



Agreed Minute of the Meeting of the National Joint Negotiating Committee (NJNC) – Side Table (Support), on Wednesday 2 December 2020 at 1000-1200, via video conference

| In Attendance | |
|----------------------|---------------------------|
| David Alexander | Management Side |
| Gary Bissett | “ “ |
| Jackie Galbraith | “ “ |
| Frances Harrower | “ “ |
| Debbie Kerr | “ “ |
| Alex Linkston | “ “ (Chair) |
| Ross Martin | “ “ |
| Derek Smeall | “ “ |
| David Watt | “ “ |
| Collette Bradley | Staff Side |
| Martin Clark | “ “ |
| Chris Greenshields | “ “ |
| Alison MacLean | “ “ |
| Laura McLean | “ “ |
| John Slaven | “ “ |
| Heather Stevenson | Management Side Secretary |
| John Gallacher | Staff Side Secretary |
| Tina Wynn | Zoom Administrator |

23/20 Welcome and Apologies

The Management Side was in the Chair for this meeting. The Chair welcomed all to the meeting. Apologies were noted from Nick Steff and Audrey Manning. The Management Side Chair suggested re-prioritising the agenda items to bring the dispute discussions forward. This was agreed by the Staff Side.

24/20 Minute of Previous Meeting

The minutes of the meetings on Wednesday 16 September 2020 and Wednesday 21 October 2020 (extraordinary) were agreed.

Matters Arising

Management of Minutes

The Staff Side raised concerns on whether the minutes are capturing the full detail of meetings and in its view, they may not be a true reflection of the full discussions that have taken place.

It was agreed the matter should be referred to the Joint Secretaries to resolve.

Living Wage Accreditation

The Management Side advised that Colleges Scotland is now Living Wage accredited and this is a welcome development. The Staff Side reported that a further college had resolved its issues relating to contracted staff and suggested that a joint communication is issued to mark sector wide accreditation of the original 20 National Recognition and Procedures Agreement signatory colleges. The Management Side advised it would check the sector position, particularly in regard to those colleges recently signed up to the National Recognition and Procedures Agreement and respond as appropriate.

25/20 Formal Dispute – Role Analyst Release Agreements

The Management Side advised that it had considered the Staff Side's formal collective dispute paper and proposed a suggested resolution. Following discussion, the Staff Side accepted the Management Sides proposal relating to Role Analyst's and facilities time.

The Management Side proposed extending the existing release agreements from 30 November 2020 until 2 April 2021. The Staff Side asked for clarification on the wording within the release agreements relating to Project Manager/Project Lead. The Management Side confirmed the names of the Project Manager and the Staff Side Project Lead.

The Staff Side stated that a robust monitoring system is required for the project, however wanted to ensure that this would not lead to more difficulties for the Role Analysts with trade union responsibilities.

The Management Side stated that the whole project would be closely monitored and that the Project Manager would lead on this.

The Staff Side agreed that the dispute is now settled.

26/20 Pay Claim

The Management Side advised the Staff Side that the employers had prepared an offer in response to the Support Staff Pay and Terms and Conditions Claim 2020/21. The Management Side requested that the offer should be taken to the Staff Side's members for consideration. The Staff Side was issued with the offer in writing.

The Staff Side asked for clarification on whether this was to be considered a final offer. In addition, it asked if further consideration would be given to Mental Health First Aiders and if the offer had taken into account the recent announcement that an additional payment is being made to NHS and Care Workers by the Scottish Government.

The Staff Side requested extending discussions as it would prefer not to see this as the employers' final offer.

It was agreed to adjourn to consider the comments.

Adjournment

The Management Side advised that affordability is a major concern and confirmed that this would be the final offer. The Management Side acknowledged that Mental Health is an important matter for colleges and would continue discussion through the Terms and Conditions Working Group.

The Staff Side requested a more robust document, with worked examples including the September 2020 offer and how it will be implemented as in its view, there is not enough detail in the offer to allow trade unions to properly consult with members. The Staff Side advised that it would have welcomed a re-profiling of the pot of money to further limit the increases for those at the higher end of the pay scales in favour of those at the lower end.

It was agreed that further off-line discussions would take place on the wording of the offer although the Management Side again advised that this was to be considered a final offer.

27/20 Facilities Time

The Management Side advised that UNISON's National Branch Facilities Time request had been fully discussed at the Employers' Association meetings on Wednesday 11 and Thursday 12 November 2020. The employers advised that further, more detailed information was required before any decision could be taken.

The Staff Side expressed significant disappointment, frustration, and concern at this response, however, agreed to supply the Employers' Association with the detail requested and sought a timescale to move this forward.

The Management Side advised that this work would be prioritised once the detail was received.

28/20 Outstanding Matters from Previous Meetings

Scope

The Staff Side asked for clarity on which colleges have signed the NRPA. The Management Side advised that Argyll College UHI has now signed the NRPA.

The Staff Side sought an update on roles out-with the scope of the current NRPA.

The Management Side advised that this was work in progress, but that other priority matters had taken precedence. The Staff Side expressed disappointment at how long this work had been in progress.

Response to UNISON Fair Work Survey

The Management Side referred to Paper 3 in response to the UNISON Fair Work Survey. The paper reiterated that colleges are committed to resolving issues at a local level where they arise.

The Staff Side advised that in its view comments should have been sought from chairs and principals. The Staff Side suggested a Fair Work Practices Working Group could set up to address this nationally. This was not agreed at the time but would be referred to the Joint Secretaries for further discussion.

The Staff Side sought an update on a National Fair Work statement.

The Management Side confirmed that a draft National Fair Work statement has been issued to the Joint Secretaries for initial comments. Comments had been received from the Support Side lead, but no comments had been received from the Lecturing Side Joint Secretary.

Support Staff Workplan for Year Ahead

The Staff Side asked that this item be added to the agenda, however the Management Side suggested that this should be remitted to the Terms and Conditions Working Group to allow full discussion. This was agreed.

29/20 Job Evaluation

The Staff Side noted Paper 4 and added that further discussion would be required at meetings of the Job Evaluation Working Group.

The Staff Side noted that it had concerns in a number of areas, including Voluntary Severance Payments and the impact of Job Evaluation outcomes, the lack of process in dealing with posts which had changed since September 2018, and what progress was being made in relation to Pay and Grading.

The Management Side advised that the priority just now was to complete first and second scoring and that the Staff Side concerns would be discussed through the Job Evaluation Working Group.

30/20 Date of Next Meeting

The next scheduled meeting is due to take place on **Wednesday 17 March 2021**.

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 – Outstanding |
| Stress – Management Side to consider Paper 6, consult with colleges and provide a response at next meeting. | Management Side | Complete |
| Wednesday 18 March 2020 (non quorate meeting) | | |
| Action | Owner | Completion Date |
| Joint comms to be issued to colleges and members to provide reassurance that progress is being made and timelines | JE Project Leads | Complete |
| Wednesday 10 June 2020 | | |
| Action | Owner | Completion Date |
| First Aid Payments – outstanding queries to be confirmed by the Staff Side. | Staff Side | Complete |
| Management Side to provide a response to the Fair Work Survey. | Management 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 st April Pay Increase dispute. |
| Wednesday 16 September 2020 | | |
| Action | Owner | Completion Date |
| Management Side to provide a response to the Unison Fair Work Survey. | Management Side | Complete |
| Pay Claim – Further discussion to be held. | Management/Staff Side | Complete |
| Wednesday 2 December 2020 | | |
| Action | Owner | Completion Date |
| Current minute taking process to be discussed. | Joint Secretaries | Complete |
| Joint communication to be issued to mark the sector achieving Living Wage accreditation. | Joint Secretaries /Comms Teams | In Progress – March 2021 |
| Facilities Time – Staff Side to supply the detail requested to allow Management Side to prioritise work. | Staff Side | Ongoing |