

# CONFIRMED

## LIVERPOOL HOPE UNIVERSITY

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

#### Minutes of the Meeting held on 22<sup>nd</sup> September 2021

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

**SECRETARIAT:** Mr M Jones

Members confirmed that the minutes of the previous meeting were accurate. The Chair reminded members that at the previous meeting a figure of 1,520 hours (including Graduation and Foundation Day) had been arrived at. Members agreed that this was the case. Professor Newport stated that he believed that at the close of the last meeting some significant progress had been made and that the present FTA meeting was working towards continuing along this path. He asked UCU whether their position was similarly positive it was agreed by UCU that this was so. The Chair suggested that the meeting be adjourned in order to allow Management and UCU to exchange, and consider, documents. The meeting adjourned for thirty minutes.

When the meeting reconvened both groups reiterated that they agreed on the figure of 1,520 hours. Dr Mercer asked for an explanation of the reduction of research time available to staff on Teaching & Research contracts. Dr Mercer also requested clarification on the 450 maximum hours teaching time in Management's document. Dr Mercer additionally requested clarification as to the 300 hours' admin time in Management's document (as against 245 in UCU's). Dr Mercer went on to note that Management's document has 70 hours' flexible time, as against 30 hours in UCU's document.

Professor Newport informed members that the 450 hours relates primarily to Professional Tutor contracts rather than Teaching & Research contracts. Professor Newport cited the example of Professional Tutors in Teacher Education who in many cases do not require that amount of preparation time. Dr Mercer noted this example and responded that there are Professional Tutors in other areas of the University for whom this is not the case. Dr Bennett suggested that differences in preparation times between Professional Tutors across the University be dealt with via the tariffs. Professor Newport concurred with this suggestion.

Professor Newport noted that Teaching and Research staff undertaking teaching in an area new to them would require more preparation time than colleagues teaching in areas with which they are familiar. Professor Newport assured members that while the 1,000 hours is non-negotiable it contains an amount of flexibility. Professor Newport added that the University is aware of the necessity of not exceeding the 300 hours for Teaching & Research. Professor Newport emphasised that the 300 hours is an upper limit, rather than a target.

Dr Bennett informed members that UCU's calculations aim for parity between colleagues on Teaching & Scholarship contracts and those on Teaching & Research contracts. Dr Bennett reiterated that differences between the two can be resolved via the tariffs rather than the headline number. Professor Newport asked whether UCU is happy with the 1,000 hours for Professional Tutors and Teaching & Scholarship contracts. Dr Bennett confirmed that this was the case. Professor

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Newport undertook to provide wording to recognise differences between Professional Tutors' situations across the University.

**ACTION: Professor Newport to supply wording, as above.**

Dr Bennett asked what percentage of colleagues on Professional Tutor or Teaching & Scholarship contracts in the School of Education would need to travel as part of their duties. Professor Newport responded that this would be the majority, if not all, of colleagues in this group. Professor Lavalette informed members that in the School of Sciences and Social Sciences there are three colleagues on Teaching & Scholarship contracts and four Professional Tutors. Professor Lavalette confirmed that all Professional Tutors in the school travel and conduct visits, adding that Professional Tutors in the Business School do not do this. Professor Lavalette concurred with Dr Bennett's suggestion that such differences be dealt with via the tariffs.

Dr O'Sullivan suggested that narrative could be inserted into the model explaining the 450 hours. Professor Newport raised the example of a colleague in Education whose teaching hours are c.157 yet are working at full capacity due to school-based teaching (and travel linked to this) and informed members that the new Workload Model would capture this level of detail.

Dr Mercer requested clarity as to the discrepancy between Management's document showing scholarship time of 150 hours and UCU's showing it as 245 hours. Professor Newport responded that 150 hours had always been the case, adding that under the model that was agreed by UCU previously these were intended for CPD and scholarship. Dr O'Sullivan suggested that Professional Tutors and colleagues on Teaching & Scholarship contracts be given more scholarship time by a rebalancing of admin and other duties. Professor Newport undertook to look at UCU's figures in relation to this point.

**ACTION: Professor Newport to look at UCU's figures, as above.**

Mr Catterall reminded members that the new model would need to be instituted at some point, adding that a cut-off point to negotiations would be necessary. Mr Catterall also reminded members that the dispute procedure is at Stage One. Dr Mercer responded that UCU acknowledged the need for the process to be completed and voiced the opinion that two more meetings would be sufficient. Dr Mercer undertook to send Professor Newport a suggested schedule for these meetings.

**ACTION: Dr Mercer to send schedule, as above.**