

**Approved Minute of the meeting of the National Joint Negotiating Committee (NJNC) – Side Table (Support) held on Thursday 5 October 2017 at 1000 at City of Glasgow College, City Campus, Glasgow.**

<b>In Attendance</b>	
Chris Greenshields	Staff Side (Chair)
Patricia Murray	“ “
Cal Waterson	“ “
William Weaver	“ “
Alex Linkston	Management Side
Annette Bruton	“ “
Jillian Cheape	“ “ (Observer)
Debbie Kerr	“ “
Graeme Stephen	“ “
Stuart Thompson	“ “
Carol Turnbull	“ “
John Gribben	Management Side Secretary
John Gallacher	Staff Side Secretary

#### **42/17 Apologies**

The Staff Side Chair welcomed all to the meeting and apologies were noted from Alison MacLean and Heather Stevenson.

#### **43/17 Minutes of Previous Meetings**

The following minutes were agreed:

- Wednesday 29 March 2017
- Thursday 18 May 2017
- Thursday 15 June 2017
- Thursday 22 June 2017
- Thursday 29 June 2017.

#### **44/17 Matters Arising**

There were no matters arising.

#### **45/17 Scottish Government ‘Lessons Learned’ Exercise**

The Management Side introduced the draft actions following the Scottish Government ‘Lessons Learned’ exercise of Thursday 21 September 2017 and advised that that there is an expectation for an additional follow on session to consider next steps.

The Staff Side stated that they had requested a write up of the event from the Scottish Government together with a summary of the one to one telephone sessions held prior to the event itself. The Staff Side stated their concerns relating to the operation of the National Recognition and Procedures Agreement (NRPA) together with the current scope and membership, with six non-NRPA colleges. The Staff Side re-iterated their concerns related to available funded facility time for national trade union activities and lack of progress on developing National Terms and Conditions. The Staff Side also felt that there was a lack of pace generally in proceedings and expressed frustration at the progress of National Bargaining, which the Staff Side believed was due to a reluctance by the sector to truly embrace concept of National Bargaining and a failure by the Employer Association to fully empower the Management Side negotiators at the NJNC. Management Side conceded that there had been difficulties but were confident that would change.

#### **46/17 Annual Leave Subcommittee Update**

A Technical Implementation Note supporting a proposed change to the standard annual leave year as part of the Support Staff Pay Agreement 2017/18 was discussed. The Staff Side requested, and it was agreed that the matter be discussed at the next NJNC – Annual Leave Subcommittee.

#### **47/17 National Job Evaluation Update**

The Management Side provided an update on the progress of the NJNC – Job Evaluation Working Group and the associated User Intelligence Group (UIG) for the purposes of procuring a National Job Evaluation Scheme. It was noted that an Invitation to Tender had been published with an expectation of a closing date for submitted tenders to be Friday 3 November 2017. The assessment of submitted tenders would likely take place during November. The Management Side also suggested the time was now right to extend the Terms of Reference for the NJNC – Job Evaluation Working Group beyond the procurement stage.

The Staff Side stated that it was important to discuss whether the selected job evaluation scheme will be applied on a national or local individual college basis and little progress could be made until this matter was addressed. Staff Side also highlighted the need for agreement surrounding Organisational Change/Re-deployment policies for support staff to ensure no detriment following job evaluation and to address the issue of scope of the job evaluation project.

The Management Side proposed this could be discussed as a single item NJNC – Side Table (Support) meeting. The Staff Side agreed with this approach.

The Management Side also updated the group on the progress for data gathering. Colleges had now been requested to submit pay and equality data by Friday 13 October 2017. It was noted that this process was on-going and further updates would be provided in due course.

#### **48/17 Modern Apprenticeships**

The Management Side introduced their response to the Staff Side request for consideration of paying the National Living Wage to modern apprentices in the sector, and commented that colleges are free to determine how modern apprentices are remunerated.

The Staff Side expressed disappointment with the response and noted that all NHS Modern Apprentices receive the National Living Wage. Following consideration of the Management Side response, the Staff Side requested a costing analysis of offering the National Living Wage to all modern apprentices in the college sector.

#### **49/17 Severance**

The Management Side introduced their response to the Staff Side request for a review of the current variation in practice in relation to voluntary severance arrangements across the sector, and commented that colleges must meet the requirements of the Scottish Public Finance Manual (SPFM) in relation to severance schemes and this is a condition of funding from the Scottish Funding Council.

The Staff Side stated that Management Side had misunderstood the request by the Staff Side. An analysis of the variation in practices was specifically requested. The Staff Side stated that Freedom of Information requests would be considered if a national position could not be presented.

The Management Side agreed to consider the specific request, but stated that it was not the purpose of this group to define national voluntary severance policy.

### **50/17 Holiday Pay**

The Management Side introduced their response to the Staff Side request for due diligence to ensure that employees are in receipt of correct salary payments when on annual leave. The Management Side confirmed that members of the HR & OD Advisory Group had confirmed that individual colleges are compliant with necessary legislation and tribunal judgments.

### **51/17 Pay Settlement Date**

The Management Side asked the Staff Side to consider the proposal to amend the annual pay settlement date from 1<sup>st</sup> April to 1<sup>st</sup> August. The SFC Circular C1/03/2017 was noted for reference to the anticipated funding allocations over the coming five years.

The Staff Side stated that they were amenable to discussions on this matter but that they had been unable to discuss a collective position with the EIS. This will be brought back to the next appropriate meeting of this group.

### **52/17 Policy Working Groups**

It was agreed to combine this item with agenda item 14 on the agenda 'Terms and Conditions'. The Management Side stated that a number of attempts had been made to get the required working groups up and running without success. The Staff Side stated the requested Organisational Change Group was of key priority. Taking forward the commitments of the Pay Agreement for 2017/18 on terms and conditions is also of high priority and should progress immediately.

The Staff Side suggested that any convened working groups be scheduled for the same day if possible.

### **53/17 Facilities time**

The Management Side confirmed that the issue of funded reasonable facilities time was a priority. A response to the Staff Side would be provided timeously.

The Staff Side asked for clarification in the payment of expenses for trade union representatives travelling to management scheduled meetings. The Staff Side stated that employers should meet all national costs.

It was agreed this matter will be discussed between the Joint Secretaries.

### **54/17 Living Wage Accreditation Update**

The Management Side introduced the latest analysis table of college progress to Living Wage Accreditation. It was noted that the list needs to be updated and it was agreed that a revised table would be provided.

The Management Side advised that full progress was hampered by the issue of no-break contracts whereby accreditation was dependent upon contractors adhering to paying the Living Wage. The Staff Side were reminded of the express terms of the Agreement to work towards accreditation.

It was suggested that discussions with the Poverty Alliance may help with progressing this issue.

It was agreed that good news stories related to Living Wage Accreditation from the sector could be co-ordinated nationally.

The Staff Side requested additional information particularly the reasons for colleges not securing accreditation.

## **AOCB**

### **Workforce for the Future**

An update was provided by the Management Side on the status on Workforce for the Future. It was noted that no significant developments had taken place following the previous presentation to this group.

### **NJNC Website**

It was agreed that the NJNC website should be used to a greater degree and operated as live.

### **Date of Next meeting**

It was agreed to use the already scheduled date of Thursday 19 October 2017 to progress working groups.

The date of the next NJNC – Side table (Support) meeting was confirmed as Thursday 16 November 2017 with a single item agenda on Job Evaluation. Venue and time to be confirmed.

It was also agreed to re-publish the schedule of meetings for the NJNC – Side Table (Support) for the remainder of this academic year as soon as practicable.