

To all staff at risk of redundancy under the University's Proposal for Change, as amended and agreed by Council on 26 March 2010

27 April 2010

Dear colleague

I wanted to update you on several important points in relation to the University's continued consultation that may affect you:

1. Early Retirement/Voluntary Severance (ER/VS) Scheme

- 1.1. The closing date for the ER/VS Scheme for at-risk staff has been extended until **Wednesday 2 June 2010**, following continued consultation with the 3 trade unions on further mitigation measures.
- 1.2. The University will continue as planned to the stage of making provisional selections for compulsory redundancies during 12 - 28 May 2010, in accordance with its timetable. However, in practice this means that, where individuals are provisionally selected for redundancy, they will be advised that this is the case in which event, they would still have the option of electing to apply for ER/VS as an alternative to continuing on to the compulsory selection stage with the Redundancy Committee or Redundancy Panel, because of the extended deadline for applications to the scheme.
- 1.3. This extension will give more time not only to individuals who have already requested a quotation on terms and who are considering whether they wish to proceed with a formal ER/VS application but also to those employees who are still considering whether to request a quotation under the scheme. The extension will also address the issue raised by the trade unions of those individuals who are unsure as to how likely it might be that they are selected for redundancy and who wish to go through the selection process, at least until the provisional stage. If, after provisional selection, they have been provisionally selected for redundancy, they could still elect to apply for ER/VS.
- 1.4. If you have not already done so, you may therefore wish to request an ER/VS quotation, including pension quotation where applicable, in good time before 2 June so that you can make a formal application right up until and including this date, if you so choose. (When requesting a quotation, it is not binding on you).
- 1.5. Decisions on applications for ER/VS will be made on 10 and 11 May and on 3 and 4 June 2010.

2. Discretionary Transfer Scheme (DTS):

The University will be extending the closing date of this scheme until Wednesday 19 May 2010. This is the scheme whereby an employee who is not at risk may be accepted for ER/VS if an at-risk employee can be redeployed into that post, thus saving a redundancy. The University will also be extending its Pay Protection Policy to this scheme so that an at-risk employee who is transferred into the post under the DTS will have their pay protected for a limited period of time where that post is at a lower grade. Again, these changes have arisen from the continued consultation with the 3 trade unions.

3. Fair Selection:

You may have been made aware of a condition put to the University by UCU for the University to avoid the compulsory redundancies of "UCU members" this year. The University has written to UCU asking if they have made a mistake in referring only to UCU members: it would be unfair and unlawful for redundancy selection to be based on union membership or non-union membership. Whilst awaiting clarification from UCU, I wanted to make clear that such a condition (if correctly expressed by UCU) is unacceptable to the University. The University will *not* make either *membership* or *non-membership* of UCU (or any trade union) a criterion for redundancy selection.

4. Meeting:

If you have not already done so and you would like to discuss the various schemes developed by the University in consultation with the trade unions and how they may be of benefit to you, or would like to discuss your individual circumstances, please complete the attached form and return it to Kerry Henn, Personnel Officer, c/o 3rd floor, Sussex House. Kerry will then arrange for you to meet a Personnel Officer for an individual consultation meeting.

Yours sincerely

Jane Summerville
Director of Human Resources

Att.

Name:

Job Title:

Department or unit:

I would like to meet with a Personnel Officer to discuss the following schemes:

Managed Redeployment Scheme

Early Retirement/Voluntary Severance Scheme

Reduced Hours/Job share Scheme

Discretionary Transfer Scheme *(NB this scheme will be open to staff not at risk of redundancy but you may still wish to discuss how the scheme will operate)*

I understand that discussing any of the schemes at this stage will not commit me to any of them.

I would also like to discuss:

Reasonable adjustments in relation to a disability or impairment

Other measures in relation to disability

Signature:

Date

Please return this form to Kerry Henn, Personnel Officer, 3rd floor, Sussex House