

**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 12 January 2017 at 1030 hrs in City of Glasgow College, City Campus, Glasgow.**

In Attendance	
Carol Scott	Management Side (Chair)
Steve Hall	“ “
Andrew Lawson	“ “
Jim O’Donovan	Staff Side
Donny Gluckstein	“ “
Penny Gower	“ “
Eileen Imlah	“ “
John Gribben	Management Side Secretary
David Belsey	Staff Side Secretary

### **Chair**

Management Side chaired this meeting.

### **Welcome and Apologies**

Apologies received from Stephanie Graham and Gary Ross.

### **Action Note of Previous Meeting**

#### Section 5.1

The Management Side requested the action notes state that further clarification was required on ‘co-ordination’ in the definition 5.1.

After further discussion it was agreed to re-word the last sentence to read:

“Promoted lecturing staff refer to those staff who deliver education or learning activities and also perform additional curriculum leadership or management”.

With this amendment the action note was agreed.

The Staff Side Secretary stated that the EIS had requested this SLWG meeting and was seeking weekly SLWG T&Cs meetings until 26 January 2017 so that the Group could make the maximum progress to deliver the SLWG’s remit. The Management Side Secretary welcomed this statement.

### **National Terms and Conditions**

Staff Side response to Management Paper - 15 December 2016:

#### Section 8 Working Hours

Section 8.2.1, EIS accepted the title ‘Flexible Working’ with a proposed combination of sentences from the Management Side and Staff Side documents to be included in the draft National Terms and Conditions of Service (V5):

“The college will ensure that every lecturer has at least one half day with no class contact to provide a continuous period for additional professional duties i.e. preparation, curriculum development; marking or professional development. The remaining 7 hours may be worked at the college or elsewhere at the lecturers’ discretion”.

Section 8.2.3, This section in the EIS document will be deleted.

**Action: Staff Side**

Section 8.3.3, The Staff Side requested clarification as to why Management Side sought to replace ‘session’ with ‘class’ in the evenings but not morning or afternoon.

**Action: Management Side**

Section 8.4.5, The Management Side proposal was agreed in principle but further discussion deferred.

**Action: Both Sides**

### Section 9 Class Contact Hours

Section 9.4.1, Staff Side agreed to include the Management Sides proposed wording, “Scheduled student facing activity” in the section heading. Duties (a) to (l) to be listed. Staff Side proposed activities (m) to (r) to be listed under a separate heading (and re-numbered), “Activities for which remission is granted include”.

**Action: Staff Side**

Section 9.4.2, Staff Side requested clarification on the Management’s proposal.

**Action: Management Side**

Section 9.4.3, Discussion around definition of “ formal internal verification”. Section to be redrafted.

**Action: Staff Side**

Section 9.4.5, EIS objected to inclusion of ‘significant’ with regard to travel.

Section 9.4.6, EIS rejected MS proposed rewording as its position remains that timetables must be issued prior to each teaching block/semester. EIS stated that this is something that students and government would also expect.

### Section 10

Section 10.7, Management Side proposed that special leave for public duties should be agreed at college level. Examples of part-time emergency service commitments were cited. MS also suggested that court appearances should be restricted to occasions when staff received a court citation. Management Side view was that Special Leave provision was common for all staff and should be a Central Table item.

Management Side proposed the addition of a section called “Unpaid Leave”. The EIS agreed.

**Action: Both Sides**

### Section 15

Management Side confirmed the need for flexibility to match college requirements and adhered to the statutory position (4 years to qualify for permanent status). EIS confirmed its position was two year service qualification.

### **Next Steps**

Management Side requested time to consider the draft NJNC National Terms and Conditions of Service document in detail.

Staff Side agreed to update and re-issue the draft with that meetings proposals by the end of the current week and requested Management Side feedback in advance of the next meeting.

The SLWG was authorised by the NJNC Side Table (Lecturers) to progress until 26 January 2017, Management Side secretary reminded the SLWG of the wording jointly agreed in the December NJNC STL.

The Management Side proposed at the next meeting to identify sections of the revised document where agreement was reached, areas of no agreement yet and sections which could relate to Central Committee matters. The Staff Side was happy to include this work at the following meeting but stressed it was seeking to agree additional areas of the National Conditions document.

The Staff Side was happy to include this work at the following meeting.

### **Next Meeting**

Next Meeting **Thursday 19 January 2017** at City of Glasgow College, City Campus. Time to be confirmed.