

Approved Minute of the Meeting of the National Joint Negotiating Committee (NJNC) – Side Table (Support), incorporating a second dispute meeting on Thursday 13 September 2018 at 1330 at Edinburgh College, Milton Road, Edinburgh.

In Attendance	
Alex Linkston	Management Side (Chair)
Audrey Cumberland	“ “
Debbie Kerr	“ “
Graeme Stephen	“ “
Stuart Thompson	“ “
Martin Clark	Staff Side
Chris Greenshields	“ “
Nick Steff	“ “
Alison Maclean	“ “
John Gallacher	Staff Side Secretary
John Gribben	Management Side Secretary
Heather Stevenson	Depute Management Side Secretary

28/18 Welcome and Apologies

The Management Side was in the Chair for this meeting. The Chair welcomed all to the meeting and apologies were noted from Cal Waterson and Audrey Manning.

29/18 Minutes of Previous Meetings

The minutes of the meetings held on Wednesday 16 May 2018 and Thursday 7 June 2018 were agreed as a correct record.

Matters Arising – The Staff Side noted that one further college, Ayrshire College, has achieved Living Wage Accreditation bringing the total number of colleges in the sector to 17, however three colleges have not yet achieved accreditation as per the December 2016 aim.

30/18 Job Evaluation

The Action Notes of the Working Group Meetings held on Tuesday 26 September 2017, Tuesday 27 March 2018 and Wednesday 4 July 2018 were approved.

The Chair introduced the revised National Job Evaluation Process for approval.

The Staff Side advised that there were a number of areas in the revised document which were not yet agreed. The work which had been carried out to get to this stage was acknowledged and it was felt that agreement was close.

The Staff Side wished to note three issues which were not part of the document and the associated job evaluation process, but which it wished noted as related issues still to be addressed.

The first issue was in relation to the scope of evaluation and the National Recognition and Procedures Agreement (NRPA). The Staff Side felt that job evaluation should cover all staff but would agree to continue to attempt to make progress on the basis as currently stated in the process document. The Staff Side requested that the Management Side review the scope of the NRPA as a matter of priority. The Staff Side advised that it will raise this issue with a meeting scheduled with the new Minister and the Depute First Minister on Thursday 4 October 2018.

The second issue related to the position of detriment and staff who may 'lose' as a result of the job evaluation process. While the staff side acknowledged the 4 years conservation as part of the proposed pay offer it viewed the harmonisation of pay for support staff (using J.E.) as a separate issue which needed to ensure no financial detriment for support staff in the same way lecturers had enjoyed.

The third issue related to the development of a National Pay and Grading System and requested details of how progress was to be made on this. The Staff Side wished to note that a previous Agreement had been reached in 2015/2016 in relation to the development of a National Pay and Grading Scale and a plan was required to develop a migration from local pay models to a new national model.

The Staff Side acknowledged that these issues had nothing to do with the process being considered at the meeting but that they needed confirmation that the issues would be raised urgently with the Employers' Association in order that progress can be made on these key areas.

The Staff Side advised of the issues still not yet agreed in the process and went through each one in detail as per the comments highlighted in red in the tabled draft process. There were 10 outstanding areas.

It was agreed to adjourn to consider the areas of disagreement.

Adjournment

Following an adjournment, and detailed discussion, it was agreed to change the wording in the process as follows:

1. Remove the sentence "*This is for local college processing and control*" from section 3.1.3.
2. To include reference to Trade Union participation and representation from the NJNC Working Group in section 3.1.4
3. Amend section 3.3 to remove the last two sentences.
4. Include reference to trade union representation in section 4.5
5. Remove the final sentence from section 4.7
6. Change the timescales in section 4.9 from 4 to 6 weeks.

On the basis of these amendments being made, the National Job Evaluation Process was agreed by the NJNC and would be issued to the Employers' Association for ratification.

The Management Side also noted and acknowledged the three points made earlier by the Staff Side. These would be raised with the Employers' Association and responded to in due course, appreciating the priority requested from the Staff Side.

Pay Claim 2018/19 – Second Dispute Meeting

The Management Side asked the Staff Side to respond to the revised pay offer tabled at the meeting.

The Staff Side requested consideration of changes as follows:

1. Change to the effective date of pay changes related to the Living Wage to 1 November 2018 and 1 November 2019 rather than 1 April in both years
2. Change the additional days leave to 2018 rather than 2019
3. Change all references to 1 January 2019 to 1 September 2018.
4. Note that 'cash conservation' will apply to 'earnings' rather than just salary.
5. Modern Apprentices to receive Living Wage from 1 November 2018.
6. Note that any implementation note should include reference to a carry-over of 5 days annual leave.

It was agreed to adjourn to consider the issues raised.

Adjournment

Following an adjournment and detailed discussions, a revised pay offer was submitted to the Staff Side for consideration. The Staff Side accepted the revised offer.

The Staff Side requested two further considerations for the minute.

The first related to existing staff retaining rights to service related increases to annual leave as in previous years. It was confirmed that the agreement did not change an existing employee's right to a service related increase in those colleges who had annual leave in excess of 45 days. This would not apply to new starts.

The Staff Side requested that further consideration be given to progressing the outstanding matters on the workplan, for example, Organisational Change, Support Staff training, pay and grading and any outstanding policy areas.

These points were noted and acknowledged. Work would commence on these other issues once the pay offer and Job Evaluation Process had been ratified.

The Staff Side advised that it would be presenting the pay offer to the FESCOM meeting on Friday 14 September 2018 and that it would likely be opening a consultative ballot on Tuesday 25 September. This would likely close on 10 October 2018.

The Management Side advised that the pay offer and Job Evaluation Process would be issued to the Employers' Association on Friday 14 September 2018 for discussion and ratification at its meeting on Thursday 20 September 2018.

It was agreed by both sides that the documents would be submitted to members only and that there would be no press communication until after 20 September 2018.

31/18 Schedule of Meetings

The Staff Side indicated that it was content with the proposed schedule of meetings at this time and hoped that this would free up time for further meetings of working groups to progress outstanding matters.

The Management Side thanked everyone for their input and thereafter brought the meeting to a close.

Date of Next Meeting

The next meeting is Wednesday 12 December 2018, Colleges Scotland, Argyll Court, Stirling.