

LIVERPOOL HOPE UNIVERSITY

JOINT CONSULTATIVE AND NEGOTIATING COMMITTEE

Minutes of the Meeting held on 9th October 2018

PRESENT: Dr S Marwood (Chair), Dr G Anderson, Ms S Beecroft, Mr A Catterall, Mr B Grice, Revd Professor Newport, Dr S Shakespeare, Ms L Thompson

SECRETARIAT: Mr M Jones

APOLOGIES: Ms L Mottram, Professor I Vandewalle

1. Minutes of the previous meeting

Members had received the minutes of the meeting held on 22nd May 2018, which were **APPROVED** as a correct record.

2. Matters Arising

(i) Subsidised Travel Passes (actum 2i)

Dr Shakespeare informed members that a number of UCU members had expressed interest in subsidised travel. Ms Beecroft undertook to send information on Arriva's direct debit payment scheme to union reps.

ACTION: Ms Beecroft to send information on Arriva's direct debit payment scheme to union reps.

(ii) Compulsory Attendance at Events for Fractional Staff (actum 2ii)

Dr Anderson confirmed that he had contacted Professor Vandewalle in relation to this matter and was awaiting a response.

(iii) Travel Time (actum 2iii)

The Chair confirmed that he had contacted Professor Vandewalle in relation to this matter and was awaiting a response.

(iv) Training in Research Funding Applications (actum 5i)

Dr Anderson confirmed that he had contacted Ms Anton in relation to this matter and was awaiting a response.

(v) Journal Submission Mentoring (actum 5ii)

CONFIRMED

Professor Newport confirmed that Ms Kavanagh had circulated the Early Career Researcher Framework. The Chair asked relevant members to raise the issue with deans in departmental meetings.

ACTION: Relevant members to raise mentoring in journal submission with deans at departmental meetings.

(vi) Induction for Hourly Paid Staff (actum 5iii)

Ms Thompson confirmed that she has been in contact with Ms Anton in relation to this matter.

(vii) Electronic Sickness and Absence Forms (actum 5iv)

Ms Thompson confirmed that sickness and absence forms can now be completed electronically.

3. Management Items

(i) University Data

Ms Beecroft informed members that 1,206 first year undergraduate students registered with the University this year (with a further small number still pending). In addition to this, sixty students have registered for a foundation year. Ms Beecroft informed members that PGCE and School Direct exceeded expectations this year, with School Direct numbers almost double those from 2017/18.

Ms Beecroft informed members that the University achieved a surplus of 5.5% at the end of the 2017/18 year.

Dr Shakespeare asked whether the hold on new posts enacted during the 2017/18 year would now be lifted. Mr Catterall replied that a number of new posts were currently under consideration. Mr Grice asked whether the hold was still in place with regard to support staff. Mr Catterall replied that a number of new support posts are currently advertised on the University website.

(ii) USS Consultation

Mr Catterall informed members that the consultation is open until November 2018. Dr Anderson asked how many staff are currently in the USS scheme. Mr Catterall replied that between 35 and 40 colleagues are currently in the scheme.

(iii) Ongoing Ballots

Mr Catterall noted that there is currently one ongoing ballot with UCU and one with Unison, adding that UCU is balloting for strike action and six 'Action Short Of A Strike's while UCU is balloting for strike action. Mr Catterall added that once results are in the University will send out the Industrial Action Policy. Mr Catterall concluded by noting that the University does not accept partial performance and will withhold pay in such instances.

Mr Grice informed members that Unison's target dates for industrial action are from mid-November and asked whether, should the first date fall before Christmas, pay could be withheld before Christmas. Mr Catterall replied that this would depend on the actual date of action, but that he suspected pay would be withheld in January.

(iv) Role Profile Teaching and Scholarship

Professor Newport informed members that a new role profile is being drafted which will cover 'Teaching and Scholarship'. The prospective role is intended for staff whose focus is on teaching and scholarship rather than REF-submissible research. Professor Newport added that the 'scholarship' element of the role could be evidenced by activities such as production of dictionary articles, textbooks, works which write up existing knowledge. Removal of the obligation to produce REF-submissible work would allow colleagues in this role to devote more time to teaching and pastoral support as well as mentoring new staff. The role would be taken up on a voluntary basis, subject to approval, and there would be the option for colleagues to return to REF-submissible roles in the future. Professor Newport emphasised that this role was open to current staff only.

Dr Shakespeare asked whether there would be a promotion path from the new role. Professor Newport confirmed that this was the case. Mr Catterall suggested that Professor Newport and UCU representatives meet to discuss this further.

ACTION: Professor Newport to meet UCU to review proposed Lecturer (Teaching and Scholarship) role profile.

(v) Foundation Years

Professor Newport informed members that the University has been offering foundation years since the end of the 2017/18 year and that sixty students have enrolled for this year. Professor Newport added that such students register for a four year degree. Dr Anderson asked what impact foundation years had upon academic workloads. Professor Newport replied that the impact is being managed. Dr Anderson asked whether students on foundation years were included in SSR calculations. Ms Beecroft confirmed that this was the case.

4. Unison Items

(i) Summer Catering Provision

Mr Grice welcomed the extension of the summer period during which staff tea and coffee is available and asked whether it would be possible to ensure that the Fresh Hope shop is more fully stocked during the summer. Ms Beecroft undertook to discuss this with Mr Pace.

ACTION: Ms Beecroft to discuss Fresh Hope shop summer opening hours with Mr Pace.

(ii) Secure Work Standard

Mr Grice raised the issue of Citizens UK's Secure Work Standard, an accreditation whereby employers are encouraged to demonstrate that their employment practices provide staff with secure hours, secure income and secure jobs. Mr Catterall noted that a number of colleagues in Catering have set hours with optional extra hours in line with seasonal fluctuations. Mr Catterall suggested that Mr Grice discuss this with Ms Harrington

ACTION: Mr Catterall to discuss Secure Work Standard re colleagues in Catering with Ms Harrington.

(iii) Learning at Work Week

Mr Grice informed members that Learning At Work Week 2019 takes place from 13th-18th May 2019 and asked if the University would be running any events in conjunction with this. Mr Catterall suggested that Mr Grice contact Ms Anton re this.

ACTION: Mr Grice to contact Ms Anton re Learning At Work Week 2019.

5. UCU Items

(i) Promotions

Dr Shakespeare asked if there had been any progress re analysis of promotions results. Mr Catterall replied that this would be available in the near future. Dr Shakespeare asked whether it would be possible to undertake the promotion exercise for Senior Lecturer to Associate Professor and Principal Lecturer annually (as opposed to every two years as is currently the case). Professor Newport undertook to raise this issue at Rectorate Team.

ACTION: Professor Newport to raise frequency of promotion exercise from Senior Lecturer to Associate Professor and Principal Lecturer at Rectorate Team.

Dr Shakespeare raised the issue of REF External Advisor reports being sent to Personnel, stating that this was causing concern among academics. Mr Catterall assured Dr Shakespeare that the reports are sent to Personnel solely in order to ensure that the advisors are paid for their work, and are not retained by Personnel. Mr Catterall undertook to contact Professor Nagar in order to see if there is a more efficient way of completing this process.

ACTION: Mr Catterall to contact Professor Nagar re sending REF External Advisor reports to Personnel.

(ii) CRT in Faculty of Science

Dr Anderson reported that CRT is now in place in the Faculty of Science.

(iii) Plas Caerdeon Review

Dr Anderson asked for an update re the review of use of Plas Caerdeon for undergraduate teaching. Ms Beecroft replied that the review has been completed and that Mr Sennett will be contacting departments re its outcomes in due course. Ms Beecroft added that the programme of trips to Plas Caerdeon will continue this year.

(iv) Network of Hope

Dr Anderson asked for an update on the queries re travel time to and from Network of Hope colleges and preparation time for delivery of online classes in Network of Hope colleges. The Chair undertook to contact Professor Vandewalle re these issues.

ACTION: Chair to contact Professor Vandewalle re travel time to and from Network of Hope colleges and preparation time for delivery of online classes in Network of Hope colleges.

(v) Guidelines/Profess on Complaints of Sexual Harassment

Ms Thompson informed members that production of updated staff and student policies is ongoing.

(vi) Pay Ballot

Dr Anderson informed members that the ballot would take place on 19th October 2018.

(vii) UCU Committee Update

Dr Anderson distributed the updated membership list for the UCU branch committee.

(viii) Flexible Working Policy

Members resolved to hold this item over to the next meeting.

(ix) Pay Policy

Members resolved to hold this item over to the next meeting.

6. AOB

Dr Shakespeare asked whether feedback from the University's Athena Swan submission would be shared with colleagues. Mr Catterall confirmed that the feedback would be shared via Equality & Diversity Steering Group. Mr Catterall undertook to request a summary of the report from Ms Lewin.

ACTION: Mr Catterall to request summary of Athena Swan feedback report from Ms Lewin.