

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 19 January 2017 at 1000 hrs in City of Glasgow College, City Campus, Glasgow.

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

Chair

Staff Side chaired this meeting.

Welcome and Apologies

Apologies received from Eileen Imlah. John Kelly was welcomed to the meeting.

Action Note of Previous Meeting

The action note was accepted with one change:

Last sentence, Paragraph 2 on Page 3 to read:

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

Draft NJNC National Terms and Conditions of Service for Lecturers in Scottish Colleges - Management Version (V5)

Section 4

- 4.2.1 Notice period for promoted lecturing staff 8 weeks – Agreed.
- 4.2.2 Not Agreed.
- 4.2.3 Not Agreed.

Section 5

- 5.1.2 Management Side to consider CPD for lecturing staff in line with Staff Governance Standard.
- **Action: Management Side**
- 5.1.4 and 5.1.5 Discussion deferred.
- 5.1.6 Agreed.
- 5.1.7 Agreed.
- 5.1.8 Not Agreed.

Section 6

- 6.1.1 Management Side to clarify link to SLWG – Pay, and whether the proposal is for two pay scales or a single pay scale for unpromoted and promoted lecturers.

Action: Management Side

- 6.1.2 Management Side to clarify their proposal.

Action: Management Side

- 6.1.3 Agreed.

- 6.1.4 Management Side to present proposals on progression and qualification bar.

Action: Management Side

- 6.3.2 Accepted by Management Side.

- 6.4 Staff Side to re-consider Management Side proposal.

Action: Staff Side

- 6.6 Staff Side to present of existing allowances.

Action: Staff Side

Section 7

- 7.1 & 7.2 further discussion required.

Sections 8

- 8.2 Further discussion required.

• **Action: Both Sides**

- 8.3.3 Management Side to review wording.

• **Action: Management Side**

- 8.4 Not Agreed.

Section 9

- 9.2 Staff Side to consider moving part of text to create additional section.

Action: Staff Side

- 9.3, 9.4.1 and 9.4.2 Not agreed.

- 9.4.3 Further discussion require on Formal Internal Verification.

Action: Both Sides

Section 10

- 10.6 Original Management Side proposal to be included in next draft document & MS agreed to reconsider 28 days since EIS advised this included public holidays.

Action: Staff Side

- 10.7 Management Side to provide examples of public duties, and reconsider word “reasonable”

Action: Management Side

- 10.8 Management Side to provide draft text.

Action: Management Side

Section 11

- 11.1 Staff Side agreed Management Side’s amendment.

- 11.1.7 Both Sides agreed to delete

- 11.1.8 Both Sides agreed.

- 11.1.9 Management Side to provide definition of ‘reckonable service’.

Action: Management Side

- 11.1.11 Staff Side to re-draft “over retirement age”

Action: Staff Side

- 11.1.12 & 11.1.13 Management Side to consider.

Action: Management Side

- 11.1.17 (b) Management Side to clarify current practice.

Action: Management Side

- 11.2.1 Not Agreed. Reference to be update for 'Fit Note'.

Action: Staff Side

- 11.4 Agreed. Text to be amended to:

“where necessary a college occupational health assessment or risk assessment”. And “taking cognisance of all available information.”

Action: Staff Side

Section 12, 13 & 14

The SLWG agreed that this could lead to these sections being delivered by Central Committee or Side Table as agreed.

Section 15

- Not Agreed.
- Next Step.
- Staff Side to update and issue revised draft document prior to next meeting. Watermark to be removed from document.
- Management Side to provide feedback in advance of next meeting.

Next Meeting

Final SLWG meeting on Thursday 26 January 2017 at City of Glasgow College, Glasgow.