

**Minute of the Meeting of the National Joint Negotiating Committee (NJNC) – Side Table (Support), on Wednesday 4 December 2019 at 1030 at Colleges Scotland, Argyll Court, Stirling.**

<b>In Attendance</b>	
Collette Bradley	Staff Side
Martin Clark	“ “
Chris Greenshields	“ “ (Chair)
Alison Maclean	“ “
Audrey Manning	“ “
Nick Steff	“ “
Gary Bisset	Management Side
Jillian Cheape	“ “
Debbie Kerr	“ “
Alex Linkston	“ “
Grant Ritchie	“ “
Graeme Stephen	“ “
Heather Stevenson	Management Side Secretary

**59/19 Welcome and Apologies**

The Staff Side was in the Chair for this meeting. The Chair welcomed all to the meeting. The Management Side introduced Gary Bisset, a Dundee and Angus College board member as a new management representative.

Apologies were received from David Alexander, Alisdair Barron and Margaret Cook from the Management Side and John Gallacher from the Staff Side.

**60/19 Minutes of Previous Meeting**

The minute of the previous meeting held on Wednesday 18 September 2019 was agreed.

**61/19 Matters Arising and Any Other Exceptional Items**

Circular 05/18

The Staff Side requested that arrangements be put in place to proactively ensure agreements are implemented. It updated the Side Table on its recent 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. The Staff Side advised they would share the results on permanency with the Management Side.

The Management Side advised that work will continue through the Joint Secretaries to ensure all agreements are implemented and address anything by exception.

The Staff Side disagreed that this was working effectively and again proposed that measures are put in place to ensure that existing and future agreements are appropriately policed.

## Equality Impact Assessment (EIA)

The Management Side asked the Staff Side for a progress update on the outstanding Equality Impact Assessment on the Support Staff Pay Agreement 2018-2020. The Staff Side agreed to move forward on this matter.

## National Recognition and Procedures Agreement Signatory Colleges

The Management Side advised that 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. The Management Side advised that both colleges are compliant with the agreement and accreditation has been achieved. The Staff Side complained that this was not the point and if both colleges had not missed the deadlines for accreditation no staff would be waiting for payment. The Management Side disagreed that staff were still waiting for payment.

## Tripartite Meeting

The Staff Side requested an update on a tripartite meeting of the support staff trade unions, the employers and the Scottish Funding Council. The Management Side advised there is no progress on this area as there has been no revised date issued for the budget announcement.

## Scope

The Staff Side asked for an update following the meeting to discuss the general position of scope for senior staff. The Management Side confirmed a meeting had taken place and that they were actively pursuing this issue.

## **62/19 Job Evaluation**

### Action Notes

The Job Evaluation Working Group Action Notes of Wednesday 15 May and Thursday 12 September 2019 were agreed.

### Job Evaluation Panel Protocol

The Side Table was advised that 85% of documentation had been received and the outstanding documentation was primarily due to long term absence, maternity leave and 'failures to agree'. It was noted that 'Stage 2' – Role Analysis is currently in progress and all 16 Role Analysts are currently going through the test evaluation process with live evaluations anticipated to take place early January 2020.

The Staff Side raised two items for consideration going forward:

1. Job Evaluation after this current round of role analysis which only evaluates roles up to 1<sup>st</sup> September 2018.
2. Support Staff Side members expressed interest in the relationship between roles similar to teaching roles and should consideration be given to evaluating some teaching roles in order that comparisons can be made.

The Management Side encouraged the Staff Side to discuss item two with the Staff Side Joint Secretary.

The NJNC – Role Analysis Protocol document was presented for ratification following agreement with the Job Evaluation Working Group. The Staff Side advised they were unable to ratify at this time as they are not meeting as a group until Friday 6 December 2019. It was agreed the Joint Secretaries would progress the ratification of the document.

### **63/19 Pay Working Group Update**

An update on the Pay Working Group was provided. It was noted that there have been two meetings of the group – which is working in parallel with the job evaluation project – and a further meeting scheduled to take place in January 2020.

The Staff Side requested an update on the current Data Gathering exercise and who will be leading this area of work as Graeme Stephen is leaving his post at the end of this month. The Management Side advised that there were still issues to be resolved with a number of colleges and at this time, Heather Stevenson, Director of Employment Services would lead on this area.

### **64/19 Terms and Conditions Working Group Update**

An update was provided to the Side Table on the earlier meeting of the working group:

#### Annual Leave Policy

The Staff Side advised there was one substantial area outstanding – embargos on annual leave and a further three further areas were identified as requiring clarification. The Staff Side also advised it was considering raising a dispute due to the failure to progress this issue through the machinery.

The Management Side requested the Staff Side consider V7 and offered to meet as a working group to try and progress these areas and agreed to seek views on embargos on annual leave from the HR Strategic Group.

The Staff Side agreed to provide clarification on the three other areas in advance of the next working group meeting. It was agreed to meet in February 2020 to discuss further.

#### Organisational/Workforce Change

The Staff Side wished the two main areas outstanding to be noted:

1. Section on wording relating to no compulsory redundancies.
2. Section on wording relating to no salary cuts to those taking part in organisational change and volunteering to retrain.

The Staff Side indicated that it seemed pointless now to discuss this matter further through the Terms and Conditions working group unless there was movement from the Management Side on both these areas.

#### National Flexitime

The Management Side's view is that this is not a priority area at this time nor a Side Table matter and should be raised at a Central Committee. The Staff Side disagreed and wished to move forward on this matter with discussions on a future agenda as this was on our priority table agreed with the employers previously.

#### First Aid Payments

The working group agreed to consider a request made by a college to consider rewording/renegotiating this aspect of the National Agreement to avoid a two tier situation.

The Management Side was of the view that a two tier situation was always anticipated. The Staff Side disagreed with this view. As no agreement could be made, this matter is still outstanding and will be taken forward by the Joint Secretaries.

## **65/19 Facility Time**

The Staff Side formally presented Paper 5 for discussion. The Staff Side representatives from Unite requested it be noted that they endorsed the paper from UNISON and advised whilst they did not have the same level of concern due to supporting a smaller membership, they expected their representatives to be given appropriate facility time in line with the principles in the paper.

It was agreed that due to the short notice period of receiving the paper the Management Side would consider the paper, consult with colleges and provide a response at the next meeting of the Side Table.

## **66/19 Stress**

The Staff Side formally presented Paper 6 for discussion due to many colleges not having a Policy on Stress and pointed out that its proposals to address the issue of rising work related stress in colleges had still not been discussed at the Side Table.

The Management Side advised they would consult with colleges as in its view colleges would have a Policy on Stress.

It was agreed that due to the short notice period of receiving the paper the Management Side would consider the paper, consult with colleges and provide a response at the next meeting of the Side Table.

## **Date of Next Meeting**

The Staff Side requested additional meeting dates and suggested meetings every second month. The Management Side expressed a preference for retaining the schedule of quarterly meetings.

The date of the next meeting was agreed as **Wednesday 18 March 2020**.

The Staff Side thanked Graeme Stephen on behalf of the Support Staff Trade Unions for his expertise and professionalism.

## Action Monitoring Log

Wednesday 4 December 2019		
Action	Owner	Completion Date
Circular 05/18 – Staff Side to share results from FOI request on Permanency.	Staff Side	February 2020
EIA – Staff Side to move forward on progress update on EIA.	Staff Side	February 2020
Job Evaluation – Joint Secretaries to progress ratification of NJNC – Role Analysis Protocol document.	Joint Secretaries	Complete
Annual Leave Policy – Staff Side to provide clarification on areas which require clarification.	Staff Side	End January 2020
Facility Time – Management Side to consider Paper 5, consult with colleges and provide a response at next meeting.	Management Side	March 2020
Stress – Management Side to consider Paper 6, consult with colleges and provide a response at next meeting.	Management Side	March 2020