**Liverpool Hope University:**

**Declaration of Individual Staff Circumstances Template**

This document is being sent to all Category A staff whose outputs are eligible for submission to REF2021 (see [‘Guidance on submissions’](http://www.ref.ac.uk/publications/guidance-on-submissions-201901/), paragraphs 117-122). As part of the university’s commitment to supporting equality and diversity in REF, we have put in place safe and supportive structures for staff to declare information about any equality-related circumstances that may have affected their ability to research productively during the assessment period (1 January 2014 – 31 July 2020), and particularly their ability to produce research outputs at the same rate as staff not affected by circumstances. The purpose of collecting this information is threefold:

* To enable staff who have not been able to produce a REF-eligible output during the assessment period to be entered into REF where they have;
	+ circumstances that have resulted in an overall period of 46 months or more absence from research during the assessment period, due to equality-related circumstances (see below)
	+ circumstances *equivalent* to 46 months or more absence from research due to equality-related circumstances
	+ two or more qualifying periods of family-related leave.
* To recognise the effect that equality-related circumstances can have on an individual’s ability to research productively, and to adjust expectations in terms of expected workload /production of research outputs.
* To establish whether there are any Units of Assessment where the proportion of declared circumstances is sufficiently high to warrant a request to the higher education funding bodies for a reduced required number of outputs to be submitted.

**Applicable circumstances**

* Qualifying as an ECR (started career as an independent researcher on or after 1 August 2016)
* Absence from work due to secondments or career breaks outside the HE sector
* Qualifying periods of family-related leave
* Junior clinical academics who have not gained a Certificate of Completion of training by 31 July 2020
* Disability (including chronic conditions)
* Ill heath, injury or mental health conditions
* Constraints relating to family leave that fall outside of the standard allowances
* Caring responsibilities
* Gender reassignment

If your ability to research productively during the assessment period has been constrained due to one or more of the following circumstances, you are requested to complete the attached form. Further information can be found paragraph 160 of the Guidance on Submissions (REF 2019/01). Completion and return of the form is voluntary, and individuals who do not choose to return it will not be put under any pressure to declare information if they do not wish to do so. This form is the only means by which the University will be gathering this information; we will not be consulting HR records, contract start dates, etc. You should therefore complete and return the form if any of the above circumstances apply and you are willing to provide the associated information.

**Ensuring Confidentiality**

Forms and supporting evidence are requested to be submitted to the Personnel Office by post or email at: lewint@hope.ac.uk, marked ‘**Confidential: Individual Staff Circumstances**’. Returned forms and all supporting evidence forms will be held securely by the Personnel.

The Personnel Office will review each application and determine if it is a straightforward application under applicable circumstances outlined above and/or if the circumstances are more complex and a panel discussion is required. The panel will comprise academic staff from each REF main panel area, the Chair of Equality and Diversity Panel, Theresa Lewin (staff E&D contact) and a trade union observer. The panel will be chaired by a senior academic with experience of equality, diversity and inclusion. The Personnel Office will review cases and evidence in advance for presentation to the panel. All members of staff involved with this process will demonstrate utmost confidentiality. A decision will be made on the evidence available and presented for the purposes of reduction of outputs from the overall Unit of Assessment. The panel will also review straightforward applications for applicable circumstances described above. All individuals will be informed about the outcome of their application within one month, by the Chair of the individual circumstances panel. The Unit of Assessment Coordinator will be informed about the outcome of the application, via the Personnel Office but no information on the nature of the circumstances will be shared. We acknowledge that there may be declarations for the purposes of REF2021 which may not be disclosed within the context of the employment relationship of an individual within the University. This information will only be held for the purposes of the REF2021 exercise and will be confidentially destroyed once the exercise is completed, all audit periods have been completed and the results are published.

If the institution decides to apply to the funding bodies for either form of reduction of outputs (removal of ‘minimum of one’ requirement or unit circumstances), we will need to provide UKRI with data that you have disclosed about your individual circumstances, to show that the criteria have been met for reducing the number of outputs. Please see the [‘Guidance on submissions’](http://www.ref.ac.uk/publications/guidance-on-submissions-201901/) document (paragraphs 151-201) for more detail about reductions in outputs and what information needs to be submitted.

Submitted data will be kept confidential to the REF team, the REF Equality and Diversity Advisory Panel, and main panel chairs. All these bodies are subject to confidentiality arrangements. The REF team will destroy the submitted data about individuals’ circumstances on completion of the assessment phase.

**Changes in circumstances**

The university recognises that staff circumstances may change between completion of the declaration form and the census date (31 July 2020). If this is the case, then staff should contact their HR Manager to provide the updated information.

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**Please submit with form either by email to:** **lewint@hope.ac.uk** **or by post to: Mrs Theresa Lewin, HR MANAGER, Liverpool Hope University, Hope Park, L16 9JD.**

**Name:** Click here to insert text.

**Department:** Click here to insert text.

Do you have a REF-eligible output published between 1 January 2014 and 31 July 2020?

Yes [ ]

No [ ]

Please complete this form if you have one or more applicable equality-related circumstance (see above) which you are willing to declare. Please provide requested information in relevant box(es).

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| **Circumstance** | **Time period affected** |
| **Early Career Researcher (started career as an independent researcher on or after 1 August 2016).***Date you became an early career researcher.* | Click here to enter a date. |
| **Junior clinical academic who has not gained Certificate of completion of Training by 31 July 2020.** | Tick here [ ]   |
| **Career break or secondment outside of the HE sector.***Dates and durations in months.* | Click here to enter dates and durations. |
| **Family-related leave;*** statutory maternity leave
* statutory adoption leave
* Additional paternity or adoption leave or shared parental leave lasting for four months or more.

*For each period of leave, state the nature of the leave taken and the dates and durations in months.* | Click here to enter dates and durations. |
|  |
| **Disability (including chronic conditions)***To include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Click here to enter text. |
| **Mental health condition***To include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Click here to enter text.  |
| **Ill health or injury***To include: Nature / name of condition, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Click here to enter text.  |
| **Constraints relating to family leave that fall outside of standard allowance***To include: Type of leave taken and brief description of additional constraints, periods of absence from work, and periods at work when unable to research productively. Total duration in months.*  | Click here to enter text.  |
| **Caring responsibilities***To include: Nature of responsibility, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Click here to enter text.  |
| **Gender reassignment***To include: periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Click here to enter text.  |
| **Any other exceptional reasons e.g. bereavement.***To include: brief explanation of reason, periods of absence from work, and periods at work when unable to research productively. Total duration in months.* | Click here to enter text.  |



Please confirm, by ticking the box provided, that:

* The above information provided is a true and accurate description of my circumstances as of the date below
* I realise that the above information will be used for REF purposes only and will be seen by Mrs Theresa Lewin, or relevant HR MANAGER/Director of Personnel in the Personnel Office and circumstances panel members
* I realise it may be necessary to share the information with the REF team, the REF Equality and Diversity Advisory Panel, and main panel chairs.

I agree [ ]

**Name:** Print name here

**Signed:** Sign or initial here

**Date:** Insert date here

[ ]  I give my permission for Theresa Lewin (staff E&D contact) to contact me to discuss my circumstances, and my requirements in relation this these.

[ ]  I give my permission for the details of this form to be passed on to the relevant contact within my department/faculty/centre. (Please note, if you do not give permission your department may be unable to adjust expectations and put in place appropriate support for you).

I would like to be contacted by:

Email [ ]  Insert email address

Phone [ ]  Insert contact telephone number

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| **Deadlines for the submission of requests for circumstances** | **Deadlines for feeding back the outcome of the assessment** |
| 31st May 2019 | 28th June 2019 |
| 30th June 2019 | 19th July 2019 |
| 30th October 2019 | 20th November 2019 |
| 17th January 2020 | 14th February 2020 |
| March 2020 (date TBC)  | TBC |

**Table:** Deadlines for the submission of requests for circumstances, with clearly stated deadlines for feeding back the outcome of the assessment