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LIVERPOOL HOPE UNIVERSITY

JOINT CONSULTATIVE AND NEGOTIATING COMMITTEE

Minutes of the Meeting held on 21st May 2019

PRESENT: Dr S Marwood (Chair), Dr G Anderson, Ms S Beecroft, , Dr K McNicholl, ,
Revd Professor Newport, Dr S Shakespeare, Ms L Thompson

SECRETARIAT: Mr M Jones

APOLOGIES: Mr A Catterall, Mr B Grice, Ms L Mottram, Professor I Vandewalle

1. Minutes of the previous meeting

Members had received the minutes of the meeting held on 21st February 2019. Professor Newport requested that in agenda item 3i (Promotion Routes for PTs and New Teaching and Scholarship Roles), '...would not be a route for promotion' be amended to '...would be a route for promotion'. Pending this change the minutes were **APPROVED** as a correct record.

2. Matters Arising

(i) Promotions (actum 2vi)

Professor Newport confirmed that he had raised the issue of promotion exercises at a recent meeting of Rectorate Team. Dr Anderson asked how often the Associate Professor to Principal Lecturer promotion exercise would be carried out. Professor Newport undertook to look into this question.

ACTION: Professor Newport to seek clarity as to frequency of Associate Professor to Principal Lecturer promotion exercises.

(ii) Athena Swan Feedback (actum 2ix)

Ms Lewin confirmed that she had shared Athena Swan feedback with union representatives.

(iii) Casualisation (actum 3iii)

Dr Anderson confirmed that he had supplied Ms Thompson with a written request for data in relation to fixed term contracts. Ms Beecroft undertook to supply Dr Anderson with financial data in relation to fixed term contracts.

(iv) ITE Staff Turnover (actum 4v)

Ms Thompson confirmed that Dr Bamber had met with Dr Anderson and Ms Lewin in relation to this matter.

CONFIRMED

(v) REF2021 (actum 4i)

Ms Lewin confirmed that she had discussed use of REF-related metrics in promotions exercises with Dr Anderson.

3. Management Items

(i) REF Code of Practice

Members had received the University's REF Code of Practice. Ms Lewin informed members that the document is currently available on MyHope and that a link to it has been circulated on the staff bulletin. Dr Anderson stated that UCU welcomed the Code of Practice, and praised its comprehensive nature and the reassurance it provided.

(ii) New Faculty

Professor Newport informed members that a group has been established, chaired by Mr Catterall, in order to oversee the operational aspects of the creation of the Faculty of Liberal Arts, Education and Social Sciences. Professor Newport added that Associate Deans and Assistant Deans are all now in post and that the new system will be in place in time for the start of the 2019/20 academic year.

(iii) Finance

Ms Beecroft informed members that the University was on track to achieve a surplus of 4% (£2.1m) for the 2018/19 year. Ms Beecroft added that uncertainty in the sector in advance of publication of the Augar Review presented a challenge in terms of budget planning for 2019/20 but that the process was underway.

The issue of potential removal of low-enrolling Masters courses was raised. Professor Newport requested that relevant colleagues contact him to discuss this further.

ACTION: Colleagues to contact Professor Newport re Masters courses.

4. UCU Items

(i) Workload

Members had received the UCU response to 'A SAM focussed view of Learning and Teaching at Hope'. Members discussed the need for changes of the kind outlined in the document to be undertaken with input from the unions. Dr Shakespeare raised the issue of the removal of PGR supervision from teaching hours. Professor Newport requested that Dr Shakespeare raise this issue with Dr Haughan

ACTION: Dr Shakespeare to contact Dr Haughan re removal of PGR supervision from teaching hours.

Dr Shakespeare raised the issue of teaching undergraduate dissertations in groups of ten, voicing the opinion that this could adversely affect the student experience. Professor Newport informed members that this decision had been made in conjunction with Heads of Department,

CONFIRMED

adding that flexibility had been built into the system, allowing each Head of Subject to decide how the timetabled hour would be used. In this way, one to one tuition could still take place where necessary.

(ii) Mileage Rate (expenses)

Dr Anderson informed members that HMRC's approved mileage rate has risen from 40p per mile to 45p per mile and asked whether the University's mileage rate would rise accordingly. Ms Beecroft undertook to look into this.

ACTION: Ms Beecroft to look into HMRC approved mileage rate.

(iii) REF Coordinators

Members discussed the possibility of REF Coordinators being allocated dedicated time in order to carry out their duties. Ms Lewin advised that relevant REF Coordinators take this up with their Head of Department.