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LIVERPOOL HOPE UNIVERSITY

JOINT CONSULTATIVE AND NEGOTIATING COMMITTEE

Minutes of the Meeting held on 5th February 2025

PRESENT: Ms S Weir (Chair), Professor S Davismoon, Mr B Grice, Ms A Lowther, Dr S Mercer, Dr K Wilson,

APOLOGIES: Mr A Catterall, Professor A Nagar, Dr A Yeates

SECRETARIAT: Mr M Jones

1. Minutes of the previous meeting

Members had received minutes of the meeting held on 30th October 2024. The minutes were **APPROVED** as a correct record.

2. Matters Arising

Re University links with scholastic institutions in Israel, Ms Lowther informed members that the University has been unable to find evidence of any such links.

Re Equality Impact Assessments for REF self assessments, Ms Lowther confirmed that Dr Yeates had contacted Mr Catterall and Ms Talbot.

Re new structure, Dr Wilson confirmed she had met with Ms Jones.

Re faculty restructure, Dr Mercer confirmed that he had not contacted Professor Davismoon but would do so.

Ms Lowther informed members that the new structure is around £260K cheaper than the old structure, adding that 19FTE allowances were removed and capacity for senior roles was utilised further. Ms Lowther informed members that Ms McLean will provide a detailed summary sheet in the near future.

Re one-year review of Workload Model, Professor Davismoon reiterated his willingness to meet with Drs Mercer and Yeates, and asked Dr Mercer to send him data ahead of the meeting. Professor Davismoon undertook to contact Dr Mercer to arrange a meeting.

ACTION: Professor Davismoon to contact Dr Mercer, as above.

Re living wage, Ms Lowther undertook to check with Mr Catterall whether this had been instituted.

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3. UNISON Items

There were no UNISON items.

4. Management Items

(i) Workload Update

Professor Davismoon informed members that he is in the process of meeting with a range of colleagues from across the University in order to assess the extent to which the new faculty structure is working in relation to the workload model.

(ii) Student Numbers Update

Ms Lowther informed members that the University has received 1085 applications for the February intake (PGT only) throughout the cycle. Offers were made to 448 students, with 59 firm accepts. Ms Lowther added that while these numbers are relatively low, this is a significant improvement on previous cycles.

Ms Lowther informed members that UCAS applications for September 2025 are currently looking significantly less healthy than in previous years. Ms Lowther added that while nationally the volumes of applications are broadly flat on last year, the University has seen over a 10% decrease in applications while our competitor set have seen growth. Ms Lowther reminded members that that this is early in the cycle when applicants are likely awaiting decision from most of their options, so further shifts are likely to happen as students accept / decline their offers.

5. UCU Items

(i) Curriculum Framework Design

Dr Mercer informed members that UCU have written to Dr Haughan in light of the recent curriculum redesign, voicing the opinion that the redesign constitutes a significant change to the terms and conditions of academic staff's employment as it changes the working day from 9am-5pm to 9am-6pm. Dr Mercer added that UCU feel the changes have been made without going through the proper collective bargaining process. Dr Mercer added that while consultation took place at a faculty forum this was not the proper forum in which to consult on the planned change. Dr Mercer requested a meeting with Professor Davismoon at the earliest opportunity in order to discuss the changes. Dr Mercer added that no Equality Impact Assessment had taken place prior to the changes being made.

Members discussed the number of hours in the agreed-upon Workload Model (1500) and whether the agreed model has working hours as 9am-5pm (no statement of working hours was in the agreement signed by both parties). Ms Lowther stated that Dr Haughan had contacted Dr Mercer by email in December 2024 asking for feedback

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on a draft Equality Impact Assessment. Dr Mercer responded that it was not within UCU's remit to assist Dr Haughan with drafting the Equality Impact Assessment. Ms Lowther emphasised that Dr Haughan had invited UCU to participate in drafting the EIA. Dr Mercer responded that the correct forum for negotiation was at JCNC rather than over email. Ms Lowther asked Dr Mercer whether his position was that any consultation on this had to go via UCU. Dr Mercer confirmed that this was his position. The Chair asked whether University policy states that an EIA must be completed before a change like curriculum redesign is undertaken. Ms Lowther informed members that policy states that the EIA must be started in advance of such changes, adding that as EIAs are 'live' documents they can never be said to be 'complete'. Dr Mercer requested that the EIA be sent to him in its current state of completion. Ms Lowther asked Dr Mercer to confirm whether or not he had responded to Dr Haughan's email of 18th December 2024. Dr Mercer undertook to check this.

ACTION: Dr Mercer to check re response to Dr Haughan's email, as above.

Ms Lowther reiterated Management's position that the curriculum redesign does not constitute a change to staff contracts and that there has not been a failure to consult.

(ii) Pay for PGR staff

Dr Meir raised an issue re pay for PGR staff, highlighting the difference between pay for hourly-paid lecturers and PGR staff undertaking teaching. Ms Lowther responded that the PGR rate for teaching is based on Grade Six, while hourly-paid lecturers are at Grade Seven or Eight. Ms Lowther added that the hourly rate for hourly-paid lecturers includes one hour for preparation and one hour for marking in addition to the hour of teaching.

6. AOB

Dr Mercer asked whether there had been any progress re uploading JCNC minutes to the University website. Mr Jones undertook to follow this up with Mr Leyshon.

ACTION: Mr Jones to contact Mr Leyshon, as above.