

# CONFIRMED

## LIVERPOOL HOPE UNIVERSITY

### STAFFING COMMITTEE

#### Minutes of the meeting held on 27<sup>th</sup> February 2025

**PRESENT:** Mrs M Swinson (in the Chair), Dr P Haughan, Professor C Ozanne

**Secretariat:** Mr M Jones

**Apologies:** Revd G Felton

**By Invitation:** Mr A Catterall

#### 1. Conflicts of Interest

The Chair reminded members of the need to report any potential Conflicts of Interest which might arise during the meeting. None was reported.

#### 2. Minutes of previous meeting

Members had received the minutes of the meeting held on 22<sup>nd</sup> October 2024 and those were **APPROVED** as a correct record.

#### 3. Matters arising from the minutes

Re Menopause Policy, Mr Catterall informed members that this has been approved by University Council and is now in place.

#### 4. People Brief

Members had received the People Brief.

- (i) Senior Recruitment: Mr Catterall informed members that following the retirement of Sue Beecroft, Executive Director of Finance, Services and Resources, Dr Laura Lightfoot had been appointed to the reconfigured role of Chief Operating Officer.
- (ii) National Pay Negotiations and Employee Relations: Mr Catterall informed members that the University, at the request of UCEA, had made the nationally negotiated pay award in October 2024. Mr Catterall added that UNISON had launched ballots at 76 HE employers including Liverpool Hope, on a disaggregated basis over the new JNCES 2024-25 pay uplift on 21st January 2025, with a closing date 4th March. The local branch had previously taken action based on previous awards. Mr Catterall assured members that the University was planning to deal with such action which would most likely commence early April if successful.

## **CONFIRMED**

- (iii) Voluntary Living Wage: Mr Catterall informed members that UEB had committed to the continued payment of the Voluntary Living Wage of £12.60 per hour. Mr Catterall added that this would impact Grade One staff predominantly and a small number of Grade Two staff.
- (iv) Pensions: Mr Catterall informed members that on 12th February 2025 it had been confirmed that universities in Scotland would receive additional funding towards the cost of their TPS employer contributions. Mr Catterall informed members that the situation in respect of the Teachers' Pension Scheme in England & Wales remained different in that HEIs had never received any funding support towards their TPS costs following increases in employer contributions since 2019 and this remained the current position.
- (v) Wellbeing: Mr Catterall informed members that New stress and wellbeing procedures had been agreed by UEB and were live on the University webpages to support proactive stress mitigation through policy and risk assessment. Mr Catterall informed members that the University had recently attained level 2 Disability Confident Employer.

### **5. Liverpool Hope Leadership Framework**

Members had received the Leadership Framework document. Mr Catterall informed members that the purpose of the framework was to articulate the behaviours expected of leadership within the specific context of the University. Mr Catterall added that the document had been presented to UEB twice, had been presented to SMT and had been presented at staff forums. Mr Catterall informed members that changes had been made to the framework as a result of this process. Mr Catterall informed members that all colleagues with formal leadership roles will be asked to complete the framework document during this academic year. The Chair asked whether relevant colleagues would be able to use participation in the framework as part of their performance reviews. Mr Catterall confirmed that this was the case.

### **6. Academic Promotions**

Members had received the update on academic promotions. Mr Catterall informed members that the promotion review proposed adjustments to academic promotion routes, which were critical for streamlining career progression and opening up routes to all academic staff. Mr Catterall added that 37% of academic staff (Grade 7 to Grade10) could not apply for promotion through the existing route. Mr Catterall informed members that the new promotion structure would include role-specific criteria under three primary routes: Learning and Teaching, Teaching and Research, and Professional Practice (Innovation, Enterprise, and Knowledge Exchange). Mr Catterall added that staff forums would be held as part of the consultation process around the review, as well as dialogue with trades unions. Professor Ozanne noted that further work is needed on the section of the review relating to Professional Tutors; Mr Catterall undertook to discuss this with Ms Jones.

**ACTION: Mr Catterall to discuss with Ms Jones, as above.**

### **7. Sexual Harassment Policy**

## **CONFIRMED**

Members had received the draft Sexual Harassment Policy. Mr Catterall reminded members that since The Worker Protection Act (Amendment of Equality Act 2010) Act 2023 came into effect on 26th October 2024 the University had been meeting the new requirements via various activities and policies. Mr Catterall informed members that the draft policy placed all the activity in one place and defined the University's approach. Having reviewed the draft policy, members **RECOMMENDED** it for approval by University Council.

### **8. Legislative and Case Law**

Members had received the Legislative and Case Law update. Mr Catterall drew members' attention to the new right for parents to take up to 12 weeks' neonatal care leave if their baby required medical or palliative care, introduced on 6 April 2025. Mr Catterall added that the University would be drafting a policy in this area, for presentation to UEB.

### **9. Equality & Diversity Steering Committee**

Mr Jones undertook to forward minutes of the Equity, Diversity and Inclusion Committee meeting which took place on 26<sup>th</sup> February 2025 to members when they have been approved by the Chair.

**ACTION: Mr Jones to forward minutes, as above.**

### **10. Joint Consultative & Negotiating Committee**

Members had received minutes of the meeting of Joint Consultative & Negotiating Committee which took place on 30<sup>th</sup> October 2024. Mr Catterall informed members that the 5<sup>th</sup> February 2025 meeting of JCNC had discussed the proposed changes to the academic framework, as a result of which Professor Haughan had reiterated her invitation to UCU to meet re this.

### **11. Reports on Staff Discipline, Grievance and Mediation cases**

Mr Catterall updated members on the current position in this area.