

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 24 November 2016 at 1000 hrs in City of Glasgow College, Riverside Campus, Glasgow.

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

Chair

Management Side chaired this meeting.

Welcome and Apologies

There were no apologies.

Action Note of Previous Meeting

The action note of the previous meeting was agreed.

Management Side Response to EIS Paper Version 2 & 3

It was reported that the Management Side had not had time to review the EIS Paper Version 3 and it was agreed to continue with the response to EIS Paper Version 2.

- Section 8.1, the Staff Side explained the inclusion of the word ‘normal’ provided for flexibility in working hours. The working week of thirty five hours was Monday to Friday. Any weekend or evening work was additional and should be paid as such. The EIS also emphasised that the timing of the 15 minute breaks would be determined locally.

The Management Side sought greater flexibility in working arrangements and no requirement to specify two fifteen minute breaks and restrictions to a nine to five working day and Monday to Friday. The Management Side was invited to table proposals for varying the timing of the working day.

Action: Management Side

- Section 8.2.1, both sides agreed to consider the issue over cover.

Action: All

- Section 8.22, the Management Side sought clarity on what constituted a ‘session’ and argued that the EIS proposal was restrictive and limited workplace attendance to twenty eight hours per week. The Staff Side was asked to consider a session being morning, afternoon or evening.

Action: Staff Side

- Sections 8.2.3, the Staff Side to confirm discretion is in location not timing. Staff Side also to acknowledge not just where and when but by agreement with line manager also.
Action: Staff Side
- Section 8.3, to be discussed with Section 10.
Action: All
- Sections 8.4, when 8.2.2 has been clarified, further discussions are required to take place on evening session start times 1700/1730 hours.
Action: Management Side
- Section 9, Management Side did not agree the twenty one hour per week maximum class contact, an annual hours approach was preferred. Management Side agreed to table further proposals on class contact duties and hours.
Action: Management Side
- Sections 9.4.1 – 9.4.4, Management Side to respond.
Action: Management Side
- Section 10, Management Side did not accept common holiday entitlements for unpromoted and promoted lecturer posts. It was agreed to share data collected on annual leave entitlement.
Action: Management Side
- Section 10.6, This was accepted by Management Side.
- Section 10.7, further discussion was required on special leave entitlement.
Action: All
- Sections 11.1.8, was cited, it should be a central table agreement for both academic and support, further discussion was required as no agreement on this area.
Action: All
- Sections 12,13,14, no significant issues raised.
- Section 15, Management Side referred to previous meeting and discussions where staff side proposal impractical. Staff Side proposed permanency after one year plus one day. Management proposed four years. Common ground between the two proposals was to be explored.
Action: All

The main areas of for further discussion are:

- Contract Hours
- Annual Leave Entitlement
- Permanency

The Staff Side requested a Management Side response to the EIS definition of 'lecturer' prior to the next meeting.

Action: Management Side

Date of the Next SLWG Meeting

Thursday 1 December 2016 1000 hrs at City of Glasgow College, Riverside Campus (to be confirmed).