



Minute of the meeting of the National Joint Negotiating Committee (NJNC) – Central Committee held on Thursday 31 March 2022 (1030-1200), via Video Conference.

In Attendance	
Collette Bradley	Staff Side
Martin Clark	“ “
Donny Gluckstein	“ “
Chris Greenshields	“ “
Alison MacLean	“ “
Laura McLean	“ “
Charlie Montgomery	“ “
Lorcan Mullen	“ “
Jim O’Donovan	“ “ (Chair)
Gary Ross	“ “
Anne Campbell	Management Side
Sue Clyne	“ “
Jackie Galbraith	“ “
Derek Smeall	“ “
Alex Linkston	“ “
Sarah-Louise Nandadasa	“ “
Ross Martin	“ “
Stuart Brown	Staff Side Secretary
Evan Williams	Management Side Secretary
Catherine McCreath	Zoom Administrator

18/21 Welcome and Apologies

The Staff Side chaired the meeting and welcomed everyone. Apologies were noted from Jillian Cheape, Zelda Franklin-Hills, Debbie Kerr, David Watt and Alan Ritchie Management Side and Anne-Marie Harley and Eileen Imlah, Staff Side.

19/21 Minutes of Previous Meetings and Any Matters Arising

The minute of the meeting held on Thursday 24 September 2020 was agreed.

The minute of the meeting held on Thursday 30 September 2021 was agreed.

Living Wage Accreditation

The Staff Side requested an update with regards to the Living Wage Accreditation for colleges.

The Management Side stated that all colleges are now fully accredited.

The Staff Side requested a list of colleges that are now fully accredited.

Facilities Time

The Staff Side raised its concerns with regards to the levels of Facilities Time. It stated this was not adequate for Staff Side to effectively resource the machinery and this has been an outstanding action since 2020.

The Management Side stated no agreement was reached on this matter; however, it has progressed since then and confirmed that a consultant has been commissioned to take forward the review of Facilities Time for UNISON.

The Staff Side wished to note its disappointment at the lack of progress on this matter and requested to address it as a matter of urgency as it will be in line with the Fair Work agenda.

The Staff Side questioned whether there is a proposal for the review of Facilities Time to include the lecturing side and, if so, requested sight of this proposal. The Staff Side also requested the remit of consultant to undertake this review.

The Management Side welcomed further discussions around the inclusion of the lecturing side and suggested this matter be picked up by the Joint Secretaries.

Following lengthy discussions, the Staff Side requested an adjournment.

Adjournment

Following an adjournment, the Staff Side's view was that the Facilities Time Working Group should be reconvened. It stated it did not believe the consultant's review of Facilities Time will go into the same level of detail as the work of the Facilities Time Working Group. The Staff Side also stated it had recently tabled a paper which highlights the urgency of Facilities Time as a number of colleges now have no local stewards and that this should be discussed at the working group.

The Management Side stated the purpose of an independent review was to provide an impartial and comprehensive approach to this matter in order to determine a way forward that will be based on evidence. It stated that both sides have failed to reach an agreement on this matter. Furthermore, lecturing and support staff have different structures and therefore have different requirements of Facilities Time which is why it has requested an independent review to take place.

Following lengthy discussions, it was agreed that the review of Facilities Time for lecturers will be discussed by the Joint Secretaries.

Policy Working Group

The Staff Side wished to note its disappointment at the lack of progress in relation to Grievance and Dignity at work. It requested the Joint Secretaries to consider a National Dignity and Respect policy, and for this to be tabled to the Policy Working Group as a matter of urgency.

It was agreed the Joint Secretaries will discuss this matter.

Minute – Health and Safety

The Staff Side referred to the minute of the meeting held on Thursday 30 September 2021, in particular reference to Health and Safety discussions. At this meeting, the Staff Side requested a National Health and Safety Committee/forum be developed. The Management Side position was that health and safety is dealt with at a local level and best practice is shared through the College Development Network – Health and Safety Network. At this meeting, no agreement was reached as to how to progress this matter.

The Staff Side wished to note this matter is still outstanding and requested it be included for discussion at the next meeting.

20/21 Fair Work Working Group

The Management Side provided an updated on the position of the Fair Work Working Group. It noted there had been two meetings and that a Terms of Reference has been agreed. The meetings have focused on the Work Plan, Facilities Time and the Fair Work Statement and that the Staff Side has presented the working group some points it wished to be considered on the Fair Work Statement. It was noted that the working group is scheduled to meet on Thursday 21 April 2022 to take these discussions further.

21/21 Policy Working Group

Draft Menopause Policy

The Draft Menopause Policy was presented as **Paper 4** as an output from the Policy Working Group for agreement.

Both sides agreed the paper.

The Staff Side stated it was supportive of the policy, however, it is subject to ratification at its branch committee meeting taking place tomorrow (Friday 1 April 2022).

This was noted.

Update

The Management Side advised the Policy Working Group met on two occasions which involved positive and constructive discussions. It advised the working group will be focusing on a work plan going forward, and some points for future discussions will include draft Grievance and Disciplinary policies.

The Staff Side wished to raise its concerns regarding some colleges pushing ahead revised Disciplinary and Grievance policies due to the lack of progress in the National Bargaining machinery. It stated colleges are waiting for these policies and this should be discussed urgently at the working group.

It was agreed this will be picked up by the Joint Secretaries.

22/21 Lessons Learned

As the Lessons Learned report has been published and submitted to the Scottish Government, the Staff Side requested a Central Committee meeting be convened to begin discussions on this report. It requested both lecturing and support staff take the time to develop its positions, jointly, on the content of the report before discussions take place.

The Management Side agreed and stated its members will also need an opportunity to discuss the recommendations within the report.

It was agreed both sides will consider the report and put forward its views at the next meeting.

23/21 AOCB

Long Covid

The Staff Side submitted a paper on Long Covid and invited a response from the Management Side.

The Management Side advised, due to the lateness of the paper, it will consider the paper offline and provide a response.

The Staff Side requested a date for the Management Side's response.

It was agreed this matter will be taken forward by the Joint Secretaries.

Frequency of Central Committee Meetings

The Staff Side raised its concerns around the frequency of Central Committee meetings and that meeting every 6 months have a negative impact on progress. The Staff Side proposed a schedule of more frequent meetings going forward.

It was agreed this matter will be addressed by the Joint Secretaries.

17/21 Date of Next Meeting

The next scheduled meeting will be confirmed offline. The Staff Side request this take place before the next Academic Year 2022/23.

Action Monitoring Log

Thursday 30 September 2021				
Item	Action	Owner	Completion Date	Status
12.21	Amend minute of meeting on Thursday 24 September 2020.	JS	October 2021	Complete
13.21	Schedule a meeting of the Policy Working Group.	JS	October 2021	Complete
16.21	Agile/Hybrid/Working/Learning Discussion to be considered at the Side Tables.	JS	December 2021	Ongoing
Thursday 31 March 2022				
Item	Action	Owner	Completion Date	Status
19.21	Share a list of colleges that are Living Wage Accredited.	MS	April 2022	Ongoing
19.21	Discuss Facilities Time review for lecturers.	JS	April 2022	Ongoing
19.21	Consider a National Dignity and Respect policy to be presented to the Policy Work Group.	JS	April 2022	Ongoing
19.21	Discuss Health and Safety matters at the next Central Committee meeting.	SS	Tbc	Ongoing
21.21	Draft Menopause Policy to be ratified by the Staff Side.	SS	April 2022	Ongoing
21.21	Discuss the Disciplinary and Grievance Policies at the Policy Working Group.	JS	April 2022	Ongoing
23.21	Consider and provide a response to the Staff Side's paper on Long Covid.	MS/JS	May 2022	Ongoing
23.21	Discuss frequency of Central Committee meetings and date of next meeting.	JS	May 2022	Ongoing