



**Approved Minute of the meeting of the National Joint Negotiating Committee (NJNC) – Side Table (Support) held on Thursday 14 December 2017 at 1400 hours at City of Glasgow College, City Campus, Glasgow.**

<b>In Attendance</b>	
Alex Linkston	Management Side
Chris Greenshields	Staff Side (Chair)
Alison Maclean	“ “
Patricia Murray	“ “
Annette Bruton	“ “
Jillian Cheape	“ “ (Observer)
Andrew Lawson	“ “
Shona Struthers	“ “ (Observer)
Graeme Stephen	“ “
Alison Stewart	“ “
John Gallacher	Staff Side Secretary
John Gribben	Management Side Secretary
Heather Stevenson	Depute Management Side Secretary

**57/17 Apologies**

The Staff Side Chair welcomed all to the meeting. Apologies were noted from Cal Waterson.

**58/17 Minutes of Previous Meetings**

The minutes of the meetings held on Thursday 5 October 2017 and Wednesday 22 November 2017 were approved.

**59/17 Matters Arising**

Thursday 5 October 2017

48/17 – The Staff Side requested progress on the collation of data in respect of Modern Apprentices. The Management Side advised that it was still in the process of collating the data from the sector. Not all colleges had yet provided the data requested.

49/17 – The Staff Side requested progress on the collation of data on college severance schemes and where it was with the review.

The Management Side advised that data on schemes was still being collated and clarified that it had not agreed that a review would take place. College severance schemes are controlled by the Scottish Funding Council (SFC). The Staff Side advised that they were aware of SFC criteria, but that it was concerned that some college schemes applied the apportionment of pension scheme costs to the individual rather than the organisation. The Staff Side advised that they wished to see what colleges had submitted at this stage and that it was prepared to raise Freedom of Information requests if needed.

The Management Side advised that the information would be provided once it had been collated and that if the Staff Side felt that colleges were acting outwith the guidelines or illegally it should raise the specific queries with the individual colleges.

The Staff Side asked if it could be given a timeframe for responses. The Management Side advised that the information would be provided when it was ready.

51/17 – The Staff Side advised that it had intended to discuss an amended settlement date with the EIS, but that the EIS had indicated that this had not been raised with them by the Management Side, therefore no progress had been made.

The Management Side indicated that it still wished to continue discussion on a move to a settlement date of 1<sup>st</sup> September.

53/17 – The Staff Side advised that it was having some difficulty with representatives being released from colleges to attend national meetings. The Management Side advised that if there were particular difficulties to advise of the specifics and it would see what could be done.

54/17 – The Staff Side advised that it had received the sector position as at 29<sup>th</sup> November 2017. The Staff Side noted that it did not look as if the outstanding colleges had made any progress. It was agreed that a further sector update would be provided early in 2018 and the relevant colleges being asked for further detail on what may be prohibiting progress.

#### Wednesday 22 November 2017

56/17 – The Staff Side stated that the scope of the job evaluation scheme was a particular concern for them. It felt that the scheme should cover every single worker in the sector and that this approach would support the Scottish Government's intentions for National Bargaining. The Staff Side was aware that a significant number of senior managers were outwith scope of the National Recognition and Procedures Agreement (NRPA) who were receiving bonuses and bigger cost of living awards than that which had been agreed nationally. The Staff Side provided a specific example of Glasgow Kelvin College giving senior managers a 7.2% increase over three years, 1.8% in the first year 2017/18, 1.8% in the second 2018/19 and 3.6% for 2019/2020. The Staff Side also advised that it was aware that a number of staff had been removed from the NRPA and given the enhanced pay package.

The Management Side responded that although it was not aware of the specific case cited, the issue of the scope and coverage of the NRPA would be included for discussion at the planned strategic Employers' Association session planned for January 2018.

The Staff Side raised a further issue in respect of organisational change and redeployment. It felt that the support staff were progressing along a different route to that of lecturing staff to the detriment of its members. The Staff Side indicated that it was looking for guarantees in respect of staff who were facing salary protection as a result of organisational change, that their salary would not be reduced pending job evaluation. The Staff Side requested a moratorium on all downgrading of support staff grades.

The Management Side responded that if the Staff Side presented their proposals in writing, it would be given due consideration.

#### **60/17 Job Evaluation**

There were no matters arising from the Job Evaluation Working Group Draft Action Notes.

#### UIG Update

The Management Side gave an update on the procurement of the scheme and that the UIG had agreed a preferred supplier in FEDRA and that tender negotiations were continuing to finalise the product through the Job Evaluation Working Group.

## Employers' Association Update

The Management Side reported that there had been a good discussion on job evaluation at the Employers' Association meeting on Monday 11 December 2017. Concerns in colleges generally centred around funding and resources. The Management Side confirmed that funding was still at an assumed figure of 6%, but the actual final costs would not be determined until the outcome of the process.

The Employers' Association's Strategic session in January 2018 will further discuss the method of roll out of the job evaluation scheme and how it relates to the pay and grading outcomes.

The Staff Side advised that it was pleased the data gathering exercise was progressing well, but that it was looking for further progress on the equalisation journey. The Staff Side indicated that it looked forward to analysing and modelling the data and that it did not rule out the possibility of putting something in place on an interim basis in respect of a national pay spine, with staff migrating to the pay spine in 2018.

The Staff Side expressed further concern and frustration about delays to the planned timescales and the Management Side confirmed that work was progressing at an appropriate pace but that at times, it took longer than anticipated to gather data due to other priorities in colleges.

The Staff Side advised that the perception from its side is that the focus of the Employers' Association is constantly prioritised towards the EIS and that there should be greater demonstrated investment in support staff. The Staff Side stated that the previous Pay Award had been considered in the wider context of settlements in the public sector in 2017, reasonable but that the main priority is now to get a harmonised pay and grading system.

The Management Side agreed that investment was required and that it would be content to go ahead with further discussion at a meeting of the Central Committee, but that any shift in focus would require support from the Staff Side.

It was noted that a review the NRPA had been outstanding for some time.

## Pay and Equality Data Gathering Update

The Management Side advised that meetings were ongoing to collate and analyse the data in relation to pay and terms and conditions of service. It was reported that three colleges had still to submit the required data and that it had been agreed at the Employers' Association that all data requires to be validated and signed off by the college Finance leads.

The Staff Side advised that it had requested full details of the data and that the request had been rejected by the Management Side. The Staff Side requested specific details of the colleges which had not responded. The Management Side advised that the colleges were South Lanarkshire College, Moray College UHI and North Highland College UHI, but that progress was being made on the data already collected.

## **61/17 Annual Leave Subcommittee**

The action note of the meeting held on Thursday 19 October 2017 was agreed as a correct record. There were no matters arising.

## **62/17 Terms and Conditions Working Group**

The action notes of the meetings held on Thursday 19 October and Tuesday 14 November 2017 were agreed as correct records. There were no matters arising.

The Management Side gave a verbal update of the meeting held on Tuesday 28 November 2017, advising that progress had been made on agreeing the priority items and the projected workplan. The Staff Side welcomed the progress and looked forward to achieving some speedy conclusions.

### **63/17 Draft Meeting Schedule**

The draft meeting schedule was discussed and agreed. The Management Side offered Edinburgh College as a venue to hold some of the meetings. This was welcomed and the actual venues will be confirmed in due course.

The Staff Side asked if those colleges outwith the NRPA were shadowing National Agreements and whether they were planning to join the NRPA. The Management Side advised that it was recommended that non-NRPA colleges shadow National Agreements, but that it was entirely a matter for local determination. Discussions were ongoing with colleges regarding becoming signatories to the NRPA.

### **Date of Next meeting**

The next meeting is Thursday 18 January 2018. Venue and time to be confirmed.