

Note of the Non-Quorate Meeting of the National Joint Negotiating Committee (NJNC) – Side Table (Support), on Wednesday 18 March 2020(1400) via teleconference.

In Attendance	
Jillian Cheape	Colleges Scotland
Heather Stevenson	Management Side Secretary
Collette Bradley	UNISON
John Gallacher	Support Staff Side Secretary
Chris Greenshields	UNISON
Alison Maclean	Unite
John Slaven	GMB

Welcome

In light of the current events in colleges with principals and senior staff dealing with the crisis situation and focussing on staff and students, the Joint Secretaries agreed that a full and quorate meeting of the Side Table (Support) would not take place. However, it was agreed to ensure core and essential business is maintained in this difficult time, to have this meeting by teleconference to work through the agreed agenda as it stands and discuss any other essential business.

Going forward formal meetings will be held using Zoom. There would be no formal minute of the meeting.

Job Evaluation Project

It was agreed that the Job Evaluation project was progressing well although the pace was slower than expected. It was agreed this may be due to original calculations being based on what an experienced analyst could achieve in one day and also the process has changed. The Staff Side reiterated its view that the original calculations were overstated.

Role Analysts

It was acknowledged that Role Analysts were already remote working and that the project continues with support mechanisms in place. It was agreed to prepare and issue a communication to all Role Analysts recognising that personal situations may change due to carer responsibilities or illness and to ensure they let the employing college or project leads know of any wellbeing issues. .

Review Group

Discussions are taking place between the project leads around areas of disagreement within the Terms of Reference of the Review Group.

Job Evaluation Working Group

It was agreed there were papers issued to the Job Evaluation Working Group that required progress to be made. This includes the paper on how to agree new roles in the next round of evaluation. It was agreed that the project leads would discuss this with respective members.

The other papers were related to Job Descriptions and further discussion was required between the project leads.

Joint Communications

It was agreed that joint comms should be issued to colleges and members to provide reassurance that progress is being made and timelines.

Pay Working Group Update

An update on the Pay Working Group was provided. At the last working group meeting it was agreed that each side would draft a paper showing its key principles. A suggestion was also made that the project leads carry out practise pay modelling to then provide a demonstration to the working group.

The Staff Side stated there was a need to make urgent progress with this group and for those colleges that have not yet provided the requested data then pressure is required to ensure this is received.

Pay Claims

1st April 2020 – Pay Rise

It was noted that there was a difference in views on how the pay increase from 1st April 2020 is applied. The Staff Side view is that the base rate is increased from 1st April 2020 with the full 5/12ths due by September 2020.

The Staff Side was advised that it is 5/12ths of the overall percentage which colleges are implementing from 1st April 2020 and the current crisis should not impact on payments being made in the April pay run.

1st September 2020 – Pay Negotiations – Process and Timeline

The Staff Side advised that the Support Staff Side pay claim will be submitted in advance of the Employers' Association meeting in May 2020.

Terms and Conditions Working Group Update

An update on the Terms and Conditions Working Group was provided. It was agreed the action note would be issued which highlights the actions for both sides to allow matters to move forward.

Facility Time

The Staff Side requested an update on Paper 4 as a solution was required.

The Staff Side was advised that there was no conclusion at this stage, however, early indications were not positive. Calls had been scheduled to take place with those colleges directly affected by the proposal, however, the current situation has meant they have been postponed and will be picked up in due course.

As this meeting is not a formal meeting, the Staff Side requested this matter is pursued to ensure a decision is made ahead of the next formal meeting of the Side Table.

The Staff Side raised concerns in the draft minute of previous meeting around the wording concerning Unite and felt it had been misrepresented. It was agreed revised wording would be provided by Unite ahead of the next formal meeting where the minute will be presented.

Lessons Learned/Lack of Output from Support Staff Table

The Staff Side stated that there a number of tables/working groups that are currently set up and others that have still to be established. In its view the machinery is producing very little outputs and a change is needed as it did not want to be connected to something that is failing and suggested a radical overhaul of the machinery. It also confirmed it had made these points to the Scottish Government at its Lessons Learned meeting.

The Staff Side was advised that the Management Side representatives had also raised similar points at its Lessons Learned meeting.

It was agreed further discussions were required on this but not at this time.

08/20 Stress

The Staff Side was advised that there was no further update on this matter at this time and it understood a Freedom of Information (FOI) request had been made to colleges.

The Staff Side confirmed that a FOI had been issued to colleges and this would allow an update to the report tabled in December 2019. The Staff Side agreed to share the result of the FOI when available, but still requested a response to the report tabled in December 2019.

The Management Side acknowledged this as an action.

09/20 AOCB

The Staff Side wished to note the following for future discussion:

1. **Policing of Agreements** – there is an issue in one college around permanency and the Staff Side has asked for a list of anniversary dates of those on temporary contracts. There were concerns over the number of employees on temporary contracts.
2. **Policies** – colleges trying to review policies covered nationally eg sickness absence and flexitime. The Staff Side is seeking to progress the national policies and set up any new groups.
3. **Scope** – the Staff Side is aware of an exercise issued to colleges. The Staff Side was advised that at this time there is nothing to share or comment on.

End of Meeting

Action Monitoring Log

Wednesday 4 December 2019		
Action	Owner	Completion Date
Circular 05/18 – Staff Side to share results from FOI request on Permanency.	Staff Side	February 2020 – Outstanding
EIA – Staff Side to move forward on progress update on EIA.	Staff Side	February 2020 – Outstanding
Job Evaluation – Joint Secretaries to progress ratification of NJNC – Role Analysis Protocol document.	Joint Secretaries	Complete
Annual Leave Policy – Staff Side to provide clarification on areas which require clarification.	Staff Side	Complete
Facility Time – Management Side to consider Paper 5, consult with colleges and provide a response at next meeting.	Management Side	Complete
Stress – Management Side to consider Paper 6, consult with colleges and provide a response at next meeting.	Management Side	March 2020 – Outstanding
Wednesday 18 March 2020		
Action	Owner	Completion Date
Communication to all Role Analysts recognising that personal situations may change due to carer responsibilities or illness.	JE Project Leads	Complete
Further discussion required on outstanding Job Evaluation Working Group papers.	JE Project Leads	March/April 2020
Joint comms to be issued to colleges and members to provide reassurance that progress is being made and timelines	JE Project Leads	March/April 2020
Terms and Conditions Action Note to be issued.	Jillian Cheape	Complete
Provide formal response on Facilities Time paper.	Management Side	Complete
Revised wording to be provided ahead of the next formal meeting on Unites position on Facilities Time.	Staff Side	Complete
Share results of Stress FOI.	Staff Side	April/May 2020