

Approved Action Note of the meeting of the Short Life Working Group (SLWG) - To Jointly Develop an Agreement for a Harmonised Workforce for the Future held on Thursday 1 December 2016 at 1000 hrs in City of Glasgow College, City Campus, Glasgow.

In Attendance	
Jim O'Donovan	Staff Side (Chair)
Donny Gluckstein	" "
Penny Gower	" "
Gary Ross	" "
Stephanie Graham	Management Side
Andrew Lawson	" "
Carol Scott	" "
Steve Hall	" "
David Belsey	Staff Side Secretary

Chair

Staff Side chaired this meeting.

Welcome and Apologies

Apologies were received from John Gribben, Management Side Secretary.

Action Note of Previous Meeting

The action note was agreed.

Management Side Response to EIS Paper Version 2

It was agreed to continue with the response to EIS Paper Version 2.

Section 8.1, Working Hours per Week.

The Management Side tabled a rewording for Section 8.1, Working Hours per Week:

For all lecturing staff the normal working hours shall be thirty-five hours per week, exclusive of lunch breaks. Lecturers shall be entitled to paid breaks when teaching for a period of three or more hours.

The Staff Side noted the Management Side concern regarding fixed timing of breaks and would consider rewording to give flexibility at a local level.

Action: Staff Side

Management Side re-stated their views on 8.2.2, Sessions per Week and 8.2.3 Discretionary Time.

Section 8.3 Working Days per Academic Year was linked to Section 10.1 Annual Leave Entitlement.

Management Side proposed Section 8.4, Evening Sessions should be rewritten to state 'sessions should end no later than 9pm'.

Section 9, Class Contact Hours. Management Side tabled a proposed wording for section 9.4 Class Contact:

Class contact is scheduled student facing, funded activity - i.e. teaching (classes, tutorials, online tuition, remediation); academic guidance; staff absence cover; assessment and assessment supervision (when it cannot be undertaken by an invigilator); work-placement visits when students are undertaking work-placement units.

It is not, internal verification activities, travel between campuses (where this exists arrangements should be made to compensate in lecturer timetables); delivering research projects and participating in research activity (this would be handled through specific remission arrangements).

Section 10, Leave. Management Side did not accept common holiday entitlement for unpromoted and promoted posts. A paper detailing holiday entitlement plus weekly and annual class contact across the sector was tabled by the Management Side.

Management Side wished to revisit Section 10.6 (Prolonged Illness During Annual Leave) to check whether 20 days or 28 days should be accrued.

Action: Management Side

Section 10.7, Special Leave. Entitlement will be reviewed in the next Staff Side draft (V3).

Section 11, Sickness And Absence. Staff Side advised that their information was that sickness and maternity provisions were not common across lecturer and support staff and as such would be regarded as occupational entitlements for lecturers in the NJNC National Terms & Conditions.

Section 15, Transfers to Permanent Status. The respective positions on qualification for permanency were noted. The MS expressed concern with permanency coming after a year and day, whilst the EIS expressed concern with permanency only being obtained after four years. Both Sides agreed to consider their positions.

The Staff Side noted the points raised by Management Side and undertook to consider and revise, as appropriate, their document. Version 3 will be available for the next meeting.

Action: Staff Side

Definition of a Lecturer

Management Side responded to the EIS definition of:

"The term 'lecturing staff' or 'lecturers' means all staff appointed by a college to deliver education, learning activities or training to enrolled students. This work may include one or more elements of the following: curriculum development; preparation of course or material; delivery of tutorials to individuals or groups, assessment and/or assessment feedback wherever these may take place; responsibility for the planning, delivery or assessment of education or training; workplace visits; interacting with employers as appropriate; quality assurance and verification; consultancy; professional practice; professional development; research; supervision and academic administration of those engaged in the above."

with:-

"The term "lecturing staff" or "lecturers" means all staff appointed by a college to teach students"

It was agreed that the word 'enrolled' was not required in the definition. Both sides noted comments and agreed to review their definitions and report back at the next meeting

Action: All

Date of the Next SLWG Meeting

To be held on **Thursday 8 December 2016** (1000 -1200 hrs) at City of Glasgow College, City Campus, Glasgow.