

# CONFIRMED

## LIVERPOOL HOPE UNIVERSITY

### JOINT CONSULTATIVE AND NEGOTIATING COMMITTEE

#### Minutes of the Meeting held on 21<sup>st</sup> February 2019

**PRESENT:** Dr S Marwood (Chair), Dr G Anderson, Ms S Beecroft, , Mr B Grice, Dr K McNicholl, Ms L Mottram, Revd Professor Newport, Ms L Thompson, Professor I Vandewalle

**SECRETARIAT:** Mr M Jones

**APOLOGIES:** Mr A Catterall,

#### 1. Minutes of the previous meeting

Members had received the minutes of the meeting held on 9<sup>th</sup> October 2018. Professor Newport requested that in agenda item 5i (UCU Items – Promotion), ‘Associate Professor to Principal Lecturer’ be amended to ‘Senior Lecturer to Associate Professor and Principal Lecturer’. Pending this change the minutes were **APPROVED** as a correct record.

#### 2. Matters Arising

##### (i) Subsidised Travel Passes (actum 2i)

Ms Beecroft confirmed that she has sent information on Arriva’s direct debit payment scheme to union reps.

##### (ii) Mentoring in Journal Submission (actum 2v)

Members confirmed that this had taken place. Dr Anderson asked Professor Newport whether the Early Career Researcher Framework would be replicated under the new faculty structure. Professor Newport confirmed that this was the case.

##### (iii) Role Profile Teaching and Scholarship (actum 3iv)

Professor Newport confirmed that he had met with UCU and that an agreement has been reached.

##### (iv) Summer Catering Provision (actum 4i)

Ms Beecroft confirmed that she had contacted Mr Pace re this and had received assurances that stock in the Fresh Hope shop would be maintained at a level equivalent to that of term time during the summer break. Ms Beecroft added that the during the summer break the shop would close at 3pm.

##### (v) Learning at Work Week (actum 4iii)

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Mr Grice confirmed that he had contacted Ms Anton. Ms Anton had informed Mr Grice that the University had no plans to run events in conjunction with Learning At Work Week.

(vi) Promotions (actum 5i a)

Professor Newport confirmed that he would be raising the issue of promotions exercises at the next meeting of Rectorate Team.

(vii) REF External Advisor Reports (actum 5i b)

Ms Thompson confirmed that REF External Advisor Reports are no longer sent to HR.

(viii) Network of Hope (actum 5iv)

Professor Vandewalle informed members that he would be raising the issue of travel time to and from Network of Hope colleges and preparation time for delivery of online classes in Network of Hope colleges with deans. Professor Vandewalle informed members that travel time to and from network of hope and delivery of online classes in Network of Hope colleges would not be added to the SAM model, adding that the time is to be included in calculations at local level.

(ix) Athena Swan Feedback (actum 6)

Ms Lewin informed members that the University has received the Athena Swan Feedback report and undertook to share this with union representatives.

**ACTION: Ms Lewin to share Athena Swan feedback report with union representatives.**

### 3. UCU Items

(i) Promotion Routes for PTs and New Teaching and Scholarship Roles

Dr Anderson asked Professor Newport for further detail re the promotion paths relating to Teaching and Scholarship roles. Professor Newport replied that there would be a route for promotion from Lecturer (Teaching and Research) to Senior Lecturer (Research and Scholarship). Professor Newport added that the Teaching and Scholarship role is intended for existing members of staff and will not be open to new staff. Ms Thompson added that it would not be possible to run promotion exercises for all roles every year and suggested that promotion exercises be staggered.

(ii) REF Guidance and Research Time

Dr Anderson noted the information on Consolidated Research Time in the recently published REF2021 guidance and asked management for a response to this. Professor Newport responded that in the Faculty of Education, CRT has been granted to a number of colleagues in order for them to develop impact case studies. Professor Newport noted that uptake of CRT was still low in some areas.

(iii) Casualisation

Dr Anderson requested clarification on the University's stance on casualisation. Professor Vandewalle replied that there is no University policy to increase casualisation. Ms Thompson added that there has been no increase in the number of fixed term contracts issued by the University and that where hourly-paid academics are engaged this is in order to fill a gap on a

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short term basis when an academic has left the University. Dr Anderson asked whether it would be possible to obtain statistics re the number of fixed term contracts issued in the past five years, and the gender of recipients of these contracts. Ms Thompson asked Dr Anderson to send her written request for this data. Ms Beecroft added that she could supply details of spend on fixed term contracts in the period specified.

**ACTION: Dr Anderson to supply Ms Thompson with written request for data in relation to fixed term contracts. Ms Beecroft to supply Dr Anderson with finance data in relation to fixed term contracts.**

### (iv) Level F Workload Implications

Dr Anderson informed the group that UCU members have requested further information about potential training in Further Education-level teaching for colleagues delivering Level F (Foundation Year). Dr Anderson also asked for further information about the workload implications arising from Level F. Professor Newport replied that, with one exception, all Level F teaching is being delivered by existing staff, with relevant posts backfilled. Professor Newport added that colleagues from Holy Cross College have agreed to provide training in Further Education-level teaching for colleagues delivering Level F.

### (v) ITE Staff Turnover

Dr McNicholl raised the issue of staff turnover among ITE staff. Ms Thompson asked Dr McNicholl to contact her re this.

**ACTION: Dr McNicholl to contact Ms Thompson re staff turnover among ITE staff.**

## 4. Management Items

### (i) REF2021

Ms Lewin informed members that the REF Steering Group is currently producing the University's REF2021 Code of Practice, in line with the proforma supplied. Dr Anderson raised the issue of metrics relating to REF (eg outputs) being used in University promotion exercises. Ms Lewin acknowledged this concern and undertook to discuss it with Dr Anderson in relation to the draft Code of Practice.

**ACTION: Ms Lewin to discuss use of REF-related metrics in promotions exercises with Dr Anderson.**

### (ii) Finance update

Members had received the finance update from Ms Beecroft. Ms Beecroft welcomed the effect of the new Foundation Year upon the University's finances.

## 5. Augar Review

Professor Vandewalle informed members that there is as yet no date for the publication of the report arising from the Augar Review. Professor Vandewalle noted that in the absence of the report, setting budgets is proving challenging.