



**Approved Minute of the meeting of the National Joint Negotiating Committee (NJNC) – Side Table (Support) held on Thursday 18 January 2018 at 1400 at City of Glasgow College, City Campus, Glasgow.**

<b>In Attendance</b>	
Alex Linkston	Management Side(Chair)
Annette Bruton	“ “
Andy Lawson	“ “
Joanne Maguire	“ “
Will McLeish	“ “ (Observer)
Graeme Stephen	“ “
Stuart Thompson	“ “
Chris Greenshields	Staff Side
Alison MacLean	“ “
Audrey Manning	“ “
Patricia Murray	“ “
Cal Waterson	“ “
John Gallacher	Staff Side Secretary
John Gribben	Management Side Secretary
Heather Stevenson	Depute Management Side Secretary

**01/18 Welcome and Apologies**

The Management Side Chair welcomed all to the meeting. Apologies were noted from Debbie Kerr.

**02/18 Minutes of Previous Meeting**

The minutes of the meeting held on Thursday 14 December 2017 were discussed. The Staff Side requested two changes to the minute. The first was with reference to the figures contained in paragraph 56/17 as a matter of accuracy; the second with reference to the review of the National Recognition and Procedures Agreement (NRPA) not just being a Staff Side matter.

**03/18 Matters Arising**

The Staff Side requested progress on the collation of data on college severance schemes and modern apprentices.

The Management Side advised that data had not been submitted from all colleges in the sector and that some colleges had advised that they were unable to provide the details requested. As the data collected was not meaningful and the subject areas were outwith the NRPA, the Management Side would not be reporting further on these areas.

The Staff Side expressed dissatisfaction with this and reminded the meeting about the need to share information and the requirement to provide information for National Bargaining purposes. The Staff Side indicated that it would be submitting Freedom of Information requests to obtain the necessary information.

The Staff Side requested an update on Pay and Equality Data Gathering. The Management Side advised that the matter would be discussed under the specific agenda item.

The Staff Side requested clarity of application of the change to the annual leave year for support staff. The Staff Side reported that one college had advised that any unused leave would be forfeited.

The Management Side advised that this was not the intention of the agreement and that colleges had been advised to adopt a flexible approach to carry over of leave during the transition process. It was agreed to raise the matter at the HR and OD Advisory Group.

The Staff Side asked if there was any progress on accepting more colleges as signatories to the NRPA. The Management Side advised that there was no change to the position.

## **04/18 Job Evaluation**

### Job Evaluation Update

The Management Side advised that the job evaluation contract had now been awarded to Education Competencies Consortium Limited (ECC) and that two further meetings would be required in February 2018 to agree the full contractual terms.

The Employers' Association meeting on 31 January and 1 February 2018 will be giving further consideration on the approach to the project and feedback will be provide thereafter.

The Staff Side expressed the view that there should have been a clear direction of travel from the employers before this time. The Staff Side had been clear from the start that it wished a central national approach and that it was opposed to local administration of job evaluation. The Staff Side requested further feedback from the Management Side at this meeting and asked for clarity on issues relating to funding and resources.

The Management Side advised that it did not wish to pre-empt the Employers' Association discussions and was confident that there would be a clear direction of travel following the strategy meeting.

The Staff Side re-stated that it felt the timescales had already been delayed too much and that support staff were being disadvantaged meantime. The Staff Side advised that it appeared as if progress on the project had stopped.

The Management Side advised that progress was continuing in accordance with the project plan and that due process required consultation with the employers' membership.

The Staff Side stated that pay equality for support staff should now be a priority, particularly as the lecturing staff pay equality issues had been resolved.

The Management Side noted the Staff Side view and advised that further discussion would follow the Employers' Association meeting.

### Pay and Equality Data Gathering Update

The Management Side advised that it was still awaiting returns from a small number of colleges. It was agreed that the Chair would contact the principals of the colleges concerned.

## **05/18 Terms and Conditions Working Group**

The draft action note of the meeting held on Tuesday 28 November 2017 was noted and agreed.

The Management Side provided an update of the recent meetings and the work being undertaken to collate and analyse the sector data. It was noted that a meeting of the Discipline and Grievance Policies Working Group was scheduled for Thursday 25 January 2018. Any output from the group requires approval by the NJNC Central Committee.

## **06/18 Management of Organisational Change**

The Staff Side spoke to their submitted paper which was intended to lay the groundwork for a new approach to the management of change for support staff. The Staff Side were looking for a commitment to retaining staff on their substantive grade and for colleges to limit any significant structural change. The Staff Side requested that this apply from January 2018.

The Staff Side felt that job and salary security was of paramount importance and that if someone wanted to be retrained they should not lose their salary grade. The Staff Side view was that “downgrading” was demoralising and bad for productivity; colleges had a poor record of retraining their own staff and assisting in removing them from detriment, even where provided for in local agreements.

The Management Side advised that this matter could be referred to a specific support staff Policy Working Group as the EIS has confirmed that they did not wish to participate in the piece of work.

The Staff Side advised that this was not acceptable as this was a matter of urgency and needs discussions to commence right away. The Management Side advised that the Staff Side would receive a response to their paper as soon as was practical but that discussion would be required with the Employers’ Association and reported back to a future NJNC.

## **07/18 Transfer to Permanent Status**

The Staff Side spoke to their submitted paper and requested the same protection on transfer to permanency as had been agreed for the lecturing staff.

The Management Side advised that the request would be considered at a future meeting of the Employers’ Association and a response provided to a future NJNC meeting.

## **08/18 Pay Claim 2018/19**

The Staff Side advised that it would be submitting its pay claim to the February meeting. The Staff Side advised that it was expecting a significant pay award which would be flat rate and in line with levels of inflation.

The Management Side advised that the additional money in the draft budget for the sector did not include anything for inflation or cost of living increases, therefore there would be additional pressure on colleges to deliver efficiencies. The staff Side pointed out that Derek Mackay had indicated that there was a 9.4% rise in college budgets for 2018/19

The Staff Side advised that it was aware of the increases being awarded to senior staff and that it may seek a meeting with the Scottish Funding Council to get clarity on the funding available to colleges. The Staff Side also asked if the sector was progressing discussions on senior staff salaries through the Employers’ Association.

The Management Side responded that discussions would be ongoing and that it also wished to discuss changing the cost of living review date to 1<sup>st</sup> September.

The Staff Side advised that it would not be willing to change the review date unless the lecturing side was also changing.

## **09/18 City of Glasgow Employment Tribunal – Jim O’Donovan & Others v City of Glasgow College**

The City of Glasgow College Principal confirmed that there will be no appeal of the tribunal outcome on this matter. The Management Side advised that the implications of this decision for the sector would now be considered and relevant guidance will be issued to the sector.

## **10/18 Living Wage Accreditation Update**

The Management Side advised that there had been no further change to the sector position since the last meeting.

The Staff Side expressed disappointment with this and felt that the outstanding colleges should have made progress by now. The Staff Side indicated that it would be raising this issue with the Minister as they felt the current position to be unacceptable.

The Management Side reminded the meeting that all colleges pay their directly employed staff the Living Wage and that the outstanding issues are in relation to contractors.

The Staff Side view was that compliance with the living wage for directly employed staff was as per collective agreements; the collective agreement to achieve sector accreditation by December 2016 had not been met due to the failure of a few colleges to deliver. The Management Side advised that the actual wording of the agreement was "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". Therefore, the sector is continuing to work toward accreditation.

It was agreed to chase progress with the outstanding colleges.

## **11/18 Scope of NJNC**

The Staff Side sought information on progress of reviewing the scope of the NRPA as it appeared that colleges were taking staff out of the NRPA rather than into it. The Staff Side advised that this was an important issue for them and were of the view that senior managers should be included in the NRPA.

The Management Side advised that the matter would be discussed at the next meeting of the Employers' Association.

## **12/18 Facility Time**

The Staff Side advised of an issue in one college (Ayrshire) where an elected representative had been refused time off to attend the UNISON FESCOM meeting. The Staff Side advised that the elected representatives are not representing the college but have their own specific role and remit.

In addition to resolving this, the Staff Side requested that facility time was looked at for all support staff. The perception from the Staff Side was that facility time was not limited for lecturing staff in the same way that it was for support staff.

The Management Side asked the Staff Side to feed their comments into the draft National Facility Time Policy which had been circulated to the trade unions for comment in June 2017. The Staff Side view was that this policy should be dealt with through the Terms and Conditions Group.

The Staff Side advised that it would submit comments and requested that the Ayrshire issue be dealt with in the meantime. The Management Side advised that this remained a matter for local determination at this time.

## **Date of Next meeting**

The next meeting is **Wednesday 14 February 2018**. Venue and time to be confirmed.