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Minute of the meeting of the National Joint Negotiating Committee - College Staff (NJNC -CS) held on Thursday 30 October at 1400 hrs in Colleges Scotland, Argyll Court, Stirling.

In Attendance

Donny Gluckstein (Chair)	Staff Side (Chair)
Penny Gower	“ “
Pam Currie	“ “
Ian Cochrane	“ “
Jim O'Donovan	“ “
Emma Philips	“ “
Shirley Sephton	“ “
Chris Greenshields	“ “
Keith McKellar	Management Side
Janie McCusker	“ “
Susan Bald	“ “
Rob Wallen	“ “
Liz McIntyre	“ “
Judy Keir	“ “
David Belsey	Staff Side Secretary
Beth Dickson	Management Side Secretary

22/14 Welcome and Apologies

1. Donny Gluckstein took the chair and invited those present to introduce themselves. Apologies were noted from Mick Conroy, Gordon Casey, John Kelly, and Ian McKay. It was noted that Ian Cochrane was substituting for John Kelly and that Liz McIntyre would act as Management Side Chair in Ian McKay's absence.

23/14 Minutes of Meeting of 18 September 2014

1. The minute of the last meeting was approved as an accurate record.

24/14 Matters Arising

1. The Staff Side proposed that an early submission should be provided to SFC emphasising that reform of salaries in the sector would require a different funding package for each college. Their position is that this should happen at an early date rather than waiting until the conclusion of any national agreements. The Management Side confirmed that any proposed submission to SFC should be deferred, until there was a clear, evidence based understanding of the cost implications of the staff side pay claim. The Staff Side reaffirmed that this should not wait until the conclusion of negotiations.

25/14 Draft Recognition and Procedure Agreement

1. The Joint Secretaries confirmed that good progress on the draft RPA had been made. The draft document required another exchange of suggestions consideration prior to the document being presented to the Working Group. This will be progressed by the Joint Secretaries and reported to the next meeting.

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2. The Management Side confirmed that all colleges would require to sign up to the final agreed RPA for it to take full effect, but that there remain issues to be resolved for this to happen.

26 /14 Data Gathering Workstream

1. The Management Side Secretary confirmed that names had now been identified for this group and work would proceed as a matter of priority. The Staff Side stressed the importance of progressing this work as some of the indicative dates in the timeline already discussed had passed, which could impact on achieving an April 2015 pay agreement.
2. The Management Side emphasised that whilst achieving an April 2015 settlement remained the aspiration, a number of actions had to be realised to achieve this, in particular having an agreed RPA in place.
3. The Staff Side declared that there remained issues with facilities time to progress some national work. Their view is that facilities time should be funded equally across the whole sector, rather than the costs being borne by those colleges that employed Staff Side representatives on the Committee. It was noted that no response had been received from SFC to the funding request for Staff Side facilities. The Staff Side requested sight of the submission for facilities time request presented to SFC and also the information issued to individual colleges.

27/14 Staff Side Pay Claim

1. This was presented in two parts with the lecturers claim to be addressed at the Side Table – Lecturers, at the conclusion of this meeting.
2. The Staff Side supported the aim – as a general pay policy - for every college to become an accredited Living Wage employer.
3. In noting the Staff Side Pay Claim, the Management Side stated that an RPA would need to be in place before any negotiations could be progressed. The Staff Side reminded the Management Side of the previous meeting's minutes in which it had been agreed that the action items such as an agreed RPA were not sequential. The Staff Side stated that the planned negotiations – as set out on the agenda – should begin but acknowledged that management believed that it would not be possible to conclude the negotiation i.e settlement until a RPA was agreed.

The Management Side called an adjournment.

4. On reconvening, the Management Side confirmed that negotiation would proceed on the pay claim but emphasised the significance of an RPA being in place to which all colleges had signed up, prior to concluding any negotiations.
5. The Support Trades Union presented the key components of their pay claim which included:

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- a. £ 1000 flat rate increase for all staff which was based on the pay claim submitted by the EIS. This is a flat rate claim, as percentage increases create greater pay gaps which they do not support;
 - b. Wage increases over recent years have not been in line with inflation which had resulted in an even greater drop in living standards for college staff, in particular lower paid workers;
 - c. Redundancies and reductions in working hours of some staff had increased the workload for others;
 - d. Harmonisation of the working week to 34 hours and annual leave to 50 days per annum, which the trades union believes does not significantly add to the wage bill;
 - e. To have a standardised set of conditions for all support staff across the sector, but do recognise there could be scope for weighting provisions similar to London weighting which applies to other parts of the public sector.
 - f. Commitment to harmonisation of conditions of service and a fully funded job evaluation scheme without detriment accepting that this is a longer term aim but the committee should start to formalise steps to achieve this.
6. The support staff representatives expressed concern that individual regions were proceeding independently with job evaluation, in the main with a common supplier was not cost effective or make sense if we are to move to national arrangements.
 7. The Management Side asked if the pay claim had been costed.
 8. The Support Trade Unions stated this had not been possible due to the absence of the data gathering work,
 9. The Staff Side emphasised again the importance of ensuring that time off facilities were provided to enable them to properly fulfil their role. The Management Side Secretary confirmed that all colleges had been notified of the guidance, as stated at the last meeting, but confirmed that further contact would be made with the respective colleges.

28/14 Date and Time of Next Meeting

The next meeting will take place on Thursday 20 November 2014 at 2.00 in Edinburgh College, Milton Road Campus **(NB. PLEASE NOTE CHANGE OF VENUE)**.