

MINUTES OF THE UNIVERSITY OF LIVERPOOL SENATE

MEETING HELD ON WEDNESDAY 16 NOVEMBER 2022

Present:	Pro-Vice-Chancellors Professors Birch, Brown and Hollander, Executive Pro-Vice-Chancellors Professors Beveridge (Chair), Kenny and van der Hoek, the Director of People and Services, Dr C Costello, Associate Pro-Vice-Chancellors Professors Anderson, Endfield, Evers, Harkness-Brennan and Sheffield, Dr Adeyemi, Dr Alsalloum, Dr Arnolds, Professors Atkinson, Balogun, Baylis and Bearon, Dr Belfrage, Professor Bennett, Dr Berenbrink, Professors Berry, Bridgeman, Buse, Clegg and Coleman, Dr Cornell, Dr Corner, Professors Crolley, Curran, D'Onofrio and Fell, Dr Furman, Professor Gibson, Dr Helassa, Professors Konev and Leek, Dr Little, Professors Lynall, Lyons and Mair, Dr Malathouni, Professors Marshall, McGowan, Mitsilegas, Murray and O'Halloran, Dr Ormandy, Dr Parameswaran, Professors Patterson, Pickard, Prescott, Prior and Rocha, Dr Rose, Professors Scott, Sheard, Smith, Teubner, Towsey, Watkins, Welsch and Williams, Dr Wilm and Dr Woolf. Guild Officers Vasiliki Samuels, Kathryn Manley, Lina Dubbins, Ella Hatch and student representatives Ahmed Al-Irhayim, Anthony Lavercombe and Ben Holt.
Apologies:	Received from 14 members of the Senate, including the Vice-Chancellor.
In Attendance:	Kevan Ryan, University Secretary and General Counsel/Clerk to Council, Emma Leonard, Head of Governance and Deputy Secretary, and Lauren King, Governance Officer (Secretary).

COMMITTEE AND MEMBERSHIP MATTERS

1. Governance Matters

1.1 Disclosures of Interest (inc. Policy)

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.

1.2 Roles and Responsibilities: Diversity and Equality

RECEIVED and **NOTED:**

- i. Guidance on Diversity and Equality requirements for Committee members.

1.3 Powers, Duties, Constitution and Membership

RECEIVED and **AGREED:**

- i. The Powers, Duties, Constitution and Membership should be approved.

1.4 Senate Standing Orders 2022

RECEIVED:

- i. An updated version of the Senate Standing Orders.

REPORTED:

- ii. The Standing Orders were an important framework document for the Governance Team and Senate members; they ensured a shared understanding of key processes needed in order for the Senate to function effectively. The existing version had not been reviewed in many years and required modernisation.
- iii. The Governance Team had undertaken a review of Standing Orders from across the sector, with the updated version being typical of what was in place elsewhere, adjusted as necessary to reflect internal practice.

NOTED:

- iv. Additions and amendments were suggested, including the following:
 - Further guidance to be included around the deferral of decisions or papers to future Senate meetings.
 - Clarity on the use of electronic voting and where this might be required.

AGREED:

- v. The proposed changes relating to clarifying the mechanism for reviewing and amending the Standing Orders, clarifying the anonymous voting procedure to stipulate that an electronic ballot would involve all those members in attendance, and clarifying the voting procedure for motions by harmonising it with that for recommendations should be addressed with immediate effect.
- vi. The updated Standing Orders should then be approved and adopted, with a view to referring the comments in minute iv above to the upcoming Senate effectiveness external review, where the Standing Orders would be reviewed in conjunction with wider Senate practices. Senate members would have the opportunity to feed into this review.

2. Minutes of Previous Meeting

2.1 Minutes of the Meeting Held on 29 June 2022

AGREED:

- i. The minutes should be approved as an accurate record.

2.2 Matters Arising on the Minutes

NOTED:

- i. A matter raised on item 9 (Institute of Systems, Molecular and Integrative Biology Restructure and Disestablishment of the Department of Molecular Physiology and Cell Signalling). The changes within the proposal were classified as 'minor' in line with University policy, and had therefore been subject to the Minor Change Procedure. However, following discussions at the June 2022 Senate meeting, it had been agreed that a major change consultation would be undertaken. The University had acknowledged in the summer that the correct consultation process had not been followed when the proposal was first presented to Senate. Senate would be updated on the progress of the ongoing consultation in due course.

2.3 Report on Action Taken by the Chair on Behalf of Senate

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:
 - Fitness to Practise Panel Chairs: approval of the updated list of Panel chairs for the academic year 2022-23.
 - A Review of Programme Ordinances for Programmes within HLS: Minor changes to bring the Ordinances up to date, with more major changes to Ordinances 47(A), 48 and 52(A).
 - T&S Promotions Guidance: Guidance to support career planning and applications for promotion: approval of updated guidelines.
 - XJTLU Reaccreditation for the Period 2022 – 2028
 - Updates to the Student Protection Plan
 - Approval of the Academic Misconduct Policy and Procedures.

NOTED:

- iii. Clarification was sought on the status of the 'T&S Promotions Guidance', its relationship with the role expectations set out by HR, associated oversight and how it affected staff undertaking non-pedagogical research on T&S contracts. It was confirmed that the guidance was intended as a helpful tool to complement existing practices, and would not replace the HR role expectations. The document was a work in progress, and could be reviewed in the future to incorporate any comments or concerns.

AGREED:

- iv. The action taken by the Chair on behalf of the Senate as outlined in 2.3ii above should be endorsed.

3. Chair's Report

RECEIVED and NOTED:

- i. An oral report from the Chair on internal and sector wide news occurring in the period following the June 2022 Senate meeting.

ITEMS FOR APPROVAL/ENDORSEMENT/DISCUSSION/NOTE

4. RISE Update

RECEIVED:

- i. An update on the RISE Project.

REPORTED:

- ii. The paper provided updates on activities against the four recommendations from the RISE Phase 2 Green Paper. The following was noted:
 - Following discussions with the PVC Education and PVC Research and Impact, the contributions framework would not include education, although education contributions would be included in the narrative statement.
 - There would be an institutional conversation on the new contributions framework and outputs evaluation activities in February, with final proposals to Senate on 29 March 2023.

NOTED:

- iii. The programme of support would be provided at School and Institutional level and would be available to those who wanted it, and would not include obligatory training.

AGREED:

- iv. The progress on RISE should be endorsed.

5. National Student Survey 2022

RECEIVED:

- i. A presentation which provided an overview of the University's performance in the 2022 NSS, including a comparison of a number of sector benchmark scores.

REPORTED:

- ii. The experience of this student cohort had been heavily disrupted by the COVID-19 pandemic, as for those on a three-year programme, the first lockdown had begun in March of their first year of study.
- iii. The University's final response rate of 69% was an improvement of 4% on 2021 and 11% on 2020.

- iv. The University's overall satisfaction score had decreased by 7% to 71%. Nationally, overall satisfaction had increased by 1% to 76%.

NOTED:

- v. Whilst the University's overall results showed a reduction in satisfaction, there were some positives to be taken where gaps between demographic groups had been closed, in particular in relation to disability, where satisfaction gaps between those who declared a disability and those who did not had closed in all nine of the thematic areas.
- vi. In response to the NSS results, action plans had now been produced for subject areas and progress updates would be required to be submitted by week six for review.
- vii. Following a recent sector-wide consultation exercise, it was anticipated that the Office for Students would introduce a number of revisions for next year's NSS, and the sector was currently waiting an announcement on this.
- viii. NSS results would have been significantly negatively impacted by the local industrial dispute.

6. Degree Outcomes Statement

RECEIVED:

- i. The Degree Outcomes Statement 2022.

REPORTED:

- ii. Over the past five years, 84% of students at the University of Liverpool had achieved good honours awards (Class I and II:1).
- iii. The overall position and the distribution across classes remained largely stable until 2020-21 when there was rise in the number of students awarded Class I and the proportion of good honours awards rose to 88% due to the safety net provisions and the changes to assessment instituted by the University in the Major Disruption Policy. This proportion dropped in 2021-22 to 86% with the number of Class I awards closer to pre-pandemic norms.

AGREED:

- iv. The Degree Outcomes Statement should be endorsed.

BUSINESS FROM FACULTIES

No business received from Faculties

REPORTS FROM COMMITTEES

7. Education Committee

RECEIVED and AGREED:

- i. A report on the meeting of the Education Committee held on 20 October 2022, covering:

For Recommending for Approval:

- Education Committee: Updated Terms of Reference, Constitution and Membership
- Fitness to Study and Engage in Student Experience Policy

For Endorsing

- Annual Quality Report

For Noting

- Joint Meeting Between the Education and Research and Impact Committees
- Education for Sustainable Development Working Group – Project Plan
- University of Liverpool Maths School Annual Report
- Institutional Survey Results
- Institutional Survey Results 2022: NSS and PGT Survey
- LMG – NSS Response, Action Plan and Broader Priorities
- IT Services – NSS Response, Action Plan and Broader Priorities
- Student Success Framework Update.

8. PGR Committee

RECEIVED and AGREED:

- i. A report on the meeting of the PGR Committee held on 10 October 2022, covering:

For Approval:

- Terms of Reference, Constitution and Membership 2022/23
- Review Report for Dual PhD Programme between National Tsing Hua University (Taiwan) and the University of Liverpool

For Noting:

- Chair's Action Report
- PGR Collaborative Register
- School of Histories, Languages and Cultures IPR Progress Report
- Institute of Life Course and Medical Sciences PGR IPR Report and Action Plan.

9. Research and Impact Committee

RECEIVED and AGREED:

- i. A report on the meeting of the Research and Impact Committee held on 20 October 2022, covering:

For Approval:

- Updated Terms of Reference, Constitution and Membership

For Noting:

- CREATE Q4 Performance Report
- Updates from Librarian on Rights Retention and on Publisher Negotiations
- Joint Meeting with the Education Committee.

10. Collaborative Provision Committee

RECEIVED and NOTED:

- i. A report on the meeting of the Collaborative Provision Committee held on 7 July and 12 October 2022.

11. Research Integrity and Governance Committee Annual Report

RECEIVED and NOTED:

- i. An annual report on the activity of the Research Integrity and Governance Committee for the 2021-22 academic year. The report covered the work of the Committee in upholding and developing the University's research integrity framework.

12. Committee on Research Ethics Annual Report

RECEIVED and NOTED:

- i. An annual report on the activity of the Committee on Research Ethics. The report covered the 2021-22 academic year and detailed the work of the Committee to implement and develop the University's research ethics framework.

13. Annual Summary Report from the University Approval Panel

RECEIVED and NOTED:

- i. A summary of the decisions of the University Approval Panels regarding proposals for new programmes and programme revalidations.

OTHER ITEMS

14. Policy Updates

14.1 Fitness to Study and Engage in Student Experience Policy

RECEIVED:

- i. A copy of the newly developed Fitness to Study and Engage in Student Experience Policy.

REPORTED:

- ii. This was a new policy which replaced the Policy and Procedures to Determine and Support a Student's Fitness to Continue in Study. The new Policy introduced a Risk Assessment which aligned with the Student Conduct Policy and provided clear appeal routes.
- iii. The Policy had been reviewed by the Health and Safety Governance Committee, Formal Senior Leadership Team and Education Committee. It would go on to Council for final approval.

AGREED:

- iv. The Fitness to Study and Engage in Student Experience Policy should be approved

15. Admissions, Appeals and Complaints

RECEIVED and NOTED:

- i. A report summarising the formal appeals and complaints that had been submitted to the Associate Director, Admissions, Enquiries and Fulfilment using the formal Admissions Appeals and Complaints Form. The report indicated the actions taken and whether or not the appeals/complaints had been upheld and on what grounds the decision was made.

16. Annual Quality Report

RECEIVED and NOTED:

- i. The Annual Quality Report for the Session, with a summary of activity in relation to quality assurance that had taken place during the academic year 2021-22.

17. OfS Annual Compliance Report

RECEIVED:

- i. The OfS Annual Compliance Report.

REPORTED:

- ii. The report was produced annually to provide assurance on how the University was currently complying with the ongoing conditions of the OfS regulatory framework and to highlight areas of potential risk or where further work was progressing.

18. Date of Next Meeting

NOTED:

- i. The next meeting would be held at 2pm on Wednesday 25 January 2023.