

Confidential & Restricted

Approved minute of the meeting of the National Joint Negotiating Committee - College Staff (NJNC -CS) held on Thursday 15 January 2015 at 1100 hrs in City of Glasgow College, North Hanover Street Campus, Glasgow.

In Attendance

Chris Greensheilds (Chair)	Staff Side (Chair)
Penny Gower	“ “
Charlie Montgomery	“ “
Pam Currie	“ “
John Kelly	“ “
Jim O'Donovan	“ “
Ian McKay	Management Side (Chair)
Rob Wallen	
Audrey Cumberland	“ “
Margaret Munkton	“ “
Judy Keir	“ “
Susan Bald	“ “
Keith McKellar	
David Belsey	Staff Side Secretary
John Gribben	Management Side Secretary
Beth Dickson	

1/15 Welcome & Apologies

1. Ian McKay welcomed John Gribben, Employee Relations Policy Lead from Colleges Scotland to the meeting. John will formally take up the role of Management Side Secretary to the NJNC.
Apologies were noted from Janie McCusker, Donny Gluckstein, Emma Philips, Gordon Casey, Shirley Sephton, and Penny Gower for lateness.

2/15 Minute of previous meeting (11/12/14)

1. It was agreed to note the previous meeting's draft minute was not available and would simply include the fact that the meeting only agreed the previous meeting's minute and that the rest of the Agenda had been remitted to this meeting.

3/15 Matters arising from minute of 20 November 2014

1. It was agreed to hear matters arising from the minute of 20/11/14. An update was requested on the NJNC funding application and the Staff Side raised concerns regarding the accuracy of a letter sent to some College Principals regarding facilities time.
2. The EIS informed the NJNC of its intention to issue a letter to all college principals with regard to time off for Trade Union duties. Staff Side invited to contact Colleges Scotland in advance of next board meeting to reinforce issues related to sector funding.

4/15 Matters arising (formal Agenda Items)

1. Update from Data Gathering Exercise
The Management Side Secretary reported that Research Officer Kevin Watson has been appointed to Colleges Scotland; key aspect of this role will be analysis of employment data. Return date for Data remains 31/01/15, and the next meeting of the Data Gathering group is scheduled for 19/02/15.
2. Feedback on central funding for facilities time.
The Management Side Secretary reported that no formal response had been received from the SFC regarding its bid for funding to support the work of the NJNC, but indications from

SFC is that funding is unlikely. Management Side Chair gave the commitment that the SFC would continue to be pursued in this regard, and a proposition will be put to Colleges Scotland board on 28 Jan 15 to share the financial commitment related to Trade Union time off for National Collective Bargaining.

The Staff Side noted that the SFC has recently issued a Code of Good Practice in College Governance which included the provision that Colleges should implement the outcomes of national bargaining. The Staff Side speculated that as the SFC had made meeting the Code a condition of public funding then the work of the NJNC should be supported by the SFC.

5/15 General Pay Policy – Living Wage

1. The Management Side reported that a Paper has been considered by Colleges Scotland Employment Relations Committee (ER) which contained a proposal on the Living Wage that will go to the next Colleges Scotland Board.

The Management Side clarified that this would apply to all staff employed by Colleges with the exception of modern apprentices, and work experience/intern staff who would be exempt. The proposal being put to the Colleges Scotland Board would not be time bound, and that it would be left to Colleges to decide whether they wish to become Accredited Living Wage Employers.

The Staff Side welcomed the proposal as a first step as the Staff Side sought Living Wage Accreditation.

2. Management Side Chair requested any documents supporting the above be provided to the Management Side Secretary, and these could be presented as part of the consideration to Colleges Scotland Board.

6/15 Meeting Protocol

1. Management Side Secretary advised that the protocol had been reissued to remind both Sides of the need to observe jointly agreed agenda items with no provision for AOCB. This was noted by the Committee.

7/15 Draft RPA

1. The Management Side and Staff Side Secretaries reported on the progress of the national RPA (nRPA) and that version 20 was now before the full NJNC to consider. It was noted any agreed document would require careful proof reading and minor edits by the Joint Secretaries to ensure grammatical accuracy.

The Staff Side Secretary reported that wording of Defined Staff on page 1 was inaccurate and should read "All staff employed by Colleges except for the colleges Senior Management Team"

2. It was agreed to concentrate on the four areas of the draft national RPA where no agreement was reached by the nRPA Working Group and that the Staff Side stated that no agreement would be reached until an agreement was reached in all areas:
 - Defined Staff (page 1)
 - Scope of the Agreement (page 7)
 - Facility Time (Page 9 & Appendix 2)
 - Additional Information on Recognition (page 9)
3. Agreement was reached on four areas above by a process of arguments and counter arguments, augmented by four adjournments. The sections below record the agreements made between the two Sides.
4. Defined Staff
It was agreed to use the Management Side proposed wording and for the Data Gathering Working Group to be given a remit to look into the issue of defined staff, including exploring

the use of personal contracts, the different groups of staff given recognition and the contractual changes required to enable a widening of the definition of defined staff. It was agreed that the Working Group would seek to report back to the NJNC by the end May 2015.

5. Scope of the Agreement

It was agreed to delete “Equality Policies i.e.”, and to include ‘Grievance and Disciplinary Policies’ and ‘Transfer to Permanent Status’ to the Scope of the nRPA. The Working Group would look into ‘Travel and Subsistence’ and seek to report back to NJNC by May 2015. Unison noted its disappointment that ‘Travel and Subsistence’ was not included in the Scope.

6. Facility time

It was agreed to accept the Staff Side proposal in Section 10 and to delete Staff Side proposed Appendix 2. The Management Side agreed to pursue SFC for funding and to strongly recommend to the Colleges Scotland Board that facilities time costs should be shared across all Colleges.

7. Additional Information

It was agreed to delete Section 11 Additional Information.

8. The Management Side Chair proposed that a statement from the NBDG Agreement be inserted into the nRPA on page 2 and this was agreed.

9. Following the agreed changes above, the Management Side and Staff Side agreed to the amended nRPA being an agreed outcome of the NJNC. It was also agreed for the Joint Secretaries to proof read and make necessary minor edits to ensure grammatical accuracy.

8/15 Acknowledgement

1. The Chair wished to express his personal thanks, and those of the Management Side, for the work and contribution of Beth Dickson in bringing National Bargaining back to the college sector. This gratitude was echoed by the Staff Side.

For Information: Not part of the minute:

Action Points	Who	When
Staff Side to provide MSS copies of supporting documents on the Living Wage.	MSS/Unison	Prior to CS Board
NRPA Working Group to consider and report back to NJNC on Defined Staff.	Joint Secretaries	31/05/15
Data Gathering Group to consider and report back to NJNC ‘Travel and Subsistence’.	Joint Secretaries	31/05/15
To share Colleges Scotland Board paper on funding for National Collective Bargaining to NJNC.	MSS	29/01/15
Next steps for RPA	Joint Secretaries	19/02/15