



**Agreed Minute of the Meeting of the Extraordinary National Joint Negotiating Committee (NJNC) – Side Table (Support), on Wednesday 21 October 2020 at 1430-1530, via video conference**

<b>In Attendance</b>	
Collette Bradley	Staff Side
Chris Greenshields	“ “ (Chair)
Alison MacLean	“ “
Audrey Malloy	“ “
Laura McLean	“ “
John Slaven	“ “
David Alexander	Management Side
Gary Bisset	“ “
Jackie Galbraith	“ “
Frances Harrower	“ “
Alex Linkston	“ “
Shona Struthers	“ “
John Gallacher	Staff Side Secretary
Heather Stevenson	Management Side Secretary
Rachel Sword	Zoom Administrator
Tina Wynn	Zoom Administrator

**20/20 Welcome and Apologies**

The Staff Side was in the Chair for this meeting. The Chair welcomed all to the meeting. Apologies were noted from Debbie Kerr, Management Side and Martin Clark, Staff Side.

**21/20 Amendment to the Role Analysis Protocol**

The Management Side presented Paper 1 – Amendment to the National Role Evaluation Process for Second Scoring which was agreed at the Job Evaluation Working Group on Thursday 15 October 2020 and being presented to the Side Table for agreement. The amendment to the process has been implemented to ensure that the project delivers on time and on budget whilst ensuring the integrity of the Job Evaluation Scheme.

The Management Side expressed its thanks to all who have worked on this protocol review and acknowledged the time and effort required to get to this stage.

The Staff Side reiterated the Management Side expression of thanks to all involved.

The Staff Side advised that it agreed to the proposed protocol amendments to be implemented, as discussed previously at the Job Evaluation Working Group.

The Staff Side signalled strong reservations to the procedure change indicating that they had reluctantly agreed to accept the proposed option. The Staff Side also stated that it would submit a paper to the machinery detailing concerns and lessons that ought to be learned as we move forward in partnership, as advised to the Job Evaluation Working Group

The Staff Side shared its concerns around the pace at which Role Analysts are required to work and believe that a stress risk assessment should be carried out on all staff involved in the project. The Staff Side also stated that evidence suggested that analysts were not always meeting current output targets and believed this indicated that the revised outputs may not be achievable. A significant number of analysts had raised concerns.

The Management Side advised that this is not accurate as evidence suggests that targets have been and will be achieved. It also stated that they were not aware of any concerns by analysts as they have not been brought to the attention of the interim Project Manager.

The Staff Side urged that analyst wellbeing should not be comprised and that close ongoing monitoring was required in order to protect wellbeing and allow early intervention if it transpires that the revised outputs could not, in fact, be delivered and a rethink were to be required. It repeated calls for risk assessments to be put in place for the analysts.

The Management Side advised that the project would be monitored closely, reviewed appropriately and that it was aware of the importance of analyst wellbeing and agreed to conduct a survey of role analysts to ensure any concerns in regard to wellbeing were being raised and dealt with appropriately.

The Management Side advised that it will be looking to closely monitor the project to ensure that the analysts are supported, and that the work is carried out within the projected targets. Updates will be provided as required, as will communications to the analysts and the wider sector.

The Staff Side and Management Side agreed to the proposed changes to the National Role Evaluation Process for Second Scoring.

### **22/20 Date of Next Meeting**

The next scheduled meeting is due to take place on **Wednesday 2 December 2020**.

## Action Monitoring Log

<b>Wednesday 4 December 2019</b>		
<b>Action</b>	<b>Owner</b>	<b>Completion Date</b>
Circular 05/18 – Staff Side to share results from FOI request on Permanency.	Staff Side	February 2020 – <b>Outstanding</b>
EIA – Staff Side to move forward on progress update on EIA.	Staff Side	February 2020 – Complete
Stress – Management Side to consider Paper 6, consult with colleges and provide a response at next meeting.	Management Side	<b>Outstanding</b> – on agenda at June 2020 meeting – matter not discussed due to timing.
<b>Wednesday 18 March 2020 (non quorate meeting)</b>		
<b>Action</b>	<b>Owner</b>	<b>Completion Date</b>
Joint comms to be issued to colleges and members to provide reassurance that progress is being made and timelines	JE Project Leads	June 2020
<b>Wednesday 10 June 2020</b>		
<b>Action</b>	<b>Owner</b>	<b>Completion Date</b>
First Aid Payments – outstanding queries to be confirmed by the Staff Side.	Staff Side	Ongoing
Share Fair Work Survey with HR Strategic Group.	Management Side	Complete
Management Side to provide a response to the Fair Work Survey.	Management Side	Ongoing
Discussions to continue regarding UNISON's Facilities Time request.	Management and Staff Side	Complete
Pay Claim – full costings to prepared and then verified by SFC prior to the commencement of negotiations.	Management Side	On resolution of 1 <sup>st</sup> April Pay Increase dispute.
Annual Leave Policy to be discussed at Terms and Conditions Working Group	Joint Secretaries	Complete
<b>Wednesday 16 September 2020</b>		
<b>Action</b>	<b>Owner</b>	<b>Completion Date</b>
Management Side to provide a response to the Unison Fair Work Survey.	Management Side	December 2020
Management Side to contact SFC regarding status of sector Fair Work statement	Management Side	Complete
Pay Claim – Further discussion to be held.	Management/Staff Side	Ongoing