

Red Circle Review Group - Terms of Reference

1. Introduction

The Group is convened in accordance with section 7.7 and 7.8 and appendix H of the 2009 *University of Manchester Agreement for the implementation of the JNCHEs Framework Agreement for the modernisation of Pay Structures*. This part of the Agreement relates specifically to pay protection policy for “red circled” staff. The overall role of the Group is to receive reports on the progress with, and outcomes of, measures taken in accordance with the provisions of the policy to reduce the numbers of red circled staff. The Group will receive reports on the numbers and identity of staff¹ that have red circled status removed over an agreed period of time due to:

- Job enrichment
- Re-deployment²
- Other reasons

The Group will aim to satisfy itself that, where possible, appropriate and sufficient measures are being taken in accordance with the Pay Protection Policy to remove the red circle status of staff during the four year period of protection. It is recognised that it may not be possible to remove every red circle during that time because the opportunity of re-deployment or job enrichment is not possible in every case.

The Group is not a negotiating forum.

2. Membership

The Group’s membership will comprise two members of each of the recognised campus trade unions (i.e. UCU, UNISON and Unite) and up to three University members from the Directorate of Human Resources. The senior University member will act as Chair. Other University managers may attend by invitation to answer questions in relation to particular cases.

3. Frequency of meetings

The first meeting will be convened immediately after the date of the final agreement with the campus trade unions on pay and grading. Thereafter, the group will meet three more times in the first year after the date of the final agreement and twice a year in the remaining three years of salary protection for red circled staff. If deemed necessary, additional meetings may be organised by mutual agreement of all parties.

¹ The details of individuals would be provided on a confidential basis.

² Red circled staff will receive preferential consideration for vacancies after staff have who are on the redeployment register.

4. Information circulated in advance of meetings

In advance of meetings, the following information will be circulated:

- A list of staff who are red circled with details of any job opportunities for which individuals have been considered;
- Measures currently under consideration in terms of job enrichment;
- Where no measures are currently being taken, a brief description of the reason;
- Details of red circles removed and the reasons as per 1. above.

All information relating to individuals will be circulated on the basis it should be treated as confidential to the Group.

5. Organisation

Meetings will be scheduled at the beginning of the year for each of the four years following the conclusion of the pay and grading agreement. The first year will start on the date that the agreement is concluded. Papers will be issued a week in advance of the meeting and the University will provide administrative support in the form of a secretary to the Review Group. Minutes will be produced of each meeting.