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LIVERPOOL HOPE UNIVERSITY

JOINT CONSULTATIVE AND NEGOTIATING COMMITTEE FAILURE TO AGREE MEETING

Minutes of the Meeting held on 6th October 2021

PRESENT: Dr S Marwood (Chair), Dr A Bennett, Mr A Catterall, Professor M Lavalette, Ms A Lowther, Dr S Mercer, Ms M Monaghan, Revd Professor Newport

SECRETARIAT: Mr M Jones

Members confirmed that the minutes of the previous meeting were accurate and that action points had been fulfilled. Dr Mercer thanked Professor Newport for the clarified wording re Professional Tutors' hours, adding that as long as the 1,000 hours cap was safeguarded UCU were happy for this to be implemented as part of the model. Professor Newport confirmed that the 1,000 hours was a hard cap. Turning to note 2.3 Ms Monaghan noted that Professor Newport's wording was similar to UCU's proposed wording and requested that this be incorporated into the model. Professor Newport concurred with this suggestion. Mr Catterall reiterated the figures of 800 hours for Teaching & Research colleagues and 1,000 hours for Teaching & Scholarship colleagues and Professional Tutors.

Dr Mercer requested more information in relation to Professor Newport's examination of UCU's proposed figures for scholarship hours (245 hours). Professor Newport responded that he had examined the figures and remained of the view that management's number of scholarship hours (150) was correct. Mr Catterall informed members that following the commencement of the academic year the number of staff contacting Deans and Associate Deans re the workload model appeared to be low on the basis of information obtained but welcomed to be corrected if this was not the case.

Turning to UCU's annotated version of the 23rd April 2021 document Professor Newport informed members that he could accept the deletion in the introduction to Note 1. Re Note 1.1 Mr Catterall informed UCU that 450 hours is a contractual position. Mr Catterall clarified the position: 300 hours for Teaching & Research colleagues, 400-450 hours for Teaching & Scholarship colleagues and up to 450 hours for Professional Tutors. He noted this was in the context of the national and Hope's contract stating 550 hours for teaching. Ms Monaghan informed members that she would discuss this with UCU colleagues. Ms Monaghan asked whether there was bilateral agreement on Note 1.2. Dr Marwood confirmed that this was the case. Ms Monaghan asked whether management were happy with the insertion of Note 1.3. Professor Newport confirmed that this was the case. Ms Monaghan asked whether management agreed with Note 1.4. Professor Newport confirmed that this was the case, subject to the numbers (450/490) being agreed. Re Note 1.4 Professor Lavalette asked whether it was UCU's position that 490 hours of research should not be exceeded even where CRT or research buyout was in place. Dr Bennett suggested that the wording 'except in the case of CRT or research buyout time' be added. Professor Newport suggested an alternative of '...though the number may be exceeded in consultation with the Head of School'.

Ms Monaghan asked whether management was happy with the proposed Note 1.5. Professor Newport noted that safeguards are in place re the 300 hours, explaining that in cases where colleagues need additional preparation or marking time, and where there is capacity, the Head of School can reallocate time to facilitate this. Dr Mercer stated UCU's position that the extra capacity

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cannot be taken from the admin part into the teaching part; it can only come from the flexible part. Dr Mercer added that UCU does not want to see hours reallocated from admin to teaching, adding that such hours should come from the flexible pool of 30 hours. Dr Bennett requested that the time taken by new colleagues to get up to speed on admin duties (eg SITS) be recognised by limiting their face to face teaching for a period of time. Professor Lavalette informed members that a substantial number of colleagues' teaching hours are far short of 300, with the remaining time available for preparation and marking. Professor Lavalette emphasised the importance of protecting early career academics. Ms Lowther counselled against the establishment of a two tier system, where early career academics work is governed by different principles to that of other colleagues. Professor Newport informed UCU that Note 1.5 constituted a 'red line' for management, emphasising the need for an amount of flexibility in admin hours. Professor Newport suggested that the proviso 'only where there is capacity' be added to this section. Ms Monaghan requested that 'with the agreement of the employee concerned' be added. Professor Newport responded that the use of the word 'agreement' would not be acceptable. Mr Catterall suggested the wording be amended to 'in consultation with the employee'. Dr Bennett voiced the opinion that issues relating to admin time could potentially deter colleagues from applying for promotions.

Professor Newport asked UCU whether colleagues had approached them with cases where required additional marking/preparation time would take them over the 1,520 hours. Ms Monaghan responded that a number of UCU members believe they are working in excess of 35 hours per week. Professor Newport asked how the proposal outlined in Note 1.5 would make the 1,520 hours more secure. Dr Mercer responded that it would limit the amount of the teaching related activity proportion by tying it to the flexible hours proportion of the model. Dr Mercer added that increased teaching hours bring with them extra duties not covered by the model. Ms Lowther suggested that issues of this kind can be dealt with via existing mechanisms. Dr Mercer responded that colleagues who have raised issues of this nature have felt that there were obstacles in the way of the issues being resolved. Mr Catterall requested that Dr Mercer give him further details in relation to this.

ACTION: Dr Mercer to supply details to Mr Catterall, as above.

Professor Newport reiterated management's lack of agreement with Notes 1.4 and 1.5 but nevertheless confirmed that the total number of hours was set at 1,520 and that this would not be exceeded. Professor Newport added that the number of teaching related activity hours was also confirmed, and that flexibility for additional teaching related activity (but not teaching) is possible where capacity allows. Ms Monaghan acknowledged the lack of agreement on Note 1.5 and the need for further work on Note 1.4.

Turning to footnote eight on page five Ms Monaghan drew members' attention to the additional wording. Mr Catterall took issue with the use of the word 'agree' and queried who would be responsible for deciding which grounds for disagreement were reasonable or unreasonable.

Professor Newport reminded members that keeping all Schools and Departments sustainable is dependent on an amount of flexibility on the part of academic staff. Dr Bennett responded that UCU recognises this need and voiced the opinion that having preparation time acknowledged would result in colleagues being more willing to teach areas outside of their usual area. Professor Newport concurred with this point but reiterated that management could not accept 'agree to' in footnote eight. Professor Newport suggested that 'consultation' or 'discussion' could be acceptable alternatives.

Turning to Note 3, Ms Monaghan asked whether management agreed with its assertion that 'No colleague should undertake more than four hours of consecutive teaching'. Professor Newport responded that he was not aware of any cases where this had happened and added that he was happy with the proposed deletion of 'Although the following points cannot be guaranteed in all instances'.

Turning to Note 4, Ms Monaghan informed members that wording relating to negotiation and consultation has been added. Ms Monaghan added that if the Heads' Working Group is the entity

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which will monitor implementation of the new Workload model, UCU would seek consultation with the working group during the process.

Returning to footnote eight Professor Newport advised members that while management is committed to 'seeking agreement' with staff members in the scenario outlined, there could potentially be cases where matters would need to proceed in the absence of the staff member's agreement. Ms Monaghan informed members that UCU would discuss this in advance of the next meeting.

Professor Newport reiterated the flexibility in the 800 and 1,000 hours re: teaching, marking and preparation time, but stated that 'formal scheduled contact teaching hours' were fixed at a maximum of 300/450. He emphasised that his suggestion was that where a colleague had spare capacity in administrative responsibilities, additional hours for either preparation or marking, but not formal scheduled contact teaching, could be allocated by the head.

Ms Monaghan noted that UCU and management are in agreement on Notes 1.1, 1.2, 1.3 and 1.6 and do not currently agree re Notes 1.4 and 1.5. Ms Monaghan informed members that UCU would come back to management with alternative wording for Note 1.4. Ms Monaghan reiterated that UCU would conduct internal discussions in relation to Note 2 ('agreement'). Ms Monaghan suggested that tariffs be discussed at the next meeting in the sequence.

Professor Newport undertook to create a new, updated document incorporating the points on which there was now agreement.

ACTION: Professor Newport to update and distribute document, as above.