

**Approved minute of the meeting of the National Joint Negotiating Committee –Side Table Support Staff held on Thursday 19 November 2015 at 15:00 hrs in Edinburgh College (Milton Road Campus)**

**In Attendance**

Liz McIntyre	Management Side (Chair)
Ian McKay	“ “
Susan Bald	“ “
Rob Wallen	“ “
Judy Keir	“ “
Chris Greenshields	Staff Side (Chair)
Shirley Sephton	“ “
Cal Waterston	“ “
Alison McLean	“ “
Elaine Dougall	“ “
John Gallacher	Staff Side Secretary
John Gribben	Management Side Secretary

**25 / 15 Apologies**

Management Side Chair welcomed all to the meeting, apologies were noted from, Keith McKellar and Audrey Cumberland

**26 / 15 Minutes of Previous Meeting.**

The minutes of 22 October were accepted as an accurate reflection of the meeting, although the following points were noted:

- The draft minute was shared with the joint secretary on 3 November 2015, but was not shared with the full Side Table until 18 November.

**27 / 15 Matters Arising**

There were no matters arising that are not covered in the agenda, however the staff side wished it to be noted:

- Their concern in the manner in which the NJNC scheduled for 29 October was cancelled.
- The NJNC is a joint process and there must be no future cancellations without agreement.
- The pay offer presented was not entirely clear and further dialog should have taken place rather than exchanges of email to provide the clarity requested.
- Management Side have reneged on their principle of flat cash, this represents bad faith.
- Management Side communications are giving the Staff Side cause for concern

Management Side acknowledged the concerns and sought to address them as we go through the agenda.

**28 / 15 Response to Pay Offer**

Staff Side advised that the offer had been unanimously rejected, and that all three support staff trade unions would be part of a pay dispute. Should the dispute not provide a suitable resolution the Staff Side advised they were prepared, all be it reluctantly, to proceed to Industrial action. Staff Side advised that they had made the Cabinet Secretary for Education and Lifelong learning aware of their position.

Staff Side restated their position, on rejecting the offer they revert to the original pay claim, including a flat rate increase for everyone, and significant movement on conditions of service. This they believe is possible within the current framework.

## **Adjourn**

Management side advised that to move closer to the Staff Side position they would amend the offer further to reflect

- £300 or 1% whichever is the greater.
- That standardisation of the working week would be without any financial detriment.
- That the Living Wage would be effective from April 2015, and that it was not the Management Side intention to deviate from public sector norms in implementing the Living Wage.

For all other matters the Management Side is willing to commit to a joint statement that “through the workforce for the future discussion at the NJNC, we jointly agree to standardisation of terms and conditions by 2018/19”

Staff Side welcomed the movement, but believed a flat cash settlement remained possible, as would movement on annual leave, and clarity around those currently on pay protection was required. In addition what would also be important is an effective date of implementation of any new pay and grading models and terms and conditions, acknowledging that although change may be at a future date, if the NJNC agreed an effective date, this would be more progress. Staff Side suggested this could be April 2016.

Management side urged the Staff Side negotiators to recommend acceptance of the revised offer, advising there is no more cash in real terms available, and with the spending review around the corner Management Side believed this was a reasonable offer in the circumstances.

## **Adjourn**

Management Staff set out it that it was not averse to flat cash settlements, but given the variances in the sector this had to be considered as a more realistic option for future years.

Management Side agreed to consider the Annual Leave position, if it would lead to a recommendation to accept by the Staff Side negotiation team.

Management side agreed to respond to Staff Side outstanding queries in advance of their executive meeting which is scheduled for 10 December 2015

Staff Side confirmed they had no other business to discuss.

## **Adjournment**

### **Meeting reconvened 4 December 2015, City of Glasgow College.**

**In Attendance, Management Side:** Keith McKellar, Ian McKay, Susan Bald, Judy Keir, Audrey Cumberland, John Gribben, **Staff Side:** Chris Greenshields, Shirley Sephton, Cal Waterston, Alison McLean, John Gallacher.

Staff Side sought clarification on the implementation of the pay offer and commitments made by the management side, particularly to ensure members were treated favourably and not disadvantaged by the offer.

Management Side provided the clarification sought by way of issuing a revised written pay offer at the NJNC (**attached**)

Staff side advised it would be a matter for the executive committee to determine recommendation or otherwise of the offer, the staff side negotiation team acknowledged the revised offer made

appeared to be the best that could be available through negotiation. The Staff Side committed to confirm the decision of its executive committee following its meeting on 10 December.

Staff Side advised that any agreement would require a process of measuring and monitoring the progress of Living wage accreditation.

It was agreed the joint secretaries would take forward the working group required to develop the timetable as part of the package offered.

**29/15 Date of Next Meeting**

Scheduled for 21 January 2016



## **NJNC Management Side revised Pay Offer 4 December 2015 for Support Staff:**

### **Improved Pay offer for 2015/2016**

The Management Side offers for 2015 / 16:

- A consolidated 1% uplift for all employees (or)
- £300 pro rata for employees earning below £30k (whichever is the greater)
- The sector will pay the living wage for its directly employed staff.

### **Commitments from the Management Side**

- The Management Side is committed to securing living wage accreditation for all colleges, the management side and the trade unions will work to achieve this by December 2016.
- Standardisation of the working week to 35 hours, with no detriment to earnings, the Management Side will work to achieve this standardisation by April 2016.
- To provide on a pro rata basis an additional unconsolidated two days annual leave entitlement for all support staff for 2015/16.
- To provide a minimum of 27 days leave pro rata, with no impact on the maximum entitlement from April 2015.
- Address as a priority leave entitlements across the sector by 31 March 2016
- Will commit to look at a flat cash settlement from 2016
- If there is any change to the % increase or flat cash settlement to lecturers, the support staff will receive this
- To establish a short life working group, to develop an agreed timetable inclusive of a route map of key priorities and key deliverables, by 31 March 2016. The Management Side believe this offers the best prospect of introducing a workforce modernisation programme inclusive of standardisation and harmonisation across the sector. The management side envisage such a route map addressing:
  - A national job evaluation scheme
  - A national pay and grading scale
  - National Conditions of service
  - National Pay Protection

Pay award will be effective from April 2015.

### **Implementation Notes:**

The pay award will be applied pro rata to employees on pay protection, on an unconsolidated basis.

The Living wage will be applied in the first instance then the £300 pro rata