

# HR focus

The Human Resources Newsletter for University Staff

## One for all...

The University published its **first** comprehensive equality scheme in December 2010, which covers all protected characteristics. This inclusive Single Equality Scheme (SES) reflects the introduction of the **Equality Act 2010** that came into force last October.

MMU went well beyond its statutory duties in consulting people about the development, using several methods to encourage input including: student and staff roadshows, focus groups, comments cards and dedicated meetings with equality groups and trade union representatives. An online survey was also sent out to all external partners, local businesses and community organisations.

This input has directly informed the SES three year action plan which will be driven forward by key staff who will be given responsibility to lead in specific areas. The involvement of key stakeholders has created ownership and commitment to working together in order to create a more equal and diverse institution.

At the MMU Cheshire *Equality Matters* Roadshow, MMU student Stuart Dearnley had the following to say: "I like the idea of the equality and diversity scheme. It's a good way to get all staff and students involved and everyone deserves a chance of fairness in order to succeed and enjoy the university experience."

The Equality & Diversity Team are grateful to everyone who helped to shape the scheme and welcome details of any equality and diversity work being undertaken in departments.



*The Equality and Diversity Team: Mona Patel, Katherine Wigglesworth, Wendy Kenyon, and Vicci Jarman.*



*David Ruebain, Chief Executive of the Equality Challenge Unit; guest speaker at the E & D event where the SES was officially launched.*

To access the scheme and its associated documents please visit:  
<http://www.mmu.ac.uk/humanresources/policy/general.php>

## Making life easier

MMU recognises that we all experience challenging times and recently appointed a new service provider for our employee assistance programme.

PPC Worldwide offer a FREE, INDEPENDENT and CONFIDENTIAL service of practical advice and specialist emotional support to help you solve life's challenges. This is also available to family household members and even dependent children living away from home. You can contact them 24 hours a day, 365 days a year on 0800 282 193 or via [www.ppconline.info](http://www.ppconline.info) (using MMU as the username and password).



Manchester  
Metropolitan  
University



### HR Director's Column

MMU's first staff survey had a very good response rate and you can view the outcomes at <http://www.mmu.ac.uk/staff/survey/>

It was encouraging to see that 76% of all respondents believe MMU is a good place to work. Your HR teams have been working hard to provide a good quality HR service. Equally, they have been trying to improve benefits for staff including a change of provider for the employee assistance and childcare voucher schemes.

Your input is vital in helping us to identify what we are doing right as an organisation and where we can improve. This edition of **HR focus** highlights how the dedicated input of a range of MMU staff and stakeholders has contributed to the successful development of the Single Equality Scheme.

Thank you to all those who gave us feedback on the first edition of **HR focus** – please keep your comments coming and continue to shape the work we do.

**Gill Hemus**  
Director of Human  
Resources

## Dates for your diary

### On-site Chair Massage

This type of massage concentrates on the main stress-bearing areas of the upper body and can produce an immediate reduction in muscular tension.

Didsbury Campus:  
**30<sup>th</sup> March 2011**

All Saints:  
**24<sup>th</sup> February**  
**31<sup>st</sup> March 2011**

For more information or if you would like to book a session please visit the staff benefit website at <http://www.mmu.ac.uk/staff/benefits/>

### Staff Benefits Fair

Speak directly to a selection of companies who provide benefits to MMU staff about their services and make the most of any freebies on the day! Further details of companies attending will be available during March.

**31<sup>st</sup> March 2011,**  
**All Saints building**

### Mind, Body & Spirit Week

This week-long event during Learning at Work Week aims to encourage staff to learn something new, to promote health and wellbeing and raise awareness of diversity and equal opportunities. A wide range of activities take place across the organisation with a lot of new sessions running for the first time this year along with some of the old favourites for which early booking is always recommended!

**16th-20th May 2011**

## Discounts for childcare

MMU has teamed up with Fideliti, your new childcare voucher provider, to bring you significant savings to the costs of your childcare.

The scheme allows you to exchange part of your salary for childcare vouchers. These are exempt from tax and national insurance deductions, saving you money.

And did you know that these savings do not have to stop when your child leaves nursery? Childcare vouchers are available for children up to 16-years-old when used with a registered or approved childcare provider.

Our very own HR Business Partner Audrey Rodgers is one of many members of staff

who have taken advantage of the continued savings in childcare they provide, saying:

"The vouchers are an excellent way of saving money. I use them for my ten-year-old twins at after-school clubs, as well as holiday clubs and sports camps over the summer holidays."

Not only does the scheme offer a great way to make savings, it is incredibly easy to join. Register either online at [www.fideliti.co.uk](http://www.fideliti.co.uk) or by calling 0800 288 8727. Quote our scheme reference number MMU7566 and have a copy of your current payslip to hand.



## MCR+ More freebies

Look out for the new MCR+ card that will be launched this month with a brand new competition and even more discounts and offers. If you have already registered with our staff benefits scheme you will receive the card automatically. If not, just visit [www.mmu.ac.uk/staff/benefits/](http://www.mmu.ac.uk/staff/benefits/) to register.

Congratulations to Fiona Eccles from Recruitment and Admissions, who is the winner of our latest MCR+ competition and will receive 12 months free membership at the Gourmet Society, worth £69.95.

## Do you need a PEEP?

A PEEP is a documented personal emergency evacuation plan. This details the arrangements and actions that need to be implemented for a person who requires support and assistance during the emergency evacuation of a building.

The type and level of support required is identified by consulting individuals during the construction of their personal plan. There are a number of methods that can be utilised to support individuals and these should all be considered during the process.

It is important to check that arrangements work in practice during emergency evacuation drills. It is a line management responsibility to ensure staff, and students where appropriate, in need of support have been consulted and a relevant PEEP has been constructed and implemented.

For further details, please check out the Human Resources Health & Safety website (<http://www.mmu.ac.uk/humanresources/health/manual/pdf/evacuation-disabled-people.pdf>) where you will find dedicated guidance, information and forms.

The Facilities website also contains a detailed database on the practical facilities that have been put in place in buildings to support the PEEP process. This can be found at: <http://www.mmu.ac.uk/facilities/docs/MMU-Buildings-Disabled-Evacuation-Facilities.pdf>

If you require any further information, please contact your HR Adviser and/or the Health & Safety Unit for general and specific advice and support.

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We welcome your feedback. Please contact: 0161 247 6015 or [reward@mmu.ac.uk](mailto:reward@mmu.ac.uk)



This publication is available in alternative formats.  
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