

# CONFIRMED

## LIVERPOOL HOPE UNIVERSITY

### JOINT CONSULTATIVE AND NEGOTIATING COMMITTEE FAILURE TO AGREE MEETING

#### Minutes of the Meeting held on 12<sup>th</sup> July 2021

**PRESENT:** Dr S Marwood (Chair), Mr A Catterall, Professor S Davismoon, Professor M Lavalette, Dr S Mercer, Ms M Monaghan, Revd Professor Newport, Dr N O'Sullivan

**APOLOGIES:** Dr A Yeates

**SECRETARIAT:** Mr M Jones

The Chair thanked Ms Monaghan for UCU's Failure To Agree letter, and asked management whether they agreed with the letter's wording. Management confirmed that this was the case. Ms Monaghan asked management whether they were willing to move on the 1550 hours, pointing out that 1550 hours would result in a 36.5 hour working week in contradiction of the University's Annual Leave Policy and payroll information, both of which are based on a 35 hour working week. Ms Monaghan added that a seven hour working day across 213 days, in line with University requirements, would amount to 1491 hours; Ms Monaghan suggested that UCU would be prepared to look at such an amount. Ms Monaghan reminded members that at present graduation activities are taken outside the hours cap and informed them that this would form part of UCU's considerations going forward.

Professor Newport reiterated that the 1550 hours is notional and open to discussion. Ms Monaghan informed members of UCU's revised position, which proposes 1491 hours (from a starting point of 1470). Professor Newport responded that the University could come down to 1520, noting that this represented a movement of 30 hours on the part of the University, against a movement of 21 on the part of UCU. Ms Monaghan expressed UCU's appreciation for this movement and requested that the University reduce the number further, adding that graduation activity would remain outside the cap in the proposed model. Ms Monaghan asked how, if graduation activity remained outside the cap, it could be designated as mandatory. Professor Newport responded that graduation activity represented three afternoons, totalling around 10 hours. Professor Newport asked UCU whether they were prepared to go higher than 1491 hours. Ms Monaghan responded that Dr O'Sullivan has proposed 1500 hundred hours, including graduation activity.

Professor Newport informed members that the model would be closer to 1600 were it not for the deduction of liturgical days, graduation activity and bank holidays. Professor Newport clarified that the University's proposed 1520 hours would not include graduation activity or Foundation Day. Professor Newport added that graduation activity and Foundation Day amounted to around 12 hours and that this could be accommodated within the 1520 hours. Dr O'Sullivan disputed this, stating that, including Winter Graduation, the number is closer to 28 hours.

The meeting adjourned for ten minutes.

Professor Newport informed members that four graduation days (three summer, one winter), plus Foundation Day, totalled 15 hours. Professor Newport added that the University would be prepared to include this fifteen hours in the 1520 hours. Ms Monaghan responded that UCU local officers have

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raised the issue that academics must travel by bus to the graduation ceremonies, which increases the time. Ms Monaghan added that UCU was prepared to work with Professor Newport's proposal.

Professor Newport raised the issue of flexibility between teaching and administrative work, stating that where colleague's teaching hours are comparatively low, they may be asked to use their 'unused' teaching hours to take on extra administrative responsibility. Ms Monaghan responded that while UCU were not looking to reject that flexibility in itself, they would like its parameters to be clearly defined. Mr Catterall reminded members of the University's commitment to avoid redundancies wherever possible, adding that increased flexibility on the part of staff would contribute towards the fulfilment of this aim. Professor Newport suggested that additional duties taken on by staff with comparatively low teaching hours might include working at open days or acting as assessment co-ordinators. Dr O'Sullivan suggested that data from the Workload Model be monitored in order to identify areas where colleagues' teaching hours could be considered to be low. Ms Monaghan voiced the opinion that the exception clause in the document is too wide. Professor Newport asked Ms Monaghan whether UCU were willing to discuss issues around flexibility. Ms Monaghan stated that UCU were uncomfortable with the way in which the sections relating to flexibility are written in the document, adding that if the sections could be amended to include safeguards UCU would be willing to discuss the issue. Mr Catterall assured members that the section in question could be rewritten to include a clearer explanation of the proposal. Ms Monaghan suggested that UCU supply suggested amendments to the section in question and circulate to fellow committee members. Mr Catterall suggested that Professor Newport review the documents supplied by UCU while UCU work on proposed amended wording re flexibility, and that these issues be discussed at the next meeting.

The Chair asked members to confirm that the updated proposal re the hours cap is 1520, including graduations and Foundation Day. Professor Newport confirmed that this was the case, subject to further discussions around tariffs and flexibility. The Chair asked that management and UCU look at tariffs and flexibility and exchange documents ahead of the next meeting. Members decided that the next meeting would take place at 10.30am on 20<sup>th</sup> July 2021, with documents exchanged by 1pm on 19<sup>th</sup> July 2021.