFORMATION SYSTEMS OPERATIONAL GROUP

**During August the Registrar and Secretary initiated the Information Systems Operational Group to oversee the ongoing implementation and development of the three core business IS systems – HR/Payroll (Northgate Resource-Link), Finance (Oracle Financials) and Student (Oracle Peoplesoft).**

The Group will focus on benefits realisation, ensuring that the investment made in the new IS systems provides tangible benefits to the University. The group is chaired by the Registrar and comprises of the senior owner for each of the systems; Helen Barton – Student System, Marianne McKenzie – Finance System, Karen Heaton – HR/Payroll System, in conjunction with

the Head of IT Services, Paul Harness and Head of the Integration Service, Ben Stedman.

It is the responsibility of the Business Sponsors, who are the system owners and so ultimately accountable for the success of the systems, to enable the University to fully exploit the new environment created by the implementation of the system.

It is accepted that all three systems require further work to allow full functionality to be achieved and it is this the group will coordinate. The group will deliver its final report by the end of February 2008 and conclude its work by March 2008.

## COFFEE MORNING

**Several departments across the University participated in Macmillan Cancer Supports World's Biggest Coffee Morning in September to raise money for the charity.**

More than £1,500 was raised, the majority by the School of Nursing, Midwifery & Social Work. Sue Tizini, Research Secretary to the Macmillan Research Unit at the School, held the event in memory of her colleague Dr Bernadette Ryan-Woolley, who died earlier this year of cancer.

Lynda Capper organised a Coffee Morning at the Stem Cell & Leukaemia Proteomics Labs at the Institute of Cancer Research, while Andrea Grace Rannard, Manchester Student Volunteers Manager, ran the event for the MLP Careers & Employability Division.

## PENSION PLANS

**Are your retirement plans on track?**

Since April 2006 it has been possible to save more for your retirement via AVCs (additional voluntary contributions) and to take a larger portion of your overall benefits as tax free cash on retirement.

AVCs can be used to buy extra years' service in USS or to build up a fund using the USS in house AVC provider, Prudential, to improve benefits within Revenue allowances at retirement.

Prudential, the in house AVC fund provider for USS will be visiting the University from 19 - 21 and 29 - 30 November 2007.

Any member can arrange a meeting with a Retirement Education Consultant from the Prudential to discuss the added years and in house AVC choices. The consultant will be available in one of the Committee Rooms below the Whitworth Hall. Please bear in mind you will not receive financial advice.

Please click on the link below if you would be interested in finding out more about how to

improve your retirement benefits, [university.of.manchester@prudential.co.uk](mailto:university.of.manchester@prudential.co.uk)

You will then be contacted to arrange a suitable time to meet one of the Prudential consultants.

### Member Presentation

The University, in conjunction with USS Ltd, invites you to attend a presentation on 8 November to inform you about USS and the valuable benefits you can expect to receive when you retire. The venue is the Whitworth Hall at either 11am or 2pm.

This will also be an opportunity for you to receive an update on recent scheme developments. The presentation will last approximately an hour, plus time for general questions afterwards.

Please confirm if you would be interested in attending by email to [roadshow@usshq.co.uk](mailto:roadshow@usshq.co.uk) (please type 'Manchester 11.00' or 'Manchester 2.00' as the subject, depending on your choice of time).

## MANCHESTER PRIDE

**Outspoken civil rights campaigner Peter Tatchell visited the University to give a talk about the future challenges faced by the gay community.**

The talk, organised by the University's LGBT (lesbian, gay, bisexual and transgender) staff network, formed part of the Manchester Pride celebrations.

Cameron Scouler, chair of the staff network committee, said: "We were absolutely delighted that Peter came to the University to talk about his experience of Pride events and debate whether we need to continue with such events in the future."

Staff and students from the University also took part in the main Pride Parade through the streets of the city centre.

Organiser Stephen Johnston said: "This was the first time the University has been directly involved in the Pride Parade and everyone that took part had a fantastic time.

## HAVE YOUR SAY ON HEALTHCARE

**People across Manchester – including the University community - are being invited to get involved in developing local hospital services by Central Manchester and Manchester Children's University Hospitals NHS Trust (CMMC).**

The Trust is applying for NHS Foundation Trust status, which will give patients, staff and local people greater involvement in planning future hospital services. CMMC includes Manchester Royal Infirmary, the Eye and Dental Hospitals, St Mary's, Booth Hall and Royal Manchester Children's Hospitals.

Although still part of the NHS, Foundation Trusts are free from central government control. They are accountable to their members, who are drawn

from patients, local communities and hospital staff, and monitored by an independent regulator.

Explained Trust Chairman Peter Mount: "Becoming a Foundation Trust will make us more accountable to our patients, staff and the wider public. It will also give us more freedom and flexibility to meet the needs of the communities we serve."

Members can be as involved as they wish, from receiving newsletters to standing for election to the Council of Governors.

University Vice-President Professor Rod Coombs, a non-executive director of the Trust added: "As members, University staff and students can play a key role in developing future healthcare services. The University has a very strong partnership with the Trust, and will also be

represented on the Council of Governors. This is a great opportunity to work together for the good of the wider community."

If you would like to become a member, please fill in the enclosed application form (see insert with this month's issue) or apply on-line at

[www.nhs-membership.co.uk/cmmc](http://www.nhs-membership.co.uk/cmmc)

You can also get more information by calling 0161 276 8661 or going to

[www.cmmc.nhs.uk/foundationtrust](http://www.cmmc.nhs.uk/foundationtrust)

The Trust's application received public support during a consultation exercise over the summer, and will shortly be submitted to the Department of Health. If CMMC gets the green light, it will get Foundation status in summer 2008.

## UNILIFE/STAFF UPDATE OPT OUT FORM

Please fill out this form in full if you would like to opt-out of receiving printed copies of both *UniLife* and *Staff Update* each month.

Full name \_\_\_\_\_

Job title \_\_\_\_\_

Faculty/division/school/department \_\_\_\_\_

Room number & floor \_\_\_\_\_

Building \_\_\_\_\_

Site/campus \_\_\_\_\_

If this is a recent change of address (ie in the last three months), please give previous details.

Faculty/division/school/department \_\_\_\_\_

Room number & floor \_\_\_\_\_

Building \_\_\_\_\_

Site/campus \_\_\_\_\_

Please return this form marked 'Opt out' to Janice Brown, Internal Communications Office, Communications, Media and PR, Beyer Building, The University of Manchester, Oxford Road. You can opt out online at:

[www.staffnet.manchester.ac.uk/news/archive/list/display/?year=2007&month=october&id=124800](http://www.staffnet.manchester.ac.uk/news/archive/list/display/?year=2007&month=october&id=124800)

## BUILDING HOPE

**Veronique Rizzuto** is hosting a Body Shop Evening Party in aid of Building Hope on Monday, 12 November at 7.30pm in Didsbury. Ticket price £3. To find out more or to buy a ticket please email Veronique at [info@buildinghope.co.uk](mailto:info@buildinghope.co.uk).

Veronique works in the Teaching Learning and Assessment Office. Veronique is the Founder, Trustee and Treasurer of the charity which works to raise the standard of living in a poverty-stricken area of Ethiopia. Veronique was voted Staff Volunteer of the Year in 2007 for her charity work.

The charity will display their work on 8 and 15 November between 12noon - 2pm in the foyer of the Concourse Café.

Building Hope will be launching the Gifts for Life for Christmas where you will be able to buy a gift for your friends and family which will be very special and will provide essential help for those most in need in Ethiopia. Christmas cards will also be on sale.

[www.buildinghope.co.uk](http://www.buildinghope.co.uk)

## CAMPUS CLOSE-UP

**KRO**

Welcome to the family



Can you guess what this month's image is? Send your entries to [uniads@manchester.ac.uk](mailto:uniads@manchester.ac.uk) before 18 November. The winner will get a free meal and drink at Kro Bar.

## CLASSIFIED ADS

Readers looking for the classified advertisements can now find them on the University's staff intranet 'StaffNet' at:

[www.staffnet.manchester.ac.uk/news/ads](http://www.staffnet.manchester.ac.uk/news/ads)

Advertisements can also be submitted here. Ads for staff and students remain free of charge in some categories and there is a small charge for all external advertisers – the cost remains unchanged from last year. Full details are available on the site.

The decision to move them was taken as a result of moving more news and information for staff online where ads can be more readily updated and are easier to read with a better layout.

## CONTACT US

For news, stories  
[uninews@manchester.ac.uk](mailto:uninews@manchester.ac.uk) 0161 275 2112 (x52112)

For online ads and distribution enquiries  
[uniads@manchester.ac.uk](mailto:uniads@manchester.ac.uk) 0161 275 2113 (x52113)

or via [www.staffnet.manchester.ac.uk/news/ads](http://www.staffnet.manchester.ac.uk/news/ads)