



Approved Minute of the Meeting of the National Joint Negotiating Committee (NJNC) – Side Table (Support), on Wednesday 12 December 2018 at 1000 at Colleges Scotland, Argyll Court, Stirling.

In Attendance	
Collette Bradley	Staff Side
Martin Clark	“ “
Chris Greenshields	“ “ (Chair)
Alison Maclean	“ “
Audrey Manning	“ “
Nick Steff	“ “
Cal Waterson	“ “
Margaret Cook	Management Side
Debbie Kerr	“ “
Alex Linkston	“ “
Graeme Stephen	“ “
John Gallacher	Staff Side Secretary
John Gribben	Management Side Secretary
Heather Stevenson	Depute Management Side Secretary

32/18 Welcome and Apologies

The Staff Side was in the Chair for this meeting. The Chair welcomed all to the meeting. There were no apologies.

33/18 Minutes of Previous Meeting

The minute of the meeting held on Thursday 13 September 2018 was agreed as a correct record.

34/18 Matters Arising and Any Other Exceptional Items

There were no matters arising.

35/18 Support Staff Pay and Terms and Conditions Agreement 1st April 2018 to 31st August 2020

The Staff Side requested a formal amendment to the National Agreement.

The Management Side noted the request and advised that the matter would be referred to the Employers’ Association for consideration and a response provided thereafter.

The Staff Side also referred to the number of queries which had been submitted in respect of Circular STS 05/18 and the pay deal in general. It was agreed that these would be collated and made available to the sector. It was also clarified that if the Joint Secretaries could not agree on a response, the matter would be referred to the NJNC. The Staff Side raised the issue of colleges re-interpreting the National Agreement locally and reminded the group of Circular 01/15 which stated that with immediate effect local JNC’s had no authority to begin new negotiations on terms of circular (such as working hours). It was noted that the Joint Secretaries were discussing this matter.

Equality Impact Assessment (EIA)

It was advised that Thornton's had been secured to carry out the EIA and that the details of the process were being discussed later that afternoon.

College Development Network Update

The Management Side advised that a positive joint meeting had been held with Jim Metcalfe on Tuesday 20 November 2018. Jim had committed to providing a draft paper but to date, nothing had been received. In addition, the Staff Side had committed to providing detail of trade union courses which was also still awaited. Both sides agreed that swift progress on delivering this element of the National Agreement was desirable with an aim for something tangible in the new year.

36/18 Job Evaluation

The Action Notes of the Working Group Meetings held on Tuesday 21 August 2018, Thursday 6 September 2018 and Tuesday 30 October 2018 were approved.

The Staff Side requested an update on progress on discussions around scope of the exercise, pay and grading and 'no detriment'. The Staff Side indicated that there were over 800 staff who were out of scope and this was not an acceptable position.

The Management Side responded that work in this area is ongoing and not yet concluded.

The Staff Side advised that in its view, job evaluation is a process to deliver national pay harmonisation for Support Staff and that there should be a consistent communications message.

The Management Side did not agree that it is about pay harmonisation and equal pay is a matter for local colleges.

The Staff Side asked if the £11m allocated money was still with the Scottish Funding Council (SFC). The Management Side confirmed this was the case. The Staff Side advised that it had written to SFC seeking assurances on previous commitments given that there had been a change in leadership. The Staff Side re-stated its position in respect of the requirement for a national pay and grading scale. Both sides agreed that it was desirable for these funds to remain with SFC until they were ready to be distributed following the job evaluation project.

The Staff Side asked if the £11m was for people covered in scope of job evaluation. The Management Side advised that the money was for the job evaluation project. The Staff Side asked if additional monies for resourcing the job evaluation would not come from the £11m and the management Side confirmed this was correct. The Staff Side expectation is that the 6% set aside for job evaluation is on top of cost of living rises.

The Management Side stressed the importance of jointly agreed communications which sent the same message to all groups. The Staff Side stated that it would not issue any communication which was misleading or incorrect but reserved the right to communicate with its members how they saw fit and this was especially important now due to the lack of clear answers to the important questions members were asking such as "*no detriment*" and National Pay and Grading which were not being answered in the planned communications. It confirmed that 'no detriment' was a red line for them and that it was committed to getting all staff into scope of the exercise. The Staff Side advised that it had signed off a sector communication with one days' notice, but that it was not giving a clear message on a number of areas. The Management Side advised that it can only communicate what has been agreed.

It was agreed that a significant amount of work had already been done and that both sides need to manage expectations and to work through the issues.

37/18 Support Staff Terms and Conditions Working Group Update

The Management Side advised that the group had agreed the Terms of Reference at its first meeting and that work was in progress on the agenda items. The Staff Side had not submitted comments on documents as agreed at the meeting. The Staff Side responded that it had not had the opportunity to consult with other colleagues in the other two unions because of limitations placed on the size of the working group. The Management Side stated that working group numbers had not been 'limited', they were agreed by both sides. It was noted that the group was scheduled to meet following this meeting.

38/18 Facility Time – UNISON Vice Chair

The Staff Side spoke to its request for one day a week's facility time for the UNISON Vice Chair in order that the role holder could adequately carry out NJNC business.

The Management Side advised that there were no additional resources for facility time and that the provision of facility time was a matter for local determination.

The Staff Side referred to a previous agreement which it felt was still valid and also referred to the time off provided for the EIS.

The Management Side advised that it would look at facility time in the round considering what was actually required at the time. It confirmed that facility time is a matter for local colleges, and that if there were any difficulties experienced, they should be advised to the Joint Secretaries.

The Management Side advised that it would refer the matter back to the Employers' Association if required. The Staff Side advised that it would submit its own policy for consideration.

39/18 National Recognition and Procedures Agreement (NRPA) Review

The Management Side advised that this was an ongoing matter and that SFC had written to the non-NRPA colleges regarding signatory and funding issues. The Staff Side welcomed this approach and stated that it would welcome further discussion on the wider review of the NRPA and also clarification on what would be covered by local RPAs. The Management Side invited the Staff Side to submit a proposal and agreed this would be discussed at a future meeting.

40/18 Living Wage Accreditation

It was noted that the last two outstanding NRPA colleges had reported that they were very close to achieving accreditation. Once this was confirmed a joint communication will be agreed and issued on this good news story from the side table.

The Staff Side raised though that this progress was being undermined by Clyde and Kelvin colleges who although having acquired accreditation had not yet ensured that the low paid workers in those colleges were being paid the Living Wage. The Staff Side reported that despite efforts both colleges had not intervened to pay from own funds in the same way other colleges had. This threatened to turn a good news story into a bad news story.

The Staff Side requested that it raise one final item in respect of a Central Committee matter. It was confirmed that failure to agree at the Disciplinary and Grievance Policy Working Group would require to be referred to a Central Committee.

Date of Next Meeting

The date of the next meeting is Wednesday 20 March 2019. It was noted that an interim meeting would be arranged if required.

The meeting was closed with a message of festive goodwill for all concerned.