



**Approved Minute of the meeting of the National Joint Negotiating Committee – Side Table (Support) held on Wednesday 29 March 2017 at 1000 hrs at Argyll Court, Stirling.**

<b>In Attendance</b>	
Chris Greenshields	Staff Side (Chair)
John Bowman	“ “
Shirley Sephton	“ “
Alex Linkston	Management Side
Annette Bruton	“ “
Debbie Kerr	“ “
Stuart Thompson	“ “
Heather Stevenson	“ “ Observer
Graeme Stephen	“ “ Observer
John Gribben	Management Side Secretary
John Gallacher	Staff Side Secretary

**06/17 Apologies**

Staff Side Chair welcomed all to the meeting, and apologies were noted from Alison MacLean (Unite) and Cal Waterson (GMB).

**07/17 Minutes of Previous Meetings**

The minutes of Thursday 9 February 2017 were approved as an accurate minute of the meeting.

**08/17 Matters Arising**

The Staff Side noted that there was still an outstanding item in respect of a meeting to be arranged with the Joint Secretaries and the Chairs of the Central and Side Tables to review the previous industrial action and the impact of the current dispute with the Lecturing Staff Side. It was agreed that this would be arranged as soon as possible.

**Action: Management Side Secretary**

**09/17 Living Wage Accreditation Update**

The Management Side provided an update on the sector position and advised that it was confirmed at the Employers' Association meeting on Monday 13 March 2017 that all outstanding colleges would pursue accreditation during 2017. The guidance given to the employers would be shared with the Staff Side and a further update on sector progress would be provided later in the year and would remain as a standing item on the agenda. The Management Side could not provide a date when all colleges would have Living Wage Accreditation, as this was subject to individual employer accreditation processes. The Staff Side reiterated that they need a date for completion as it is an outstanding agreement from the April 2015 Pay Award and should have been completed by December 2016.

**Action: Management Side Secretary**

## **10/17 Annual Leave Subcommittee Update**

The action notes of the three previous meetings were agreed.

A paper detailing the proposal from the subcommittee was circulated.

The Staff Side indicated that they did not feel the paper reflected what was discussed and agreed at the subcommittee. The Management Side stated that this was what the individual colleges wanted.

Following detailed discussion, it was noted that although resolution was close, there were a number of details to be finalised. The matter was remitted back to the Annual Leave Subcommittee for consideration, noting that agreement on the outstanding 2015/16 implementation was required before moving on to the common and unitary package of leave from April 2017. It was also noted that any the final proposal would require to come back to the NJNC for approval.

**Action: Management Side Secretary**

## **11/17 National Job Evaluation**

Graeme Stephen, Advisor – Pay and Rewards gave a short presentation on the National Job Evaluation Project and confirmed that the Staff Side would be fully involved in the project including the selection of the scheme to be used.

A discussion took place on data gathering and it was agreed that the detail of the data to be collected, method of collection and sharing of data would be discussed and agreed at the Job Evaluation Working Group.

The Management Side are to work on a paper to move job evaluation forward with a jointly agreed term of reference.

The Staff Side discussed the possibility of moving to a benchmarking, exercise as had been carried out with the Lecturing Side. The Management Side requested that they be advised of any change in the Support Staff Side position.

Costs of implementing Job Evaluation were discussed with the Staff Side asking that an understanding of the cost be provided.

## **12/17 Workforce for the Future**

Paper 7 was discussed and noted that it would be referred to the Central Committee for further discussion. The Staff Side indicated that they would respond with comments and it was agreed that there would be a presentation of Workforce for the Future at the next meeting.

**Action: Management Side Secretary and Staff Side**

## **13/17 NJNC Workplan 2017/18**

Progress on the Workplan was discussed. The Staff Side requested that Organisational Change be treated as a priority. The Management Side reported that the Employers' Association would be looking at Facilities Time to support National Bargaining and a paper presented at its next meeting on the Monday 8 May 2017.

The Management Side advised that a Disciplinary and Grievance Workgroup would be created by the end of April.

It was requested that the Staff Side should advise of their nominated representatives for NJNC and associated working groups and to ensure that the representatives followed internal processes in respect of requesting time off.

**Action: Staff Side**

## **14/17 Pay 2017 Support Staff Claim**

Following discussions about the Support Staff Side Pay Claim, the Management Side advised that they intended to conduct negotiations on the Pay Claim through the Central Committee. It was intended to hold a Central Committee on Thursday 18 May 2017 where the offer would be presented. However, this had not yet been discussed with the NJNC – Side Table (Lecturing).

**Action: Management Side Secretary**

## **15/17 AOCB**

The Staff Side had raised three items:

- Application of the Lock judgement on holiday pay across the sector.
- VS/VER Schemes in the sector.
- Application of Pay Awards to Modern Apprentices.

The Management Side requested that the Staff Side submit papers on these items so that they can be discussed appropriately. It was further agreed that all items should appear on the main agenda.

**Action: Staff Side Secretary**

## **Date of Next Meeting**

The date of the next meeting is Thursday 18 May 2017 (pm). It was noted that it was likely that there would be a Central Committee meeting in the morning of that day.