

**Approved Minute of the meeting of the National Joint Negotiating Committee (NJNC) – Side Table (Support) held on Wednesday 22 November 2017 at 1330 hours at Argyll Court, Stirling.**

<b>In Attendance</b>	
Alex Linkston	Management Side (Chair)
Debbie Kerr	“ “
Graeme Stephen	“ “
Alison Stewart	“ “
Carol Turnbull	“ “
Martin Clark	Staff Side
Chris Greenshields	“ “
Alison Maclean	“ “
Laura McLean	“ “
Patricia Murray	“ “
Cal Waterson	“ “
John Gallacher	Staff Side Secretary
Heather Stevenson	Management Side Secretary

### **55/17 Apologies**

The Management Side Chair welcomed all to the meeting and no apologies were noted.

### **56/17 Job Evaluation**

The Management Side introduced this meeting as a single item agenda to discuss the introduction of a National Scheme of Job Evaluation.

### **Job Evaluation Working Group Update**

The Management Side provided an update on the progress of the activities of the NJNC – Job Evaluation Working Group. The group had progressed the procurement of a National Scheme of Job Evaluation via formal tender process. A meeting of the NJNC – User Intelligence Group (UIG) Tender Assessment Panel, convened for the purposes of procurement, will take place on Friday 8 December 2017 to undertake a consensus assessment of the two submissions which have been received.

The outcomes of this group will be presented to the Employers’ Association on Monday 11 December 2017 and at the next NJNC – Side Table (Support) meeting.

The Staff Side stated that the deliberations of the UIG were greatly helped by the support of the Advanced Procurement for Universities and Colleges (APUC). The Staff Side expressed concerns in some of aspects of the NJNC – Job Evaluation Working Group as follows:

#### **1. Terms of Reference**

- These had not been finalised for a number of reasons partly related to available time but of more concern was the status of the EIS as participants in the group and the additional stages in the job evaluation process beyond procurement. The Management Side confirmed that the EIS would continue to be invited to any NJNC – Job Evaluation Working Group meetings and they may choose to respond accordingly.

## 2. Scope of the Job Evaluation Exercise

- The current National Recognition and Procedures Agreement (NRPA) includes all employees covered by any local Recognition and Procedures Agreement (RPA). Clarity on the scope of job evaluation in the context of this was sought by the Staff Side. Staff side believe that Job Evaluation should cover all staff including lecturers and senior staff and requested Management to confirm position.

## 3. Organisational Change and Re-deployment

- The Staff Side noted that principles of no detriment were critical to the process and expected parity of treatment to lecturing staff who had seen no detriment to salaries as result of harmonisation. The Staff Side recognised that during a process of job evaluation, jobs can be de-valued but that the salaries of the individuals occupying those roles should be protected by re-modelling and re-deployment. The Management Side commented that this would be discussed as part of the Terms and Conditions Working Group.

## 4. Funding

- A discussion took place on the current position on funding for the implementation of any National Scheme of Job Evaluation. The Management Side provided an outline of the process by which the May 2017 Agreement for Lecturing Staff was costed and validated by the Scottish Funding Council (SFC) and that a similar process could be anticipated for this exercise. The Management Side estimated that using historical data it expected that Job Evaluation could add 6% to the pay bill of support staff. The Management Side stated that some clarity would be received after the announcement of the Scottish Government's Comprehensive Spending Review on Thursday 14 December 2017. The Staff Side stated that progress should be made on influencing the funding agenda via examination of the collated Pay and Equality Data as undertaken by the Management Side.

### **Job Evaluation Implementation Options**

The Management Side stated that a process of consultation across the sector had been conducted on the potential job evaluation process. A wide range of views have been expressed ranging from preferences to a fully local college based approach to implementing job evaluation to a fully national process of job evaluation.

A paper is being prepared for Employers' Association meeting of Monday 11 December 2017 to present the views expressed and to seek a Management Side position to bring to the NJNC. The purpose of this discussion was to explore these options and to ensure that the Staff Side position is clear and the alternative positions understood.

The Staff Side stated that introducing job evaluation will not work unless it is a joint process between trade unions and management. The Staff Side expressed a strong preference for a national approach to job evaluation via the application of a centralised job evaluation panel based on locally agreed job descriptions or profiles. These job profiles could recognise local variability via the preparation of 'addition' sheets where standard job profiles do not apply. The Staff Side expressed an ambition to develop and agree a national pay spine and grading solution. The Staff Side specified the benefits of this approach to include improved evaluation consistency and a faster evaluation process due to the availability of expert assessors building up experience in the process over time. This approach would be supported by trade unions and thus less likely to result in appeals and dispute.

The Staff Side re-iterated that local job evaluation coupled with locally applied pay grades is unacceptable whereby the same evaluated role can be paid differently across the colleges. The Staff Side stated that they had no faith in a locally implemented approach.

The Management Side re-iterated the importance of completing this process as timeously as possible to avoid un-necessary complications in any allocated funding for the project. It was hoped that the most appropriate process would be recognised as a good example of joint working.

The Management Side concluded that a paper with the range of opinions and options gathered from the sector consultation would be presented to Employers' Association at its meeting of Monday 11 December 2017. The outcomes from this would be brought back to a further NJNC – Side Table (Support) meeting for further discussion.

**Action: Management Side**

### **Pay and Equality Data Gathering Update**

The Management Side provided an update on the process of gathering Pay and Equality Data across the sector. Returns had been received from 15 of the 20 NRPA signatory colleges and it is hoped that all returns would be submitted by the next meeting of Employers' Association on Monday 11 December 2017.

Both sides agreed that this data will form a key component of the job evaluation project. The Management Side specified that joint working with appropriate access to the gathered data could now be progressed but that this would be undertaken with full recognition of Data Protection legislation and according to the ACAS code of practice in sharing information with trades unions for collective bargaining purposes.

It was agreed that Management Side and Staff Side representatives would meet to discuss the gathered data as soon as practicable.

**Action: Staff and Management Sides**

### **Date of Next meeting**

The next meeting is Thursday 14 December 2017. Venue and time to be confirmed.