

**Notes of meeting no 2 of the special, combined JNC held on Friday 20 March 2020**

**Present (virtually)**: Adam Tickell, Vice Chancellor (AT); Stephen Shute, Pro Vice Chancellor, (Planning and Resources) (SS); Kelly Coate, Pro Vice Chancellor (Education and Students) (KC); Tim Westlake, Chief Operating Officer (TW); Bridget Edminson, General Counsel and Director of Governance and Compliance (BE); Peter Brook, Interim Director of HR (PB); Sian Thomas, Deputy Director of Finance (ST); John Hallam, Interim Assistant Director of HR (ER) (JH); Chris Chatwin, UCU, (CC); Andrew Chitty (UCU) (AC); Jo Pawlik (UCU) (JP); Paula Burr (UNITE) (PB); Claire Colburn (UNISON) (ClCo); Michael Moran, Regional Officer, UCU (MM).

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|  |  | Actions |
| 1/2 | **Summary of the latest position**  The VC noted that events are moving very swiftly. UUK and DfE are working closely together and there is an understanding of the pressures. A letter is anticipated from the Universities Minister addressing a number of issues. UUK and the Minister have been made aware of short term issues, such as some students not wanting to pay accommodation costs to the end of the year. Cumulatively, this and many other financial issues amount to existential challenge.  MM asked if the letter from the Minister could be shared once it became available. The VC said he would look to do this.  BE gave an update of the situation regarding students. A survey of students had been undertaken. 2710 responses had been received. There were 1714 students still in University accommodation. In excess of 1000 have now gone home. Arrangements were in place and under constant review in respect of services to students. Contingency arrangements were being put in place for the anticipated closure of the Co-op shop on campus. Publishers had lifted restrictions on many e-books. The Sports Centre would close from 6.00 p.m. today. UKVI were offering pragmatic advice in relation to tier 4 students (as distance learning was not technically covered in tier 4 licencing) but this was being relaxed. HR had produced a comprehensive staff FAQ which had been published on the web site. As appropriate, information was being translated onto ‘Wechat’ for Chinese students. A list of ‘essential campus services’ is being constructed together with a list of staff prepared to volunteer their services. Some unused computers are being delivered to people’s homes to enable them to continue working. OGC were dealing with thousands of emails from concerned parents and students.  KC said that IT were working extremely hard to support the significant moves to on-line teaching and learning and home working. Heads of School were reporting good engagement with Canvas. She considered that the University was as well prepared as it could be at this point. Academic regulations re ‘force majeure’ were being written up – these would need to be signed off by Senate. |  |
| 2/2 | **Questions, comments and discussion**  CC said he had experienced difficulties logging in to Panopto. KC said this was best done via Canvas.  AC asked if students who had left the campus were still being asked to pay rent. The VC said no decision had been taken on this at this point pending the letter from the Minister.  ClCol said that the communication sent to PS staff was much appreciated but noted that there seemed to be a lack of consistency about the requirement to attend the campus for work and asked for clarification of what amounted to an ‘essential’ service. TW responded that much of this definition was down to individual Directors and their perception of needs and requirements. TW said he was happy to be texted by any of the TU reps to discuss this further outside of the meeting. AC noted that around 400 academics had signed a joint letter to the University expressing support for a consistent approach regarding the continuation of working for PS staff.  ClCol also asked if staff parking charges would be suspended. The VC said parking charges for staff had already been suspended – but this did not extend to monthly salary deductions. Car parking permit enforcement however was still in place.  AC raised an issue of a member of staff who had been asked by a Head of School to teach beyond week 12. KC said she would raise at her forthcoming meeting with Heads of School but noted that there was now flexibility and no longer a need to be bound by the timetable.  PB asked if there would be a regular update about the position, including laboratories. The VC confirmed there would be regular updates but he was also mindful of trying to avoid information overload. AC requested that communications to academics be copied to PS staff and vice versa.  A question was raised about the position of post-Doctoral students and whether they were able to work on campus. The VC confirmed that the University was not closed but that there was also the need to follow and heed Government advice and guidance on social distancing. |  |
| 3/2 | **UCU Strike Action and Pay Deductions**  AC said that UCU would take a ‘liberal’ approach to continuing ASOS and would do their best to support students. MM noted that national written advice on this would be issued shortly. The VC said that pay deductions for the 14 days of action would not be made immediately. However, unless there was some movement from UCU about re-scheduling teaching activities that had been lost there was little prospect of cancelling these deductions. The strike had already cost millions and there needed to be a quid pro quo if deductions were not to be made. The VC said he was keen to continue discussions outside of this meeting. |  |

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| 4/2 | **Future Meetings**  There was general agreement that at this moment in time, the combined meetings with all unions present were serving a useful purpose. It was agreed these should continue for the foreseeable future but kept under review in respect of any need for separate meetings if required. |  |

These notes were agreed at the meeting held on 31 March 2020

24 March 2020