

Durham University and Campus Trade Unions – Agreed Areas of Priority Action

USS Pension	
Durham University and DUCU will continue to work on a joint statement to mark their commitment to work collaboratively to advocate for a fair and affordable USS pension scheme.	
Local Issues	
<p>Durham University and the campus Trade Unions (GMB, UCU, UNISON and Unite) are jointly committed to ensuring that all colleagues working at Durham University do so with the best possible pay and working arrangements. We are pleased to have worked collaboratively and constructively together to create this joint list of priority actions on local issues. We have built upon shared and common ground and carefully negotiated and agreed a package of proposals, which has required movement from both sides.</p> <p>The offer to move forward on all of these actions from Durham University recognises the contribution of all staff at Durham albeit is contingent upon DUCU members voting to end all current and planned industrial action at Durham. We look forward to working together to take the actions forward.</p>	
Local Claim Points	Agreed Priority Actions
Pay	
National Pay Negotiations	Durham University recognises that the JNCHES pay spine needs to be updated. Durham University will, via written correspondence, encourage a national review of the JNCHES pay spines as soon as is reasonably practicable.
Local Pay	Upon completion of any national review of the JNCHES pay spines (or if there is no national review nearing completion by September 2023), Durham University will consider a local review of Durham University’s pay spines, working jointly with our campus Trade Unions.
	Durham University has agreed to uplift the pay of all employees to a minimum of £10 per hour with effect from 1 May 2022, by making permanent changes to some of our lower spine points. This will increase the pay of c. 900 colleagues, who will thereafter have their pay further increased when the 2022 cost of living increase is implemented. Taken together, this is a c.10% pay increase for our lowest paid staff, an increase that was initiated by Durham University in recognition of the challenge that the current cost of living crisis poses.

	<p>Durham University has consistently increased the pay of our employees to a level that is at least equal to the Real Living Wage. Durham University commits to annually increasing pay to at least match the Real Living Wage rate (save for if there were exceptional unforeseen circumstances which would prevent such action), noting that in 2022 the University has <i>exceeded</i> the pay rate of the National Living Wage.</p> <p>Durham University is committed to keeping Real Living Wage accreditation under annual review.</p> <p>The University will also review provision for outsourced roles from third parties, such as Mitie at an appropriate time such as contract renewals or break periods.</p>
Pay Progression	<p>Durham University recognises the contribution from its professional staff who are vital to the continued success of the University. The University also recognises the difficulty faced by staff at the top of their pay spine, who are unable to automatically progress to additional increments in their current role.</p> <p>In addition to the current processes under which staff may progress into the contribution points on the pay spine, Durham University will work with the Trade Unions, within the next 4 months, to develop a new criteria and process whereby staff who have been at the top of their normal pay grade or sitting on the same point within the contribution points for 3 years or more (and are not eligible for the academic promotion and progression process), will participate in a formal review with their line manager to determine if there has been any fundamental change to their responsibilities and/or whether their performance and contribution is such that they may progress into the contribution points. Any such review under the new criteria shall take place on a tri-annual basis.</p> <p>Any agreed criteria and process will be temporary and will remain in place until a national review of JNCHES has been concluded and, if considered appropriate, the University concludes a local review of the University pay spines.</p> <p>In addition when a colleague has been at the top of their pay grade for 2 years, their manager will ensure there is a discussion with them about development opportunities to support them to seek roles at a higher grade, if the colleague wishes to do so.</p>
All staff to be paid a loyalty bonus of £2500 in recognition of increased	<p>In addition to the matters addressed in the local issues claim, the University and the local trade unions mutually agree that the time has come to thank colleagues from across the University, whether in a trade union or not, for their exceptional contributions over the past two years of the pandemic. The University has carefully considered the affordability of such a payment and discussed, with the local trade unions the parameters for how such a payment will be made to ensure an appropriate (and fair) sum to all employees. The University has explained to the Trade Unions that this is at the limit of affordability and hopes that this, alongside other measures taken during the pandemic, provide meaningful recognition for the efforts made by all our employees.</p>

<p>workload during the pandemic and taking into account “lack of national progress on pay</p>	<p>Specifically, on or before 31 July 2022 the University will make a one-off payment to all employees, which includes PGRs carrying out teaching and related activities, to recognise their contributions over the last 2 years. All employees who had started employment at the University on or before 1 January 2022 and are still employees when the payment is made in the July payroll will receive a payment. The payments will be made on the basis of a simplified but more favourable pro-rata approach.</p> <p>The payment will be £1000 to all employees with a contract of employment between 0.5 and 1FTE, £500 to employees with a contract of employment which is less than 0.5FTE and £250 to all PGRs undertaking teaching/related activity.</p> <p>Durham University further commits to increasing the 2022 annual reward budget, which is used to recognise and reward staff across the University, including Exceptional Contribution Points, Discretionary Awards, team awards and recognition events/awards.</p>
<p>Pay and promotion inequalities</p>	
<p>Gender pay gap</p>	<p>Durham University has a Diversity Pay Steering Group which produces an annual report and has created a comprehensive action plan to reduce the gender pay gap at Durham. Our trade unions are represented on the Steering Group.</p> <p>Our gender pay gap is declining year-on-year, whereas that of the sector is increasing. During the most recent period, our work on casualisation, in collaboration with our trade unions, has resulted in an 8% reduction in the median gender pay gap. Work which is underway to increase pay for colleagues on our lower grades has the potential to help further reduce our gender pay gap.</p> <p>We are recruiting more women into higher grade roles (Grade 7 and above) than ever before and are promoting more women than men year-on-year following revisions to our academic promotion processes.</p> <p>The gender pay gap is mainly due to the structure of our workforce. Our college system means that we have more lower graded roles than other universities of a similar size and, unlike many other universities, we only outsource a very small number of our lower graded roles.</p> <p>Our gender pay gap is still too high and there is more we can do.</p> <p>We will continue to work constructively and collaboratively in this area and we welcome all suggestions of how we can reduce our gender pay gap.</p>
<p>Race and</p>	<p>We have chosen to publish our ethnicity pay gap and our disability pay gap for the first time in 2022. We will provide relevant data,</p>

disability pay gap	including disaggregated data for academic and professional staff, save where such data could lead to the identification of individuals. We are reviewing the action plans for these groups through the Diversity Pay Steering Group and invite suggestions for actions that might help us reduce the gender pay gap further from all members of the University, whilst noting the legal requirement to respect the need to ensure equal pay.
Grading and job descriptions – PS/Colleges	We are reviewing Durham University’s Job Family job description templates so that they provide suitable information to attract candidates to Durham and to ensure our staff (and their managers) fully understand the requirements of their role. We look forward to engaging with the trade unions in this review.
Use of market supplements or other attraction payments	Durham University will review its current guidance on the use of market supplements or other payments to potentially attract candidates to roles. This will ensure that where additional payments are considered, this is undertaken consistently with appropriate benchmarking, so that we remain competitive in the recruitment market.
Inequalities more generally	
Buy out staff from University level roles	Durham University will formally recognise the workload for staff associated with appropriate University level roles, for example chairing a Staff EDI Network. This will include the buy-outs for employees and pre-agreed additional working hours for hourly-paid colleagues. We fully appreciate that this is an important element of citizenship and we will consider how best to recognise such work, potentially beyond that which is currently provided in the University’s promotion/progression process and merit/discretionary award process.
Improved partner leave/shared parental pay	Durham University is currently reviewing and updating all of our ‘family friendly’ policies (such as maternity and paternity leave). We will shortly be in a position to be able to discuss these with our trade unions and relevant staff EDI networks. This work had been paused due to Covid-19. Our aim is to be among the most family friendly employers in the sector.
Casualisation	
Implementation of the Casual	Durham University and DUCU issued a joint statement on our sector leading Casual Working Principles in February 2020. The principles include default employment contracts with Durham terms and conditions of employment, including annual incremental progression and cost of living increases. All roles are aligned to our pay scales and have role descriptors to ensure consistency. All

<p>Working Principles</p>	<p>roles must undergo a light touch recruitment process to ensure transparency. All work or training which is required to be undertaken as part of a role must be paid for.</p> <p>We acknowledge that these principles are not yet fully implemented across the University and are committed to making this a reality as soon as possible. These Principles are not optional.</p> <p>Following consultation with key stake holders, including our Trade Unions, we are undertaking an end-to-end process review of the administrative processes involved in casual appointments. The HR team is working in partnership with stakeholders on the implementation and launch of the updated processes, which will be introduced for the AY 2022/23. This will be supplemented by relevant updates to Guidance. Additional staff have been recruited to HR to support the casual process across the University. This is a measure of the University’s commitment to ensuring the Principles and processes are implemented as consistently as possible across the University.</p> <p>When the University implements the updated processes, it will also take the opportunity to work with Departments to reinforce the University’s Casual Working Principles and ensure they are appropriately implemented and embedded across the University.</p> <p>Following the implementation of the updated process, Departments will be required to adhere to the core Casual Working Principles. HR will continue to work closely with Departments and Trade Unions to ensure such adherence.</p> <p>Departments will also be reminded about the pay tariffs for teaching/related activity which were agreed with DUCU and must be used as guidance when calculating pay for individuals before they start work. It is acknowledged that the variety of teaching/related work across the University varies significantly between departments and modules and there can be no set tariffs.</p> <p>To support the implementation of the new casual processes for AY 2022/23 and the relaunch of the Casual Working Principles, Durham University will agree to dedicated DUCU facilities time of 0.1FTE for an initial period of 6 months, which may, following review, be extended to 12 months. The DUCU representative and the University will work constructively together to identify and resolve concerns.</p>
<p>Contracts</p>	

Teaching contracts	<p>Durham University has already agreed to end the use of 9 month teaching contracts such that all teaching engagements should be a minimum of 12 months. This allows colleagues to engage in research, development or related activity from the previous teaching year.</p> <p>Where there are 9 month teaching contracts in place in the University, these will be reviewed when brought to the attention of the Head of Department or Executive Dean and as a default they will be extended to a 12 month contract (or, where appropriate and if there is business need, a longer fixed term). If 9 month contracts are being offered to individuals, this should be raised with the relevant Head of Department and Executive Dean.</p>
23 month teaching contracts	<p>The University has no policy which suggests or requires 23 month contracts.</p> <p>Any 23 month contracts will be reviewed when they are brought to the attention of the Head of Department or Executive Dean and, as a default, they will be extended to a 24 month contract (or, where appropriate and if there is business need, a longer fixed term).</p> <p>We will reiterate to Faculties that contract length should be aligned to business need/availability of funding.</p>
Fixed Term Contracts	<p>Durham University has committed to working with our trade unions to review the use of fixed term contracts across the University.</p> <p>The review will include: updating guidance on when fixed term contracts may be used, considering relevant data on the use of short fixed term contracts with a view to considering if more appropriate arrangements could be put in place, reviewing redeployment arrangements and reviewing the use of bridging funds for situations when contracts are not concurrent.</p> <p>While the University and the Trade Unions recognise the importance of this work, it has been agreed that a review will not commence until 2023.</p>
Workload	
Review of workload	<p>Durham University has recognised for some time that workloads within the University require attention and this was further highlighted in the recent staff survey. We will, in partnership with our trade unions and in consultation with a cross section of our staff, create high level workload principles which will be designed to tackle workload concerns for all colleagues across the University.</p> <p>We will convene two working groups, which will include colleagues from the campus Trade Unions; one to make recommendations for academic workload and one to make recommendations for professional services/colleges workload. Once the working groups are established and in line with the high-level workload principles, they will determine their programme of work, with actions being implemented in the following 6-12 months. The working groups terms of reference will include oversight of the implementation of their</p>

	<p>output. Where actions can be taken sooner, we will seek to implement suggestions and practices as soon as possible in recognition of the pressures some staff are facing now.</p> <p>As part of the discussion about workloads, a meeting will be convened with the Trade Unions, the Provost and other senior staff to discuss TAS data.</p>
Review of DPPC	<p>The Provost Office will be undertaking a review of the DPPC process over the coming months to examine whether there is scope to reduce the workload involved. This will include consideration of the value-added that is achieved through the time-consuming reading of outputs, mindful that we have a considerable amount of existing information from other sources. Campus trades unions will be consulted in advance of Senate as part of this process. Recommendations will be considered by Senate next academic year.</p>
Wellbeing	
Wellbeing	<p>In 2021 Durham University implemented a Health and Wellbeing Strategy for both students and staff. We are currently in year 2 of implementing a comprehensive Health and Wellbeing Action Plan and we have launched a hub of resources and support/training materials for colleagues and managers.</p> <p>Actions to date have included the introduction of an Employee Assistance Programme, which includes 24/7 access to counselling and advice for staff. We have launched a Menopause Policy and supporting information and 50 staff Mental Health First Aiders have been trained and will soon be available for colleagues across campus to contact.</p> <p>We acknowledge that improving working terms and conditions, as outlined in this document on pay, casualisation, workload and equalities and in the joint statement on pensions, are integral to improving wellbeing at work.</p>
Working Principles	<p>We have developed University Working Principles which are to help colleagues ‘work well together’ to look after themselves and each other. The Principles focus on culture, meetings, emails and expectations and they have been endorsed by our trade unions and EDI Networks. The Principles are not designed to help with workload (which we will look at separately) but should help colleagues reset their work life balance. They will be launched shortly.</p>