

**MINUTES OF THE UNIVERSITY OF LIVERPOOL SENATE**

**MEETING HELD VIRTUALLY VIA ZOOM ON 26 JANUARY 2022**

<b>Present:</b>	<p>The Vice-Chancellor (in the Chair until 2.45pm), Pro-Vice-Chancellors Professors Brown and Hollander, Executive Pro-Vice-Chancellors Professors Beveridge (in the Chair from 2.45pm) and van der Hoek, the Director of People and Services, Dr C Costello (until 3.30pm), Associate Pro-Vice-Chancellors Professors Anderson, Evers, Harkness-Brennan, Sheffield and Yates, Dr Adeyemi, Dr Alsalloum, Dr Arnolds, Professors Atkinson, Barr, Baylis and Bearon, Dr Belfrage, Professors Bennett, Berry, Buse, Chiverrell and Clegg, Dr Colquitt, Dr Corner, Professors Cosstick and Crolley, Dr Curran, Professors Dong and Forkert-Smith, Dr Gahman, Professor Gibson, Dr Gleave, Professor Hauskeller, Dr Jeater, Professors Leek and Lyons, Dr Madine, Dr Malathouni, Professors Marshall, McGowan and Murray, Dr Nicholls, Professor O'Halloran, Dr Ormandy, Dr Parameswaran, Professors Patterson, Pickard, Rocha, Saunders, Schewe and Scott, Dr Sedghi, Professors Sheard, Smith, Speed, Tackley, Teubner, Watkins and Welsch.</p> <p>The President, Deputy President and two Vice-Presidents of the Liverpool Guild of Students and the student representatives from the Faculty of Health and Life Sciences, Faculty of Humanities and Social Sciences and Faculty of Science and Engineering were present as representatives of the student body.</p>
<b>Apologies:</b>	Received from 12 members of the Senate.
<b>In Attendance:</b>	K Ryan, University Secretary and Director of Legal and Governance/Clerk to Council; E Leonard, Governance Manager (Secretary); S Jackson, Director of Research, Partnerships and Innovation; Professor D Morris, Athena Swan Steering Group Co-Chair; S Thomson, Director, Centre for Innovation in Education; and K Watkinson, Director of Human Resources.

**COMMITTEE AND MEMBERSHIP MATTERS**

**1. Powers and Duties of the Senate and Membership**

**RECEIVED** and **NOTED:**

- i. A paper detailing the powers and duties and the current membership of Senate.

**2. Guidance on Diversity and Equality Compliance for Committees**

**RECEIVED** and **NOTED:**

- i. A statement, updated for 2021/22, which was presented annually at the first meeting of all committees/boards to highlight the University's commitment to promoting equality in order to comply with the Equality Act 2010 and the Public Sector Equality Duty.

### **3. Statement of Policy and Procedure on Disclosure of Interest**

#### **RECEIVED and NOTED:**

- i. The University's Statement of Policy and Procedure on Disclosure of Interest, in accordance with the Policy requirement that 'at their first meeting of the academic year, each committee within the University should have a standing item on their agenda about conflict of interest'.

### **4. Disclosures of Interest**

Members were asked to disclose any interest that could give rise to conflict in relation to any item on the agenda. No such interests were disclosed.

### **5. Minutes of Previous Meeting**

#### **5.1 Minutes of the Meeting Held on 30 June 2021**

#### **AGREED:**

- i. The minutes of the meeting held on 30 June 2021 should be approved as an accurate record.

### **6. Report on Business Dealt with Via Circulation Following the Cancellation of the November 2021 Meeting**

#### **RECEIVED:**

- i. A report on the business dealt with via circulation following the cancellation of the November 2021 meeting.

#### **REPORTED:**

- ii. Annual Report of Quality Assurance for Taught and PGR Programmes  
Members had been asked to endorse for submission to Council the contents of a report providing assurance on the outputs of the quality assurance processes and confirming the continuing quality and standards of provision across the University and its collaborative partners.

#### Revisions to the Statutory Framework

Members had been asked to recommend approval of various amendments to the Charter, Statutes and Ordinances. The changes were necessary to bring the Statutory Framework up to date in accordance with current practice, reflect the latest organisational structure, remove gendered pronouns and address several recommendations/suggestions arising from Halpin's recent Governance Review of the University.

A small number of comments had been received on the wording of the revised Statute 8.4 (regarding a lay majority at Council) which had been reflected in the version presented to Council. One Senate member asked for it to be recorded that they could not recommend the proposed change to Ordinances 20.5 and 21.2 to allow elected Senate representatives to serve for nine rather than six years as Senate had not been able to discuss these changes. This had been reflected in the report to Council.

### Admissions Appeals and Complaints for Entry September 2021

Members had been asked to note a report summarising the formal appeals and complaints submitted to the Associate Director, Admissions, using the formal Admissions Appeals and Complaints Form.

### Report of the Education Committee

Members had received a report on the discussion and decisions made by the Education Committee at its meeting held on 20 October 2021, covering:

- Terms of Reference, Constitution and Membership 2021/22
- Annual Quality Report
- University of Liverpool Maths School Annual Report
- Institutional Survey Results 2021
- Overview of Strategy for Employability Related Activity
- Student Success Framework: Objectives for 2021/22
- Update on Online Partnership Activities
- University of Liverpool Bursary Review.

Members had been asked to recommend approval of the Education Committee's revised membership for the 2021/22 academic year.

One member had sought clarification on the institutional approach to employability. Confirmation had been provided that Careers and Employability could provide in-curricula content/teaching, and that Academic Advisors were not being asked to do anything additional but to engage in employability/careers discussions with advisees, and to better understand where to refer students to for further advice and support.

### Report of the PGR Committee

Members had received a report highlighting items considered at the meeting of the PGR Committee held on 11 October 2021, covering:

- PhD by Prior Publication
- Update to Ordinance for Integrated PhD and MSc
- Support and Mitigation for PhD Students Seriously Affected by COVID-19
- Impact on COVID Log.

Members had been asked to approve the development of a PhD by Prior Publication programme to enable individuals without a PhD who had a substantial publication record to demonstrate through their existing body of work that they meet the benchmarks associated with a University of Liverpool PhD. Four Senate members had put forward comments and queries regarding the circulated business case which had been responded to as follows:

With regard to the proposed start date of October 2021 indicated on the business case, the business case had first been generated in March 2021 with the proposal for an intake starting October 2021. However, there had been inevitable delays in the process and it was now estimated that, subject to formal approvals, the first intake would be sometime in 2022. With respect to the suggestion that for candidates who were University of Liverpool staff members, the viva voce panel should only be composed of two external examiners (rather than one internal and one external), this was an excellent suggestion and would provide additional rigour to the process. It was further considered that this should be the case for all candidates and the draft full regulations would be edited to indicate that all candidates would undertake a viva voce with two external examiners (and no internal examiner) but with the inclusion of a member of staff as an Independent Chair. In relation to eligibility criteria and assessment of candidates, it was agreed that these needed to be robust and rigorous. These had been considered in more

detail in generating the full draft regulations, and the issues raised had been addressed within these documents. The central aim was to ensure there was no devaluation of the University's PhD awards by introduction of this new route to gain a PhD. Eligibility to external candidates with established research links with University staff had been included to enhance these existing collaborations. However, the concerns were understood and it would be ensured that there was a fair and appropriate assessment process for eligibility. In that context, limiting eligible publications to work that had been carried out at the University was considered to be restrictive in the context of external candidates and would also count against strong candidates who had joined the University more recently.

Members had been asked to agree to recommend approval of a revised Ordinance for the Integrated PhD and MSc programme delivered only in connection with a CDT in Data Analytics and Society delivered in collaboration with the University of Leeds, University of Manchester and University of Sheffield. The programme was of four years' duration but a change to the University's regulations was required to include an automatic overtime/writing up year to the existing four-year registration period to ensure parity between candidates enrolled at the University of Liverpool and the other partner universities.

#### Report of the Research and Impact Committee

Members had received a report highlighting items considered at the meeting of the Research and Impact Committee held on 21 October 2021, covering:

- Research Income
- Project RISE Update
- Negotiations with Elsevier in the context of 'Plan S'
- Licencing of Materials Deposited into the University Repository to meet Funder Open Access Requirements
- Reimagining our Aims and Aspirations, Libraries, Museums and Galleries 2019-2026.

#### Annual Report from the Research Integrity and Governance Committee: 2020/21

Members had been asked to note the Annual Report from the Research Integrity and Governance Committee for the period 2020/21, describing the work of the Committee to uphold and develop the robustness of the University's research integrity framework.

#### Summary Report from the University Approval Panel 2020/21

Members had been asked to note a report providing a summary of the decisions of the University Approval Panel regarding proposals for new programmes and programme revalidations.

- iii. The Vice-Chancellor had subsequently taken Chair's action on behalf of the Senate to approve the recommendations contained within the reports (as outlined in minute 7 below).

## **7. Report on Action Taken by the Chair**

### **RECEIVED:**

- i. A report setting out action taken by the Chair on behalf of the Senate.

## REPORTED:

- ii. Since the last meeting, the Vice-Chancellor had taken action on behalf of the Senate in relation to the following:

Re-Appointment of the Chair of the Senate Committee on the Progress of Students (approved 23 July 2021)

To approve the re-appointment of Professor Jill Rudd as the Chair of the Senate Committee on the Progress of Students for the period 1 August 2021 to 31 July 2024.

Fitness to Practise Panel Members 2021/22 (approved 5 August 2021)

To approve the pool of Fitness to Practise Panel members for the 2021/22 academic year, as recommended by the Academic Compliance Administration Team.

Senate Elections Protocols (approved 9 August 2021)

To approve the 2021 Senate Elections Protocols.

Proposal for a Change of Directorate Name within HLS, and to Establish an Additional Level 1 Unit within the Same Directorate (approved 12 August 2021)

To agree to recommend approval of a change to the name of the Infrastructure and Environment Directorate in the Faculty of Health and Life Sciences to Technology, Infrastructure and Environment Directorate, and to also create a level 1 unit within the Directorate.

Revised Programme Ordinances (approved 19 August 2021)

To agree to recommend approval of amendments to the following Ordinances:

- Ordinance 56(A)i: Degree of Master of Philosophy (applicable to students who commenced their studies from April 2015 onwards and submit their initial soft-bound thesis prior to 2 September 2019)
- Ordinance 56(A)ii: Degree of Master of Philosophy (applicable to students who commenced their studies from April 2015 onwards and submit their initial soft-bound thesis on or after 2 September 2019)
- Ordinance 56(B)i: Degree of Master of Philosophy (applicable to students who commenced their studies between June 2011 and April 2015 and submit their initial soft-bound thesis prior to 2 September 2019)
- Ordinance 56(B)ii: Degree of Master of Philosophy (applicable to students who commenced their studies between June 2011 and April 2015 and submit their initial soft-bound thesis on or after 2 September 2019)
- Ordinance 56(C)i: Degree of Master of Philosophy (applicable to students who commenced their studies between 2008-09 and the end of 2010-11 and submit their initial soft-bound thesis prior to 2 September 2019)
- Ordinance 56(C)ii: Degree of Master of Philosophy (applicable to students who commenced their studies between 2008-09 and the end of 2010-11 and submit their initial soft-bound thesis on or after 2 September 2019)
- Ordinance 57(A)i: Degree of Doctor in Philosophy (applicable to students who commenced their studies in 2014-15 and subsequently and submit their initial soft-bound thesis prior to 2 September 2019)
- Ordinance 57(A)ii: Degree of Doctor in Philosophy (applicable to students who commenced their studies in 2014-15 and subsequently and submit their initial soft-bound thesis on or after 2 September 2019)

- Ordinance 57(B)i: Degree of Doctor in Philosophy (applicable to students who commenced their studies between April 2011 and the end of 2013-14 and submit their initial soft-bound thesis prior to 2 September 2019)
- Ordinance 57(B)ii: Degree of Doctor in Philosophy (applicable to students who commenced their studies between April 2011 and the end of 2013-14 and submit their initial soft-bound thesis on or after 2 September 2019)
- Ordinance 57(C)i: Degree of Doctor in Philosophy (applicable to students who commenced their studies between 2008-09 and March 2011 and submit their initial soft-bound thesis prior to 2 September 2019)
- Ordinance 57(C)ii: Degree of Doctor in Philosophy (applicable to students who commenced their studies between 2008-09 and March 2011 and submit their initial soft-bound thesis on or after 2 September 2019)
- Ordinance 57(D)i: Degree of Doctor in Philosophy (applicable to students who commenced their studies between March 2004 and the end of 2007-08 and submit their initial soft-bound thesis prior to 2 September 2019)
- Ordinance 57(D)ii: Degree of Doctor in Philosophy (applicable to students who commenced their studies between March 2004 and the end of 2007-08 and submit their initial soft-bound thesis on or after 2 September 2019)
- Ordinance 58(A)i: Degree of Doctor of Medicine (applicable to students who commenced their studies in September 2016 and subsequently and submit their initial soft-bound thesis prior to 2 September 2019)
- Ordinance 58(A)ii: Degree of Doctor of Medicine (applicable to students who commenced their studies in September 2016 and subsequently and submit their initial soft-bound thesis on or after 2 September 2019)
- Ordinance 58(B)i: Degree of Doctor of Medicine (applicable to students who commenced their studies between September 2008 and August 2016 and submit their initial soft-bound thesis prior to 2 September 2019)
- Ordinance 58(B)ii: Degree of Doctor of Medicine (applicable to students who commenced their studies between September 2008 and August 2016 and submit their initial soft-bound thesis on or after 2 September 2019)
- Ordinance 59: Degree of Doctor of Clinical Psychology
- Ordinance 60: Degree of Doctor of Dental Science
- Ordinance 61: General Ordinance for Online Professional Doctorate Degrees
- Ordinance 62: Higher Doctorates.

The amendments had been made as appropriate to make the language more gender neutral, to reflect the change of title of Head of School to Dean, to reflect the change of name of the PGR Student Team to LDC Student Experience Team, to replace out of date references to Tier 4 visas, to update references to mitigating circumstances to read extenuating circumstances, and to reflect that applications for Higher Doctorates should be addressed to the Director of Student Experience and Enhancement.

#### Membership of the Board of Discipline (approved 13 October 2021)

To approve a recommendation from the Academic Compliance Administration Team to appoint Dr Vickie Bates (Public Health, Policy and Systems) as a member of the Board of Discipline for the period from 1 January 2022 to 31 July 2024.

Appointments to the Standing Committees for Personal Chairs and Readerships (approved 26 October 2021)

To approve the appointments of Faculty Representatives and Alternates to serve on the Standing Committees for Personal Chairs and Readerships, all for the period 1 August 2021 to 31 July 2024:

- Faculty of Science and Engineering: Professor Katie Atkinson with Professor Eann Patterson as Alternate
- Faculty of Humanities and Social Sciences: Professor Peter Buse with Professor Alison Fell as Alternate
- Faculty of Health and Life Sciences: Professor Francine Watkins with Professor Claire Eyers as Alternate.

Chair's Actions Taken Following the Cancellation of the November 2021 Senate Meeting:

To endorse the Annual Report of Quality Assurance for Taught and PGR Programmes for submission to Council.

To agree to recommend approval of revisions to the Charter, Statutes and Ordinances.

To agree to recommend approval of the Education Committee's revised membership for the 2021/22 academic year.

To approve the development of a PhD by Prior Publication programme.

To agree to recommend approval of an updated Ordinance for the Integrated PhD and MSc.

Degree Outcomes Statement (approved 15 November 2021)

To agree to recommend approval of the Degree Outcomes Statement.

Revised Ordinance 43: Degrees of Bachelor of Medicine and Bachelor of Surgery (approved 6 December 2021)

To agree to recommend approval of the revised Ordinance 43 to reflect changes approved to the curriculum for the MBChB degrees with immediate effect for all cohorts.

**AGREED:**

- iii. The action taken by the Chair on behalf of the Senate as outlined in 7ii above should be endorsed.

**8. Vice-Chancellor's Report**

**RECEIVED:**

- i. An oral report from the Vice-Chancellor.

**REPORTED:**

- ii. The UK's association with Horizon Europe remained unresolved. Efforts were underway nationally calling for research to be put above politics.

- iii. The Office for Students was currently consulting on a new B3 Quality and Standards condition in relation to student outcomes and new proposals for the Teaching Excellence Framework (TEF). In relation to B3, the University would be expected to meet minimum continuation, completion and progression rates. Within this it would also be expected to meet a baseline for student subjects, level of study, within student characteristics, and irrespective of their legal relationship. If the University failed to meet them it would fall into regulatory action of either a fine, an intervention, or a thematic investigation. The TEF changes included more focus on equal outcomes for all students, revised data sets and working to a different timeline. Responses to the consultations were being prepared and a further update would be provided in due course. In the meantime, any questions or comments on the consultations should be sent to the Pro-Vice-Chancellor for Education.

### **ITEMS FOR APPROVAL/ENDORSEMENT/DISCUSSION/NOTE**

#### **9. Project RISE: Green Paper**

[The Director of Research, Partnerships and Innovation, Sarah Jackson, attended for this item.]

#### **RECEIVED:**

- i. A paper regarding Phase 2 of Project RISE (Research in an Inclusive and Sustainable Environment).

#### **REPORTED:**

- ii. RISE Phase 2, building on the findings of the first phase, had been an institutional wide conversation involving almost 600 colleagues between September and November 2021, focused on two key questions:
  - What do we want to measure and incentivise as part of our research environment?
  - How should we do this, with specific focus on team-based research?
- iii. The recommendations to help maximise the potential of the University's research community were based on extensive conversations across Faculties and at institutional level, for example with the staff networks of colleagues with protected characteristics. The four key findings could be summarised as support for:
  - A wider set of activities to be assessed and measured alongside more traditional measures
  - Greater incentives and support for teamwork to enable more diversity, excellence and sustainability of research teams
  - Use of narrative statements to provide a more rounded assessment of contributions and to support team research
  - Continuation and reform of the Reading Programme focused on improvement of research output quality, based on strengths and weaknesses identified by RISE participants.
- iv. The recommendations aligned with national ongoing changes in the research environment being led by UKRI and were as follows:



- The University should adopt a new, rounded approach to research and impact assessment with colleagues delivering on:
    - a. Knowledge generation (including team research)
    - b. Supporting people (including EDI)  
*and at least one of:*
    - c. Knowledge Exchange (including impact case development)
    - d. Research environment.
  - On teamworking, the University should develop a 'convenor led research' model, alongside traditional PI-led research, with a diversity of distributed role responsibilities which may be rotated over time. The convenor acts as a first point of contact rather than as academic lead. This new way of working would be tested/piloted alongside traditional PI-led research and appropriate models of training for staff would be developed.
  - The University should adopt a narrative statement to provide a more rounded assessment of contributions and to support team research. This would be explored through a pilot approach in PDRs, with an appropriate sample of departments, to reflect disciplinary differences and the way research teams operate. This work would link to parallel activity on the assessment of contributions in teaching and education.
  - Based on the range of views expressed, together with the range of reforms suggested, the Reading Programme should continue as a vital part of the research environment. The core purpose should be 'for evaluation and improvement of research output quality'. Reforms would be developed to increase the confidence in, and value of the Reading Programme, for example by ensuring consistency of review and guidance on feedback. Best practice would be learned from national assessment processes. Although not directly linked to REF, the Reading Programme and scoring was expected to support efficient REF preparations for all colleagues in the future. The data collected as part of the Reading Programme would be used for a limited range of processes: Individuals would receive a score and feedback and may, if they wish, use those scores as supporting evidence in their narrative statements. Heads of Department would be provided with data for REF purposes and to understand the quality profile across Department, Unit and individual contributions. Research Leads/Unit REF leads/Faculty APVCs would be provided with data for REF planning. Level 2 Heads would be provided with Reading Programme data, alongside qualitative information about other contributions, to help identify where a higher-level of contribution was required. In such instances these data may also be made available to the relevant EPVC and to HR to ensure discussions were handled in an appropriate manner. The current expectation for outputs (average of one every one and a half years) would be revised with a view to focus on a range of quality outcomes.
- v. If these recommendations were approved, work would be undertaken on each of the strands to further develop thinking and implementation planning by three cross-institutional Working Groups. A White Paper would be submitted to Senate in June 2022.
- vi. Any changes to research and impact assessment should not create significant additional workload, and should be underpinned by a principle of providing the information only once, which could be used in a range of processes, for example PDR and promotion.

- vii. Outcomes from the next phase of work would lead to new processes for promotion that would be developed for consultation during 2022/23 and implementation in the 2023/24 promotion round.

**NOTED:**

- viii. Links between the Reading Programme and performance management should be given further consideration. Concerns were also raised around: the importance of the Reading Programme not curtailing academic freedom; the availability within the University of expertise within an individual's field; the potential for conflict of interest amongst colleagues; workload issues; and the availability of a right of appeal.
- ix. The extensive listening process undertaken during Project RISE had been an honest and real attempt to build trust. A wide range of views had been obtained and were reflected in the recommendations made.
- x. Members were encouraged to become fully engaged in the work of the three Working Groups which were being established to explore the areas in more detail and develop detailed proposals. These Working Groups would focus on Teamwork, Narrative Statement, and Reading Programme – Knowledge Generation.
- xi. Best practice evident in REF assessment processes would be incorporated in future activity.
- xii. The University was in dialogue with UKRI about convenor-led team research and was contributing to shaping its future direction.

**AGREED TO RECOMMEND:**

- xiii. The recommendations detailed in the Project RISE Green Paper should be approved.

**10. Licensing of Materials Deposited into the University Repository to Meet Funder Open Access Requirements**

**RECEIVED:**

- i. A paper outlining the currently supported routes to open access and providing a proposal to incorporate the funder-mandated licencing requirements into researchers' workflow.

**REPORTED:**

- ii. Research funders including UKRI, Wellcome Trust, and other cOAlition S funders, were introducing more robust open access policies to ensure the widest possible dissemination of outputs they had funded. The University had a legal obligation to meet the terms of these policies and crucial to meeting the obligations was open licencing.
- iii. The issue centred around how to support researchers in meeting their obligations to their funders, in the face of opposition from academic publishers.

- iv. The University's proposed approach would involve implementing a University rights-retention policy which would confirm that copyright in publications rested with researchers, and upon acceptance of a journal article for publication the staff member would grant the University a CC-BY licence (a Creative Commons – Attribution licence that permits a broad range of usage) to their Author Accepted Manuscript, made available via the University Repository. This would take time to implement and a shorter-term option would need to be in place until the policy was approved which would involve implementing a basic workflow-based licence retention process run by Library.

**AGREED:**

- v. The proposed approach as set out in 10iv above should be approved.

**11. Diversity and Equality Reports**

[The Director of Human Resources, Keith Watkinson. attended for this item.]

**RECEIVED:**

- i. The Diversity and Equality Annual Report 2020/21, the Statutory Pay Gap Report 2021 and the Athena Swan Annual Report 2021, together with a presentation summarising the key points from the reports.

**REPORTED:**

- ii. Diversity and Equality Annual Report 2020/21
  - The report provided an overview of key activities, outcomes, and KPIs relating to the priority areas set out in the Equality Framework and Action Plan and work to implement the Public Sector Equality Duty and included sections on: Bullying and Harassment; Disability Equality; Gender Equality; Race Equality; LGBT Equality; General Diversity and Equality; Researcher Development; Access and Participation Summary; Staff Data Trends Summary; Student Data Trends Summary; and Looking Forward to 2021/22. The report was complemented by the Annual Diversity and Equality Infographics Report and the Annual Dignity at Work and Study Report.
  - Key achievements for the reporting year included:
    - All Academic Schools and Institutes had now been awarded their own Athena Swan departmental award
    - The University had joined the Advance HE Race Equality Charter and appointed a new Race Equality Officer
    - The University's second Changing Places Toilet had been opened in the Yoko Ono Lennon Centre
    - The University had successfully launched a new Report and Support service for staff and students.
  - The impact of COVID-19 on the usual business of the University had had a significant impact on equality work including:

- Financial uncertainty leading to a suspension of the implementation of updating family friendly policies
  - The cancellation of the academic annual review (promotion) process and the exceptional performance award bonus scheme
  - The key contractor for campus accessibility improvements going into liquidation causing the projects to be deferred to 2021/22
  - Staff mental wellbeing and resilience.
- Looking ahead to 2021/22 the following actions/activities were planned:
    - New Policies: The following new policies would be developed or launched:
      - Fostering Policy for Staff
      - Built Environment, Accessibility and Inclusivity Statement and Policy
      - Anti-Bullying, Harassment and Victimisation Policy
    - Charter Marks:
      - A new Athena Swan institutional Silver Award application was due to be submitted
      - Preliminary work to start on the Race Equality Charter application, including the formal establishment of the steering group and the sub-committees
    - Governance: The new Equality, Diversity and Inclusion Committee would be reconstituted, replacing the Equality Forum. In addition, a new EDI Committee for Professional Services, and an EDI Committee for the Faculty of Science and Engineering would also be established
    - Conflict Resolution Advisers: Recruitment of new Conflict Resolution Advisers to enhance the Report and Support service for staff.

iii. Statutory Pay Gap Report 2021: Gender, Ethnicity, Disability and Sexuality Pay Gaps

- The Statutory Pay Gap Report outlined the results of the University's Gender, Ethnicity, Disability, and Sexuality Pay Gap calculations based on the March 2021 snapshot.
- The key results were as follows:

Gender Pay Gap:

- Mean: 20.50% (↓0.67)
- Median: 14.12% (↓2.06)
- Mean Bonus: 39.74% (↓28.61)
- Median Bonus: 66.67% (↓16.20)

Other Pay Gaps:

- BAME Mean: -10.86% (↓2.37)
- BAME Median: -12.49% (↓2.08)
- POC Mean: 2.21% (↑0.95)
- POC Median: -1.12% (↑0.29)
- Disability Mean: 14.77% (↓0.27)
- Disability Median: 7.02% (↓2.71)

- LGB+ Mean: 6.78% (↑0.88)
  - LGB+ Median: 4.15% (0.92↑).
- Activities that had taken place that contributed to addressing the gender pay gap included: Aurora Women in Leadership; Athena Swan awards; Recruitment website enhancements; 'Do what you can' approach to work commitments in response to COVID-19; Work Your Way enhanced flexible working options; Heilbron Programme; Project RISE (Research in an Inclusive and Sustainable Environment); and Report and Support. Activities that had taken place that contributed to addressing the ethnicity pay gap included: Diversifying HE Leadership; Race Equality Action Plan; Race Equality Charter; Black History Month; Project RISE; and Report and Support.

iv. Athena Swan Annual Report 2021

[The Athena Swan Steering Group Co-Chair, Professor Debra Morris, attended for this item.]

- In 2021 Advance HE had launched a revised version of the Athena Swan charter mark. The full extent of these changes had been shared with Athena Swan leads across the University so that the required action could be taken.
- A University Athena Swan Steering Group was charged with overseeing the development of Athena Swan applications and monitoring and supporting the implementation of action plans at both University and departmental level. The group also identified common gender equality issues at institutional level.
- The current University Silver Action Plan identified 40 actions to be completed between 2016 and the end of 2020. As of October 2021, 35 actions (88%) had been completed or were ongoing activity. The remaining actions had all been started and some progress made but they had been delayed due to COVID-19 or other issues. The University would not be penalised if a small number of actions were not completed as long as this could be explained in the next application. Key areas of progress included: demonstrate and celebrate gender diversity at the highest levels of the University; increase proportion of female professors and the proportion of BAME female professors; set a target to decrease the gender pay gap; review and improve training and development provision for specific staff groups including Professional Services staff, Early Career Researchers and Teaching and Scholarship staff; and support for Early Career Researchers. Key areas for further action included: establish self-assessment team from Central Professional Services departments and develop action plan(s); review and update guidance on supporting trans staff and students, and train staff requiring in depth information; and explore extending staff pay for paternity leave beyond the statutory two weeks.
- Following a change to Athena Swan charter mark criteria, the University had extended its current Silver award to November 2021 (the submission deadline was March 2022). To support this extension, an additional one year action plan consisting of 12 actions had been approved by the Formal Senior Leadership Team in October 2020. As of October 2021, nine actions (75%)

had been completed or were underway. These actions centred around: evaluating the gender equality impact of COVID-19, consideration of a long-term approach to flexibility; ensuring that connections are maintained between Athena Swan work and activity to prepare for the Race Equality Charter application; and reviewing the bullying and harassment policy and reporting procedures.

- The next University Athena Swan application and action plan would be submitted in March 2022. Evidence from the 2019 Staff Survey, 2020 Pulse Survey, Advance HE focus groups and 2021 Pulse Survey was being reviewed to identify areas where progress had been made and where action was required. In addition, data analysis of staff life cycles by gender as well as intersections with other equality groups was being conducted to provide evidence to support action planning.

#### **AGREED TO RECOMMEND:**

- v. The Diversity and Equality Report 2020/21, the Statutory Pay Gap Report 2021 and the Athena Swan Annual Report 2021 should be approved, noting:
  - In future reports it would be beneficial to include more qualitative data to help in understanding lived experience
  - The use of the term BAME should be reviewed
  - Prior to submission to Council, the Diversity and Equality Annual Report should be amended to include information regarding the work of the Trans and Non Binary Peer Support Network
  - The open approach to pay gap reporting was welcome.

## **12. Liverpool Curriculum Framework Update**

[The Director of the Centre for Innovation in Education, Simon Thomson, attended for this item.]

#### **RECEIVED:**

- i. A presentation from the Director of the Centre for Innovation in Education (CIE) on plans to embed the recently revised Liverpool Curriculum Framework which had been approved by Senate at its meeting held on 30 June 2021.

#### **REPORTED:**

- ii. The Liverpool Learning Summit 2022: Equality, Diversity and Inclusion was being held from 24 to 28 January 2022 and the Learning and Teaching Conference 2022 would be held on 6 and 7 July 2022. Attendance was encouraged.
- iii. An improved resources database had been developed which was searchable and themed. The visual Framework was being used to highlight resources for supporting particular hallmarks and attributes. There was also a generic CIE email address for colleagues to use for further advice.

- iv. Inclusivity was at the heart of the Framework and 20 resources had already been developed supporting this.
- v. Work was currently underway on embedding of the Curriculum Framework into the Liverpool Online portfolio, updating the Curriculum Handbook, expansion of curriculum toolkits, and development of design workshop facilitation model.

**NOTED:**

- vi. Members were encouraged to share best practice with CIE via the online form at <https://www.liverpool.ac.uk/centre-for-innovation-in-education/resources/>, so that case studies could continue to be added to the resource bank.
- vii. An issue regarding IP/authentic assessment should be discussed offline.

**13. Vice-Chancellor Recruitment Process**

**RECEIVED:**

- i. A paper outlining the proposed process to be used to recruit the next Vice-Chancellor and a draft high level timescale of key events in the process, following the announcement that Professor Dame Janet Beer would retire from her position as the Vice-Chancellor of the University of Liverpool in December 2022.

**REPORTED:**

- ii. Paragraph 4.1 of the Ordinances stated that ‘the Vice-Chancellor shall be appointed by the Council after consideration of a report of a Joint Committee of which the President of Council shall be a member ex officio and Chair and of which the other members shall be nominated in equal numbers by the Council and the Senate’. There were no other regulations or requirements regarding the size or composition of the Joint Committee, or how its members were to be selected.
- iii. It was important that the Joint Committee had a broad-based membership able to bring a range of backgrounds and appropriate experience relevant to the task. The recruitment procedure was a two-way process and it was important that all panel members had the opportunity to engage with the candidates and they with all of the panel members. It was essential, therefore that the panel was of a manageable and effective size and that its members were able to commit the necessary time to all stages of the process. As stated above, Council appointed the Vice-Chancellor but the recruitment process and arrangements for its delivery were the responsibility of the President of Council as the ex-officio Chair of the panel. On advice of internal and external recruitment advisers, a panel size of eight was considered, by the President of Council, to be the optimum size for the panel. In order to achieve a panel of members with diverse experience and background, each EPVC, as ex-officio members of Senate, had been asked by the Chair to nominate a Senate representative from their Faculty. Given that the EPVCs were members of Senate who were frequently involved in the selection process for Senate representatives on various other University committees, including promotion committees, it was considered reasonable and appropriate to ask them to do this. For context, this process was not dis-similar to the previous Vice-Chancellor recruitment exercise at the University in which the EPVCs had been asked to nominate Senate representatives from the Faculties to the President of

Council. Following those nominations, individual discussions had taken place with each of the three Senate members and they had been invited to join the panel. It was important to note that the same principles had been applied to the nomination of Council members who had been selected based on their experience by the President. In respect of the student representative on the panel, it was considered appropriate to appoint the President of the Liverpool Guild of Students as he was currently a member of both Council and Senate. As such, the Joint Committee had been constituted as follows:

The President of Council (Chair)	Carmel Booth
Three Lay Members of the Council	Helen Miller Norman Molyneux Hans van Mourik Broekman
Three Representatives of the Senate	Dr Ataa Alsalloum Professor Matthew Baylis Professor Laura Harkness-Brennan
The President of the Liverpool Guild of Students	Bertie Woodcock

- iv. The University was making use of search consultants to support the recruitment process. An analysis of recent senior executive appointments in UK Higher Education had been undertaken and the President of Council, University Secretary and Director of Legal and Governance, Director of People and Services and Director of Human Resources had met with several search consultants on 16 December 2021. Following this session, Perrett Laver, who had extensive experience in Vice-Chancellor recruitment, had been appointed and their appointment had been endorsed by the Joint Committee at its meeting held on 11 January 2022.
- v. The Joint Committee would include input from an external adviser. This individual had yet to be identified, but would be a Vice-Chancellor serving elsewhere. They would be engaged with the panel in the longlisting and shortlisting processes but would not be part of the decision-making process.
- vi. The recruitment consultants would conduct a three week engagement exercise in January/February 2022 to speak to staff/students and stakeholders and to key individuals to determine what the University was seeking in a candidate. The engagement exercise comprised one to one sessions with key individuals, group meetings, open forum meetings and a generic confidential email address for the submission of comments. A report on the outcomes of this exercise would be provided to the Joint Committee and thereafter the recruitment literature would be finalised and approved by the Joint Committee. The search would go live in February. In addition to these engagement opportunities, it was expected that Senate members would be involved in the early stages of the process as follows:
  - Invited to participate in one or more consultation events to be arranged by Perrett Laver, at which the President of Council would be present
  - Invited to meet with the Senate representatives on the panel to share views on the person specification and the process.
- vii. The recruitment consultants would, with the Joint Committee, identify a longlist of possible candidates. The Joint Committee would meet with the selected candidates via Zoom with the aim of shortlisting suitable candidates for the final



selection process. Details regarding the final process would be shared widely through University communication channels. The Joint Committee would aim to present its formal recommendation to Council by May/June 2022, with an announcement to be made following approval by Council. A start date for the successful candidate would be agreed at an appropriate point thereafter.

- viii. A detailed communications plan was in place and updates on the recruitment process would be provided to all stakeholders as appropriate.

**NOTED:**

- ix. Some members believed that Senate should have been notified and involved at an earlier stage and allowed to play a part in the nomination of the Senate representatives on the panel. Members were assured that these views would be considered during future Vice-Chancellor selection processes.
- x. Some elected Senate members requested that they be given the opportunity, as part of the final recruitment process, to meet shortlisted candidates and provide feedback to the panel. Members were informed that the panel would be guided by Perrett Laver on the appropriate interview and selection process.
- xi. It would be beneficial for shortlisted candidates to interact with students.

**AGREED:**

- xii. The process and the three nominated Senate members on the panel should be endorsed.

## **REPORTS FROM COMMITTEES**

### **14. Education Committee**

**RECEIVED:**

- i. A report on the meeting of the Education Committee held on 18 January 2022, covering:
- Student Maternity, Maternity Support and Adoption Policy (*see also minute 15 below*)
  - Diversity and Equality Annual Report 2020/21 (*dealt with as a substantive item by Senate – see minute 11 above*)
  - Liverpool Curriculum Framework Update (*dealt with as a substantive item by Senate – see minute 12 above*)
  - Draft New Guidance for Teaching and Scholarship Elements Related to Promotions
  - Plans for Student Engagement Policy
  - Student Success Framework: Progress Update.

**AGREED:**

- ii. The revised Student Maternity, Maternity Support and Adoption Policy should be approved. The revised Policy would apply to all taught students registered on a campus-based (i.e. not wholly online) academic programme at the University, and

sought to replace the current Student, Maternity and Adoption Policy and offer enhanced and comprehensive support for taught and research students. The Policy recognised and explained the differences in student cohorts and PGR sources of funding and offered a more proactive and comprehensive package of support in line with those on offer to University staff.

## 15. PGR Committee

### RECEIVED:

- i. A report on the meeting of the PGR Committee held on 17 January 2022, covering:
  - Student Maternity, Maternity Support and Adoption Policy (*also see minute 14 above*)
  - PhD by Prior Publication
  - Update to Appendix 8 of the PGR Code of Practice
  - Deemed Withdrawn and Reinstatement Routes for PGR Programmes
  - Institute of Systems, Molecular and Integrative Biology Internal Periodic Review Report Action Plan
  - School of Engineering PGR Internal Periodic Review Report and Action Plan
  - Updates to Appendix 2 of the PGR Code of Practice
  - Actions Taken by the Chair.

### AGREED:

- ii. The Student Maternity, Maternity Support and Adoption Policy should be approved (*also see minute 14 above*).

### AGREED TO RECOMMEND:

- iii. The introduction of the award of PhD by Prior Publication and the associated Ordinance should be approved. Within the Faculty of Health and Life Sciences, and particularly in certain specialities and research areas, there were staff who had not had the opportunity to undertake a research programme leading to the award of a PhD. Yet, many of these staff had been actively engaged in research throughout their career and had a portfolio of published work that was of equivalent standard to a PhD. This was particularly true in the School of Health Sciences where many staff had entered academia having been expert clinicians within the discipline and had an established publication history, but not had the opportunity to follow a traditional PhD route due to full time roles in the NHS for example. The introduction and availability of this award would enable Schools and Departments to recognise and reward excellence within existing staff, a key means to support staff in their academic progression and also retain key staff.

## 16. Research and Impact Committee

### RECEIVED:

- i. A report on the meeting of the Research and Impact Committee held on 19 January 2022, covering:
  - Project RISE: Green Paper (*dealt with as a substantive item by Senate – see minute 9 above*)

- Annual Diversity and Equality Report 2020/21 (*dealt with as a substantive item by Senate – see minute 11 above*)
- Draft Policy on UNESCO Convention on the Ownership of Cultural Property
- Negotiations with Elsevier in the Context of ‘Plan S’
- University of Liverpool Researcher Development Concordat Action Plan.

**AGREED:**

- ii. Further to the approval by the Research and Impact Committee of the University's draft Statement on the Acquisition, Disposal and Use of Cultural Property in Relation to UNESCO's Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970), the proposal raised by a Senate member to include the following key policy documents alongside the 1970 Convention should be approved:
  - The 1995 Convention On Stolen Or Illegally Exported Cultural Objects, which supplements that of 1970 in terms of private law
  - The 1972 Convention Concerning the Protection of the World Cultural and Natural Heritage, and its Operational Guidelines, as these define all types of Cultural Properties.

**OTHER ITEMS**

**17. Accounts of the University for the Year Ended 31 July 2021**

**RECEIVED and NOTED:**

- i. The accounts of the University for the Year Ended 31 July 2021.

**18. Change Request for Ordinance 50: Bachelor of Veterinary Science**

**RECEIVED:**

- i. A paper setting out a recommendation from the Academic Quality and Standards Committee, via Chair's action, for the approval of changes to Ordinance 50 for the Degree of Bachelor of Veterinary Science.

**REPORTED:**

- ii. It was proposed that the BVSc Veterinary Science programme should be modified from April 2022 for students who would be graduating in May 2023. The modification was to the final year practical assessments and the programme modification required changes to the Ordinance.
- iii. Prior to the COVID-19 pandemic, final year students had been assessed by continuous assessment on Clinical Rotations and a summative exam comprising a written exam and an 'observed structured clinical examination': OSCE. In May 2020 (due to COVID-19) the face-to-face OSCEs had been cancelled and practical assessments from the Clinical Rotations had been used instead. In 2020/21 this had been developed further with new practical assessments replacing the OSCEs: in-rotation Practical Competency Assessments (PCAs) and a single end of year online practical exam (online OSCE). These assessment methods had continued through to 2021/22 as COVID-19 restrictions were still in place. In addition, LiftUpp

had been introduced in April 2021 (a curriculum mapping, feedback and assessment platform), and this was used for providing longitudinal, individualised feedback and assessment of competency. Staff and student feedback on the PCAs and LiftUpp was generally positive, but there was less positive feedback on the online OSCE, the main concern being that this form of exam for practical skills lacked authenticity. In light of this feedback, it was proposed to increase the number of in-rotation PCAs and remove the OSCE exam – therefore all practical competencies would be assessed by a combination of LiftUpp and the PCAs. It was believed this would provide a more valid and reliable form of assessment than the OSCEs.

- iv. The proposal for the PCA was that students would be provided with a maximum of four repeat attempts for each PCA. However, in Ordinance 50 only one reassessment attempt was permitted. The restriction to a single reassessment opportunity was in line with the University's Code of Practice on Assessment, but this was in the context of summative assessments graded on a scale of 0-100% with more complex grading criteria. The PCAs were practical assessments based on competency and, therefore, it was appropriate to enable students to develop and improve their competency through repeated practice. It was therefore proposed to change Ordinance 50 to allow alternative reassessment provision, such as this, provided it was set out in the programme specification. This meant that the appropriateness of the alternative reassessment provision must be approved as part of the programme.

**AGREED TO RECOMMEND:**

- v. The proposed changes to Ordinance 50 for the Degree of Bachelor of Veterinary Science should be approved.

**19. Changes to National COVID-19 Measures**

**NOTED:**

- i. Following the Government's announcement regarding the easing of Plan B restrictions in England, from 27 January 2022 mandatory face coverings would no longer be required in indoor public spaces. The University would have no grounds to make the wearing of facemasks mandatory, but would be strongly encouraging the use of facemasks in all indoor spaces on campus, including teaching areas, unless exempt. The Campus Planning Group would consider the approach to be taken during upcoming Open Days.

**20. Senate Effectiveness Review**

**NOTED:**

- i. The University had committed as part of its response to Halpin's 2021 Governance Review to undertake a review of Senate's effectiveness. However, this review would now be postponed to allow the new Vice-Chancellor to engage in the process.

**21. Date of Next Meeting**

**NOTED:**

- i. The next meeting would be held at 2pm on Wednesday 30 March 2022.