

**Approved Minute of the meeting of the National Joint Negotiating Committee – Side Table (Support) held on Thursday 15 June 2017 at 1000 hrs at City of Glasgow College, City Campus, Glasgow.**

<b>In Attendance</b>	
Chris Greenshields	Staff Side (Chair)
Alison McLean	“ “
Shirley Sephton	“ “
Cal Waterson	“ “
Nick Steff	“ “ Observer
Audrey Manning	“ “ Observer
Alex Linkston	Management Side
Annette Bruton	“ “
Debbie Kerr	“ “
Heather Stevenson	“ “
Graeme Stephen	“ “ Observer
John Gribben	Management Side Secretary
John Gallacher	Staff Side Secretary

**26/17 Apologies**

The Staff Side Chair welcomed all to the meeting and apologies were noted from Stuart Thompson.

**27/17 Minutes of Previous Meetings**

Discussion took place on the accuracy of minutes and the failure to agree the minutes of the two previous meetings. It was agreed that both sides' positions should be recorded accurately.

The minutes of Thursday 29 March 2017 were to be amended to include “and agreed” in section 11/17 National Job Evaluation.

The minute of Thursday 18 May 2017 was to be amended in the following sections:

- Section 19/17 Living Wage Accreditation to include reference to a full report being provided to the Staff Side and to invite the Staff Side to attend the Living Wage Accreditation session being held on 23 June 2017
- Section 21/17 National Job Evaluation to accept Staff Side's comments
- Section 22/17 Facilities Time to accept Staff Side's comments
- Section 24/17 NJNC Workplan 2017/18 to accept Staffs Side's comments
- Section 25/17 2017/18 Pay Claim to accept Staff Side's comments and Management Side's comments.

Both sets of minutes would be submitted to a future NJNC – Side Table (Support) meeting for agreement.

**Action: Management Side Secretary**

**28/17 Matters Arising**

There were no matters arising.

## **29/17 Living Wage Accreditation Update**

The Management Side provided an update on the sector position and confirmed that nine colleges had now achieved accreditation. It was confirmed that the issues outstanding were in relation to contractors and that colleges paid all directly employed staff the Living Wage. The Staff Side welcomed the progress that had been made but pointed out that while the remaining Colleges who had failed to meet the December 2016 commitment meant that low paid workers in our sector were suffering as a result. Following discussion about the briefing session planned for Friday 23 June 2017, it was agreed to extend the invitation to Staff Side representatives. It was hoped that all colleges who had not yet achieved accreditation would be in attendance. A full report on progress and anticipated timescales would be provided following the briefing session.

**Action: Management Side Secretary**

## **30/17 Annual Leave Subcommittee Update**

The Staff Side referred to the report which had been issued with the papers and noted that they should have seen the report before it was issued and this report had not been agreed by both sides. The Staff Side stated that they remained concerned that comparison was being made with other public sector organisations when the only comparators should be lecturing staff in the same sector. In addition, they believed the document to be factually incorrect and misleading due to omissions. As requested at the Annual Leave Subcommittee by the Management Side, the Staff Side gave a detailed account of comparisons they had made with what they understood to have been offered to the lecturing staff, taken from a document jointly published by Colleges Scotland and the NJNC Lecturing Side Table, and reiterated that they felt the treatment of support staff remained unfair. The Lecturing staff were to receive an agreed salary increase to the top of the salary scale, where only 5% of lecturing staff were currently in receipt of this amount, when 23% of support staff were currently in receipt of 49 days annual leave and the Management Side would not agree an increase to the top of the scale for them. The Staff Side provided other details showing the inequality between support and lecturing staff. The Staff Side repeated their claim for 49 days for all support staff following consultation with all colleges. They felt that this was affordable and would not impact on college productivity.

The Management Side acknowledged that these points had been raised at the Annual Leave Subcommittee meetings and that the report confirmed the Management Side mandate of 42 days as a total package.

The Staff Side noted that this issue had been outstanding for two years. It was noted that it was good that the 2015/16 issue had been resolved but it should not have taken the length of time it had to produce an outcome and that it was not good enough that the Management Side were not able to move to the Staff Side request.

The Management Side offered to look at further comparable data but the Staff Side said that this issue was to be resolved by the 30<sup>th</sup> June 2017 in line with April 2016 Pay Award Agreement. The Staff Side stated that if there was no movement to the 49 days, they would consider lodging a dispute and balloting their members. The Staff Side also stated that they would wait until it was established if there was a fresh mandate from the Employers' Association and that there may be some merit in considering pay, annual leave and job evaluation together.

The Management Side advised that increasing annual leave to 49 days would have an impact on costs and college productivity and believed that they had made reasonable offer of 42 days for all staff irrespective of service, but that they would take the Staff Side's request and comments back to the Employers' Association.

The Staff Side restated that they felt it was feasible for colleges to be closed for one week during the summer period to accommodate what would be an additional average increase for staff of 5.5 days. The Management Side responded that not all colleges would be able to close during the summer period.

The Staff Side stated that giving 49 days annual leave for support staff would not adversely affect college performance and that sickness absence rates might improve.

The Management Side noted the comments and agreed to give consideration to looking at a package of leave, pay and job evaluation.

### **Adjournment**

The action notes of the two previous meetings of the Annual Leave Subcommittee were agreed.

**Action: Management Side**

### **31/17 2017/2018 Pay Claim**

The Management Side advised that affordability and having regard to the Public Sector Pay Policy were still of consideration and that at this stage the Management Side were content to have an informal discussion.

The Staff Side reminded the Management Side that the sector does not have to comply with Public Sector Pay Policy and stated that they wished to see the 2017/18 Pay Claim settled at an early date and that their claim had already been submitted since February 2017.

The Staff Side also advised that they were looking for a response to their companion claim in respect of a range of allowances. They confirmed that they were seeking a flat rate increase and that they had not had any discussion with the EIS regarding their claim.

The Management Side repeated their position that they would like pay to be discussed at the Central Committee and although there was not a formal mandate, the initial offer was likely to be in the region of 1% for support staff or £300 for staff earning up to £30k.

The Staff Side responded that lifting the ceiling for the flat rate payment was welcome but would still wish for a flat rate to be applied to all staff and that the principle of a flat rate pay award had already been established. They stated that the pay claim from the Lecturing staff was also a flat rate claim.

The Management Side advised that although a flat rate increase had been given for two years, this did not mean that a principle had been established.

The Staff Side confirmed that they were willing to discuss the level of a flat rate increase and the Management Side advised that they would need to look at costings and affordability.

### **Adjournment**

The Management Side advised that having listened to the Staff Side case, it was proposed to set a further meeting next week following the meeting of the Employers' Association. The Staff Side requested that the meeting take into account the claim for unsocial hours and other allowances. The Management Side confirmed that the meeting would consider pay and annual leave.

### **32/17 National Job Evaluation and Data Gathering**

It was agreed to take these two items together.

The Management Side advised that the first meeting of the Job Evaluation Working Group had been held and that meetings would continue although there was still a need to clarify if the EIS would be taking part.

The Staff Side advised that it was a positive meeting and that they were looking for a commitment to invest in a new pay and grading model for support staff and were seeking 1<sup>st</sup> April 2017 as an implementation date, i.e. the same date as the lecturers' agreement as this would go some way to demonstrate fair treatment.

The Staff Side requested progress on data gathering and this will be discussed and progressed through the job evaluation working group and nominated individuals.

The Management Side advised that the job evaluation exercise will take at least two years to complete and may be longer. This will be tightly project managed to ensure timely progress. In view of the timescales, the Management Side proposed that the implementation date be 1<sup>st</sup> September 2018. This was comparable with the three year phasing arrangement for lecturing staff and that any changes would be applied in full from 1<sup>st</sup> September 2018. The Management Side advised that any costs arising from job evaluation still had to be funded and that at this stage a notional 6% increase to the paybill had been advised to the Scottish Government.

The Staff Side advised that they would take the Managements Side's proposal on the implementation date away and discuss at the next meeting.

**Action: Management Side Secretary and Staff Side**

### **33/17 Facilities Time**

The Management Side confirmed that they would distribute the draft National Facilities Time Policy to both the Support Staff Side and Lecturing Staff Side following this meeting. The Staff Side expressed their disappointment at not having sight of the policy before the management consultation.

**Action: Management Side**

### **34/17 NJNC Workplan 2017/18**

The Management Side advised that the scheduled meeting of the Disciplinary and Grievance Working Group had been postponed at the request of both the Lecturing and Support Staff Sides because of the difficulty for both Staff Sides to attend on the dates provided. The Staff Side and Management Side expressed their disappointment at this.

The Staff Side, whilst aware that this was a Central Committee issue, felt that some progress could be made with the lecturing side attending when available.

The Staff Side requested that Organisational Change be treated as a priority and that this was not a Central Committee issue this could go ahead. The Staff Side advised that they had already prepared information in respect of this policy and the management Side asked if this could be made available it would help progress matters. It was agreed to try and make progress on this issue over the summer.

**Action: Management Side Secretary and Staff Side**

### **35/17 Modern Apprentices**

The Staff Side presented their paper. It was agreed that Management Side would provide a response to this paper.

**Action: Management Side**

### **36/17 Severance**

The Staff Side requested a national approach to severance schemes and how the 'strain on the fund' was being addressed. It was agreed that the Management Side would provide a response to this paper.

**Action: Management Side**

### **37/17 Holiday Pay**

The Staff Side presented their paper outlining the approach of West College Scotland to ensuring that holiday pay was calculated correctly and in accordance with the Lock Judgement. It was agreed that the Management Side would provide a response to this paper.

**Action: Management Side**

### **Date of Next Meeting**

The date of the next meeting was to be agreed for week commencing 19<sup>th</sup> June 2017. This was to be an extraordinary meeting dealing with Pay, Annual Leave and Job Evaluation. Venue and time to be confirmed. It was also agreed to arrange and publish the schedule of meetings for next year as soon as practicable.

**Action: Management Side**