

Approved Minute of the meeting of the National Joint Negotiating Committee –Side Table Support Staff held on Thursday 18 February 2016 at 1300hrs in West College Scotland (Paisley Campus).

In Attendance

| | |
|-------------------|---------------------------|
| Keith McKellar | Management Side (Chair) |
| Susan Bald | “ “ |
| Audrey Cumberford | “ “ |
| Rob Wallen | “ “ |
| Judy Keir | “ “ |
| Shirley Sephton | Staff Side (Chair) |
| Elaine Dougall | “ “ |
| Martin Clark | “ “ |
| John Gallacher | Staff Side Secretary |
| John Gribben | Management Side Secretary |

05/16 Apologies

Staff Side Chair welcomed all to the meeting, apologies were noted from, Cal Waterson, and Chris Greenshields.

06/16 Minutes of Previous Meeting

After minor amendments, the minute of 21 January 2015 was accepted as an accurate reflection of the meeting.

07/16Matters Arising

The extension from 2 to 4 days per month facilities time for Support Staff was still to be agreed with respective employers.

Joint Secretaries advised that the joint guidance on points of clarification on the implementation of the pay award remained outstanding, but are progressing. Key points are payment for leavers, fixed leave days, employees not in scope of the NRPA, pay preservation and living wage. It was agreed for the Joint Secretaries to conclude this action, should this not be achieved by 25 February 2016, matters should be referred back to the Side Table.

NRPA Guidance on transfer from Local to National Bargaining, the Staff Side advised that there are now two live local grievances within two separate Glasgow colleges. The Staff Side considered these grievances directly related to points in scope within the NRPA, therefore it was a matter for the NJNC machinery to take these points forward. It was agreed for the Joint Secretaries to develop appropriate wording, with regard to the NRPA and the guidance on transfer circular for the respective Glasgow colleges. In the event that joint wording cannot be agreed this matter will be referred back to the NJNC who agreed the guidance on transfer circular.

It was agreed that item 4 on the agenda had been addressed under Matters Arising.

08/16 Developing the Road Map

The Staff Side paper was reviewed in detail point by point:

1. Broad agreement and support
2. Broad agreement and support
3. Staff Side set out that there is a need to access the “savings account” which are the sectors Arm’s Length Foundations. Staff Side reminded the NJNC that other significant public sector

reforms came with an investment from central Government. Management Side agreed with the investment aspect, but was not in a position to agree how any money in Arm's Length Foundations should be utilised. Staff Side questioned why additional monies are being paid into ALT when this could be used to fund this process. Management Side would set up a meeting with Scottish Government to discuss funding for modernisation.

4. Broad Agreement and Support
5. Remains a priority, Management Side advised that wider consultation is required with the sector. It was agreed for a working group to meet by Friday 4th March 2016.
6. It was agreed there is a pressing need to progress this through the NRPA working group, it was agreed for a meeting of that group to take be scheduled before Friday 4th March 2016.
7. Receipt of the 2016 pay claim was acknowledged, Management Side advised this will now be the subject of wider consultation with the sector. Staff Side advised they would be looking for a response to the pay claim at the next meeting, and reminded the NJNC of the Cabinet Secretaries reaffirmed commitment to National Bargaining.
8. Management Side advised this is not an item in scope within the NRPA, however there was broad agreement for the sector to adopt best practice, Management Side agreed to take the Staff Side request to the College Principals Group, along with the NJNC Side Table work plan when complete.
9. Management Side advised this is being progressed as part of the work plan of the Side Table, Staff Side advised methodology and plan was essential, as is the need to consult widely and take best practice from other public sector employers. It was agreed for both sides to progress through a joint working group.
10. Management Side advised this is not an item in scope within the NRPA, but is willing to develop this as part of the Side Table work plan
11. Broad Agreement and Support to ensure Living wage Accreditation achieved in full by Dec 2016
12. Broad Agreement and support
13. Management Side advised Bullying and Harassment policy was not within scope of the NRPA, but is content to include in the Side Table work plan to review the sector policy position.
14. Broad agreement and support, this will require to be added to the Side Table work plan to review the sector position
15. Absence Management, although not expressly in scope of the NRPA, it was agreed to add this to the Side Table work plan

It was recognised that a number of items agreed to be included in the Side Table work plan were not in scope within the NRPA, while the side table will progress these on the work plan, for agreements to be reached these matters will have to be referred back to the main Table for a review of the NRPA.

It was agreed that a more defined project plan, inclusive of time lines, and all agreed work streams would be developed. These projects can then be allocated with project managements returning to the NJNC with meaningful output.

09/16 Pay Claim

The Pay claim was noted as being received by the Management Side, this will now be subject to wider consultation with the sector.

10/16 Facility Time

Staff Side reporting ongoing difficulty in securing release to undertake duties associated with NJNC, Management Side Chair agreed to write to the Principals and chair of boards of the relevant colleges

11/16 Date of Next Meeting

17 March 2016