

Agreed Minute of the Meeting of the National Joint Negotiating Committee (NJNC) – Side Table (Support), on Wednesday 2 November 2022 at 1430-1630, via video conference

| In Attendance | |
|----------------------|---------------------------------|
| Liz Connolly | Management Side |
| Debbie Kerr | “ “ |
| Ross Martin | “ “ (Chair) |
| David Watt | “ “ |
| Collette Bradley | Staff Side |
| Chris Greenshields | “ “ |
| Lorcan Mullen | “ “ Joint Secretary |
| Heather Stevenson | Management Side Joint Secretary |
| Jillian Cheape | Secretariat |
| Anne Davidson | Note Taker |
| Louis Martin | Zoom Administrator |

4/22 Welcome and Apologies

The Management Side was in the Chair for this meeting. The Chair welcomed all attendees to the meeting. Apologies were noted from Gavin Donoghue and Alan Ritchie, Management Side and Martin Clark, Alison MacLean and Laura McLean, Staff Side.

5/22 Facilities Time

The Management Side tabled a paper giving details of the anticipated provision of Facilities Time for discussion and review.

The Staff Side requested to take an adjournment in order to review the Management Side’s tabled proposals.

Adjournment

The meeting reconvened and although there was a largely positive response to the paper, the Staff Side would have welcomed more specifics in relation to the overall quantum of Facilities Time. Other concerns were noted around a number of issues specifically, the Equality Impact Assessment, the temporary nature of the current facility time allocation for the Branch, the standard release agreement including the inclusion of a standard notice period and processes for reimbursement for local operations via the National Branch.

It was agreed that a written confirmation was required from College Employers Scotland (CES) to firm up proposals with regard to the issues discussed. Both sides agreed on the need for robust wording to firm up agreement on a provisional offer and it was agreed that there would be a further meeting between the Joint Secretaries.

It was also agreed that there was a need for a review method to be built in to ensure that the 1.5 FTE currently provided for the Job Evaluation project would be maintained as part of the overall Facilities Time upon completion of that project.

The Staff Side wished to note that any review process that is put in place should not be used as a renegotiation. It was noted that a wider review of the National Recognition and Procedures Agreement, in conjunction with the Scottish Government, is also required.

The Staff Side sought to remove the Facilities Time end date of 31st July 2023.

The Management Side noted the Staff Side's proposal and agreed to review this position.

Further discussion took place around notice periods and release agreements and the Management Side suggested that the HR Strategic Group could be delegated to produce a generic agreement which allowed for local flexibility. The Staff Side raised some concern about this group taking on this task, and proposed some alternative approaches.

Following discussion, it was decided that the Joint Secretaries would meet to discuss the matters raised at today's meeting as a way to progress this issue.

It was discussed that if agreement cannot be reached between the Joint Secretaries, then a further interim meeting may require to be arranged in advance of the CES meeting taking place on Wednesday 16 November 2022.

Both parties once again agreed that it was important to move beyond the debate around Facilities Time as there are more pressing issues that need due consideration.

6/22 Date of Next Scheduled Meeting

The next scheduled meeting of the Side Table (Support) is to be confirmed following the outcome of discussions at the CES Business Meeting.

Action Monitoring Log

| Wednesday 17 March 2021 | | |
|---|-------------------|------------------------|
| Action | Owner | Completion Date |
| Short paper to update the Side Table on Scope. | Management Side | June 2021 |
| Wednesday 18 August 2021 | | |
| Action | Owner | Completion Date |
| Provide a paper detailing the financial items discussed. | Management Side | Overtaken/Complete |
| Wednesday 8 December 2021 | | |
| Action | Owner | Completion Date |
| Provide an update on Scope. | Management Side | March 2022 |
| Continue discussions on Job Evaluation Post 2018 Roles. | Joint Secretaries | In Progress |
| Wednesday 26 January 2022 | | |
| Action | Owner | Completion Date |
| Update the Management Side on its position on the current Pay and Terms and Conditions offer. | Staff Side | Complete |
| Wednesday 9 March 2022 | | |
| Action | Owner | Completion Date |
| Provide an update on SFC's role in verifying costs. | Management Side | Ongoing |
| Provide an update on what actions have taken place relating to roles out of Scope. | Management Side | Ongoing |
| Seek clarity with regards to how NJNC agreements would affect those out of Scope. | Management Side | Ongoing |
| Provide an update to the Staff Side on whether the report on £400 payment to lecturers has been published. . | Management Side | Complete |
| Management Side to respond to Facilities Time request. | Joint Secretaries | Complete |
| Continue discussions on Jubilee Holidays 2022. | Joint Secretaries | Complete/Overtaken |
| Continue discussions on Long Covid with regards to joint work as a way forward. | Joint Secretaries | Ongoing |
| Share updated draft Annual Leave Policy with the Staff Side for formal agreement. | Management Side | Complete |
| Share updated draft National Agreement – Terms and Conditions (Support Staff) with the Staff Side for formal agreement. | Management Side | Complete |
| Wednesday 26 October 2022 | | |
| Action | Owner | Completion Date |
| Continue discussions on Facilities Time to form a basis for consideration at the next meeting. | Joint Secretaries | Complete |

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|--|-------------------|------------------------|
| | | |
| Wednesday 2 November 2022 | | |
| Action | Owner | Completion Date |
| Continue discussions on Facilities Time. | Joint Secretaries | Ongoing |