|  |
| --- |
|  |
|  |

**School of Law and School of Social Sciences Working Group**

|  |  |
| --- | --- |
| **Summary** | Minutes of the meeting held on 4 June 2018 |
| **Present** | Keith Brown (Chair), Vikki Goddard, Marianne Webb, Toby Seddon, Carolyn Abbot, Claire McGourlay, David Gadd, Chris Orme, Brian Heaphy, Claire Alexander, Ken Clark, Georgina Waylen, Catherine Tann, |
| **By invitation** | Amanda Grimshaw (representing Alison Wilson) |
| **Apologies** | Chris Thornhill, Alison Wilson |

1. **Review terms of reference and membership for Working Group**

The overall purpose of the Working Group was summarised as overseeing the engagement process considering the arguments for and against a proposal to merge the School of Law and the School of Social Sciences. The rationale would look to identify the benefits of a merger and the associated risks.

The Terms of Reference were discussed.

It was agreed that it was not necessary for an additional colleague to be added to the membership of the Working Group to represent finance as both Schools are in good financial health but it is anticipated that Nicola Smith (Head of Faculty Finance) will be invited when required.

It was noted that the membership of the Working Group did not include a representative for Social Responsibility. Directors of Social Responsibility should be contacted for their input into the consideration for social responsibility.

Corrections to Head of School for SoSS start and end dates were noted. CO is stepping down on 31 July 2018 and BH acts in role from 1 August 2018.

It was agreed the School Board Chair’s should act as the conduit for all academic staff within their respective schools. School Board Chair’s personal opinions should be expressed but must report back all significant views from colleagues across the school. This role should act in an engagement capacity rather than management.

The output of this Working Group will be to a produce a proposal either supporting a merger or keeping the current structure, for Faculty Leadership Team to review on 1 October. It was noted that there may be conflicting opinions as the proposal is being developed and the Working Group meeting will be used to discuss if a consensus can be achieved.

1. **Review key areas of consideration and scope**

High level areas of consideration were discussed to ensure if anything needed to be amended or added.

Lead responsibility was identified for each area of consideration. All narrative should be sent to LMc to be coordinated into one document.

Supporting information provided by PSS colleagues was provided in respect of existing areas of research collaboration, a merged budget and 5YP, risk registers for Law and SoSS, Russell Group comparisons of Law departments, PGR data, teaching, learning and student experience. An options analysis report for the School of Law written by Colette Fagan in December 2014 was also circulated.

Any requests for further data can be undertaken via LMc.

* 1. **Research (including PGR)**

CT and CA were identified as the lead contributors for providing the narrative for this section.

It was agreed that business engagement should be included within this section.

Discussion was had regarding whether any modelling for the REF should be undertaken but it was agreed that school structures were irrelevant to how staff are allocated to UoAs and REF planning should continue as is.

* 1. **Teaching, Learning & Student Experience (including Legal Advice Centre)**

CM and KC were identified as the lead contributors for providing the narrative for this section.

It was agreed that an overview of the academic governance of teaching and learning should be included in this section and reference to league tables should be removed. The reputation of the schools will be picked up within ‘external branding’.

* 1. **Social Responsibility**

No leads present in the meeting for this section. Helen Beebee and Graham Smith should be contacted to request their input to this section.

It was agreed that equality and diversity should be included in this section.

* 1. **Structure and Management (including Law and Criminology as either a single department or two separate departments)**

TS and CO were identified as the lead contributors for providing the narrative for this section.

This section would have significant overlap with the considerations for Professional Support Services (PSS). The options for PSS structures could not be identified until after the options for an academic structure were known.

* 1. **Professional Support Services**

RD and AWwere identified as the lead contributors for providing the narrative for this section.

It was agreed that alignment to SLP should be removed as the outcome will not be known until the autumn 2018 and therefore not in line with the timescales for this proposal. It should however consider SLP where feasible.

As this section is dependent on all other sections of this proposal, in particular the ‘Structure and Management’, the first draft will only include details of current strengths and weaknesses and to provide a gap analysis.

* 1. **Finances**

Nicola Smith will be asked to contribute to this section. Overviews of existing budgets and 5YP have already been provided.

* 1. **External branding (to be renamed Reputation and external branding)**

MW was identified as the lead contributor for providing the narrative for this section, closely with working with Rachel Dodd, Alison Wilson, David Gadd and Georgina Waylen.

This section should also include competitor analysis including international comparisons.

1. **Agree responsibility for key areas and timelines**

All areas of responsibility were confirmed.

The next Working Group meeting is scheduled for 25 June and a first draft for each section should be prepared for review at the meeting. All drafts to be sent to Lisa McClare for onward circulation by 19 June.

1. **Any other business**
	1. **Engagement**

Engagement with staff is paramount to understand concerns, for ideas to be shared and to generally keep staff informed.

MW will lead on the engagement plan but needs all members of the Working Group to contribute. There are various modes of communication that will need to be considered including eNews, Schools newsletters, face to face, 1-2-1, online forums, weekly updates and intranets. It was noted that some staff are feeling bombarded with information and in some areas they may want to only know where further information is if they want it. Staff from both schools need to be able to access to the same information and timelines for distribution need to be aligned. A generic email address will be set-up as another option for staff to engage.

The next update to staff will communicate the members of the Working Group and the areas of consideration and who the points of contact are.

Staff feedback so far has asked for more detail regarding the rationale and the timescales. It was agreed that further progress on the proposal is required and then further details can be shared with staff for their comments.

A consultation with Trade Unions is not necessary through this engagement period but they will need to be consulted if the proposal is agreed. Both Trade Unions and the Students Union have already been contacted. The Students Union has stated that their engagement with the FSE review worked well and should be the basis of how it may be best to engage with this proposal in the future.

KB will keep SLT informed at their weekly meetings.

It is not expected that engagement with external stakeholders is required at this time.

It was recognised that there may be a need to amend the proposed timeline in response to engagement and feedback.

1. **Dates of next meetings**

25 June 15.00-17.00 Room A4, Sam Alex Building

9 July 15.30-17.30 2nd floor boardrooms, Arthur Lewis Building

23 July 14.30-16.30 Room A4, Sam Alex Building

**Summary of actions**

|  |  |  |
| --- | --- | --- |
| **Description** | **To be actioned by** | **Date of action** |
| LMc to correct ToR with correct start and end dates for SoSS HoS | LMc | 04/06/2018 |
| LMc to update ‘Areas of consideration summary paper’ with amendments and lead contributors. | LMc | 04/06/2018 |
| LMc to share Chris Thornhill’s initial comments on research implications with CA | LMc | 04/06/2018 |
| LMc to contact Helen Beebee and Graham Smith regarding input into Social Responsibility considerations. | LMc | 04/06/2018 |
| MW to create generic email address for staff to send queries | MW | 04/06/2018 |
| MW to draft engagement plan | MW | 04/06/2018 |
| Requests for further information to be requested via LMc | All | 04/06/2018 |
| Details of feedback received to be sent to LMc for collation to identify any themes (to be sent to generic email address is available) | All | 04/06/2018 |
| First draft of section narrative to be sent to LMc by 19 June (or Louise Feehily by close of play 20 June) for review at Working Group meeting on 25 June | All | 04/06/2018 |

**Summary of decisions**

|  |  |
| --- | --- |
| **Description** | **Date of decision** |
| CT and CA were identified as lead contributors for research | 04/06/2018 |
| CM and KC were identified as lead contributors for T&L | 04/06/2018 |
| TS and CO were identified as the lead contributors for structure and management | 04/06/2018 |
| RD and AW were identified as the lead contributors for PSS | 04/06/2018 |
| Nicola Smith will be asked to contribute to the finance section | 04/06/2018 |
| MW was identified as the lead contributor for reputation and external branding | 04/06/2018 |