



**Approved Minute of the Meeting of the National Joint Negotiating Committee (NJNC) – Side Table (Support), on Wednesday 18 September 2019 at 1030 at Colleges Scotland, Argyll Court, Stirling.**

<b>In Attendance</b>	
Jillian Cheape	Management Side
Sue Clyne	“ “
Alex Linkston	“ “
Grant Ritchie	“ “
Graeme Stephen	“ “
Collette Bradley	Staff Side
Chris Greenshields	“ “
Alison Maclean	“ “
Audrey Manning	“ “
Nick Steff	“ “
Heather Stevenson	Management Side Secretary
John Gallacher	Staff Side Secretary

**54/19 Welcome and Apologies**

The Management Side was in the Chair for this meeting. The Chair welcomed all to the meeting. Apologies were received from David Alexander, Margaret Cook, and Debbie Kerr from the Management Side and Martin Clark and Cal Waterson from the Staff Side.

**55/19 Minutes of Previous Meeting**

The minute of the previous meeting held on Wednesday 26 June 2019 was agreed.

**56/19 Matters Arising and Any Other Exceptional Items**

Circular 05/18

The Staff Side advised it had issued a Freedom of Information (FOI) request to National Recognition and Procedures Agreement (NRPA) colleges to gather information on the implementation of Circular 05/18 – specifically first aid payments and permanency as its view was the responses showed a number of colleges had failed to implement the National Agreement – as the Staff Side had suspected. The Management Side asked for the evidence to support this and the Staff Side agreed to share the detail with the Management Side in advance of the next Side Table.

It was agreed to discuss the issue of enhanced rates for Saturday working at the next meeting of the Support Staff Terms and Conditions Working Group.

Equality Impact Assessment (EIA)

The Staff Side advised they were still waiting to hear from UNISON's legal officer in response to the Equality Impact Assessment on the Support Staff Pay Agreement 2018-2020.

## NRPA

The Management Side advised that Newbattle Abbey College were now signatories to the NRPA and discussions continue with non-signatory colleges.

### Living Wage Accreditation

The Staff Side raised concerns that two colleges – Glasgow Clyde and Glasgow Kelvin – were still not paying the living wage to its lowest paid workers and believed there were no milestones in place with the Poverty Alliance. The Management Side advised this related to contractors and agreed to discuss with the individual colleges concerned.

### Tripartite Meeting

The Staff Side requested a tripartite meeting of the support staff trade unions, the employers and the Scottish Funding Council to confirm the £12m is ongoing funding and also to ensure an understanding of any future funding model discussions. The Management Side advised that its understanding is that the £12m is baselined and would be funded on an ongoing basis as part of the block grant and that the Employers' Association was not directly involved in funding model discussions as Colleges Scotland's Funding and Finance Committee lead on this area

The Management Side suggested waiting until the budget announcement is made in December 2019 as the Scottish Government can only commit to the year they are dealing with. This was agreed.

### Scope

The Staff Side asked if a meeting had taken place to discuss the general position of scope for senior staff. The Management Side confirmed a meeting was scheduled to take place the following week.

## **57/19 Job Evaluation**

The Side Table was advised that the deadline of 28<sup>th</sup> June 2019 for 'Stage 1' of the National Role Evaluation Process has been widely missed by many colleges with individual colleges given an extension up to 31<sup>st</sup> August 2019. To date only 54% of anticipated documentation had been uploaded.

In preparation for 'Stage 2' of the process – Role Analysis – 15 nominations have been received and three days of training has taken place. Both sides supported the approach on moving from specific Staff Side and Management Side Role Analysts to untitled Role Analysts. The Side Table was advised that 'Stage 2' has not yet been sanctioned pending Staff Side discussion on scope although a working date had been set of 1<sup>st</sup> November 2019.

The Staff Side advised that it was not just down to scope – this is currently being discussed with the individual colleges but also the return only being 54%. The Staff Side advised it was hopeful to launch on 1<sup>st</sup> November 2019.

The Side Table was in agreement that 'Stage 1' requires to be completed. It was agreed that the designated chairs of the Job Evaluation Working Group (JEWG) to agree a strategy to move forward discussions to ensure completion.

The Management Side advised that a data cleanse of the uploads received is required and anticipated to be completed in the next 10 days to allow the JEWG to ratify all the roles to be evaluated.

## **58/19 Support Staff Terms and Conditions Working Group**

The action note of the meeting held on Monday 25<sup>th</sup> February 2019 was noted. The Side Table was advised that two further meetings of the working group had taken place and the areas outstanding on each of the policies:

- Annual Leave – It was noted that there was only one area outstanding and a form of words had been issued by the Staff Side for consideration. The issue concerned the practice by a number of colleges to restrict annual leave.
- Organisational/Workforce Change Policy – The Staff Side set out the need for both a policy and procedure as in its view the policy and procedure need to be worked on simultaneously. The two main areas of contention are the section on no compulsory redundancy – the Staff Side advised they have raised this formally with civil servants and are awaiting a response and the second area is the Staff Side request for the policy to provide a guaranteed route out of detriment for those who wish within four years.

The Staff Side's ask is that there needs to be a procedure and if no progress is made on this by the next meeting then a dispute will be raised at national level. It was acknowledged by both sides that the collective best endeavours were to agree the policy by December 2018.

The Management Side reminded the Staff Side that they had agreed to consider a procedure once the principles of the policy had been agreed.

It was agreed that a further meeting of the working group would be set up to discuss the outstanding matters.

#### Pay Working Group

It was noted that a Pay Working Group had been established to run parallel with the Job Evaluation Working Group to start discussions of the principles and features of a pay structure. The next meeting of the group is Wednesday 29 September 2019.

#### NJNC Protocol

The Staff Side requested a copy of the NJNC Protocol document. The Management Side agreed to share this document. Both Side's agreed that the current workload is very intensive and timescales in the protocol should be adhered to where possible.

#### **Date of Next Meeting**

The date of the next meeting was agreed as **Wednesday 4 December 2019**.