



**Agreed Minute of the Meeting of the National Joint Negotiating Committee (NJNC) – Side Table (Support), on Wednesday 26 June 2019 at 1000 at Colleges Scotland, Argyll Court, Stirling.**

<b>In Attendance</b>	
Margaret Cook	Management Side
David Alexander	“ “
Alex Linkston	“ “
Stuart Thompson	“ “
Graeme Stephen	“ “
Jillian Cheape	“ “
Collette Bradley	Staff Side
Martin Clark	“ “
Chris Greenshields	“ “
Alison Maclean	“ “
Laura McLean	“ “
John McCartney	“ “
Nick Steff	“ “
Heather Stevenson	Management Side Secretary
John Gallacher	Staff Side Secretary

**50/19 Welcome and Apologies**

The Staff Side was in the Chair for this meeting. The Chair welcomed all to the meeting. There were apologies received from Cal Waterson from the Staff Side and Debbie Kerr from the Management Side.

**51/19 Minutes of Previous Meeting**

The minute of the meeting held on Wednesday 20 March 2019 was agreed as a correct record.

**52/19 Matters Arising and Any Other Exceptional Items**

Circular 05/18

The Staff Side commented that they believed not all colleges had applied Circular 05/18 in full and that they requested a survey to be issued to National Recognition and Procedures Agreement (NRPA) colleges to confirm the local position. The Management Side stated that they had received only one implementation query and were not aware of any major issues. The Staff Side stated that they were aware of a number of colleges where the support staff pay and terms and conditions agreement had not yet been fully implemented and that if the machinery could not agree to simply check that which colleges had and had not implemented the agreement the Unions would have no choice but to issue FOI's on the issue. The employers re-iterated they believed that all colleges had applied the agreement in full. The Staff Side expressed regret at this position.

A forthcoming meeting of the Support Staff Terms and Conditions Working Group will discuss the issue of enhanced rates for Saturday working.

Equality Impact Assessment (EIA)

The Management Side noted that they had not yet received any feedback from the Staff Side following the legal opinion being taken by UNISON in response to the Equality Impact Assessment (EIA) on the support staff pay agreement 2018-2020.

## College Development Network (CDN) Update

The Management Side commented that they had not received any submissions from the Staff Side to date.

## Annual Leave Policy

The Staff Side re-iterated that they wished to allow for more than five leave days to be carried forward in exceptional circumstances. The Staff Side also did not accept a universal reference to an embargo of annual leave at specific dates/times

## National Workforce/Organisational Workforce Change Policy

The Staff Side asked whether colleges are bound by public sector pay policy and a no compulsory redundancy restriction. The Management Side confirmed that colleges were not bound by public sector pay policy. The Staff Side commented that a national policy and procedure was the number one issue for the Staff Side. The Staff Side noted that the Support Staff Pay Agreement 2018-20 specifically stated that collective best endeavours will be made to agree a workforce change policy by December 2018 and the machinery had singularly failed to deliver on this thus far.

The Management Side noted the Staff Side comments.

The Staff Side stated that in response to the Management Side request for evidence of a previous First Ministers commitment to salary harmonisation for support staff, John Swinney, MSP, Cabinet Secretary for Education and Skills made a statement to Scottish Parliament on 16 May 2016 that a harmonised approach to pay, terms and conditions would apply for Lecturers and Support Staff The staff side stated that they should not have to supply that evidence and that the exact words were available on-line.

The Staff Side requested an update of any recent college signatories to the NRPA. The Management Side stated that Newbattle Abbey will be formally signing agreement to join the NRPA shortly.

The Staff Side requested an update on Living Wage Accreditation. The Management Side stated that all NRPA colleges were now accredited and paying the living wage. The Staff Side stated that this was not the case in specific colleges. The Staff Side highlighted it was their understanding that both Clyde and Kelvin College were both still not paying the Living Wage to low paid workers and had no plans in place to do so. The Staff Side also highlighted that they were surprised at the employer's side lack of awareness of this issue given the number of times the staff side had raised this matter in this forum. The Management Side stated that this had not been raised and that if the Staff Side were aware of issues this should be reported directly.

## **53/19 Job Evaluation**

The Action Note of the working group meeting held on Wednesday 23 January 2019 was agreed.

An update was provided to the side table on the implementation of the NJNC National Role Evaluation Process. 'Stage 1' of this process has been the drafting, agreement and validation of role outline questionnaires. This stage is now well under way. A national deadline of Friday 28 June 2019 for submission of completed documentation is in place but it was noted that individual colleges had requested and received extensions to this deadline on a case by case basis. Preparations were now underway to undertake 'Stage 2' of the process which is for role analysis. The Management Side reported that requests for sector employees to submit 'expressions of interest' to act as Role Analysts had been received but that if they were short of the required number to populate panels, additional options would be sought.

The Staff Side provided feedback on how they have noted the progress of 'Stage 1'. They reported both positive and negative experiences at a local college level but wished to note they had been well received in visiting colleges whilst supporting members in drafting questionnaires. The Staff Side noted a concern that completed questionnaires were at times inconsistently completed between colleges and that this would need to be addressed in any role analysis activity.

The Staff Side also re-iterated their demand for harmonisation of support staff pay on a national basis. The Management Side could not provide such a commitment and re-iterated their position that equal pay needed to be delivered in each college and that a total funding allocation for the implementation of job evaluation of £12m presented the financial envelope. In addition, the NJNC required access to up to date pay data to inform any options and analysis and this would be requested from the sector shortly.

It was agreed that to move matters forward, an NJNC Working Group be created to consider the implementation of job evaluation with respect to pay.

The Staff Side requested an update on considerations of bringing all employees into the scope of the NRPA. The Management Side advised this matter remains under consideration by an Employers' Association NRPA Working Group. The Staff Side highlighted previous promises by the Management Side to consider at a previous Employers' Association event and bring a position to the table. The employers stated that discussions within the Employers' Association continue to consider the matter but that limited progress had been made at this stage.

The Staff Side stated that they do not consider they have any agreement on the implication for employees in detriment following the implementation of the NJNC National Role Evaluation Process. The Management Side stated that the Support Staff Pay Agreement 2018-20 was clear that all those subject to salary conservation are entitled to four years cash conservation from 1<sup>st</sup> September 2018 including the outcome of job evaluation. Any change to this position would require a formal request to amend the pay agreement in the first instance

The Staff Side stated that they did not agree that the previous pay agreement referred to the national job evaluation exercise which was a national job evaluation exercise to achieve the national harmonisation of pay. This was quite different to local job evaluation of roles (still taking place) which the Support Staff Pay Agreement of 2018 to 2020 referred to. The Management Side did not agree with this view but stated that once pay modelling for the cost of implementing job evaluation is known the matter may be discussed further.

### **Date of Next Meeting**

The date of the next meeting will be confirmed according to the agreed NJNC schedule.