

John Wheatley College
Joint Consultative Committee

Minutes of the Joint Consultative Committee held on Friday 17 December 2004 at 2.30pm in Room S/09 (Alex Viola Suite – Easterhouse Campus).

1. Sederunt

The meeting commenced at 2.30pm and was attended by:

I Graham (Chair);
J Knowles (EIS/CLA);
F Ross (Unison);
R Boyd (Associate Principal - ICT);
B McQuillan (GELN)
F Doyle (Estates Manager)
A Kirk (Depute Principal);
A Sherry (Assistant Principal); and
D Sneddon (HR Manager)

In attendance

S Vaughan (for recording purposes only)
Tunweer Malik (EIS/CLA)

2. Apologies

M Woods (EIS/CLA)
Y McCaig (Unison)
A Inglis (Assistant Principal)

Members were informed that Tunweer Malik was attending this meeting in Marie Woods' place.

3. Minutes of the previous meeting held on 5 November 2004

As a point of information only regarding item 7 (JWC response to EIS/FELA on classroom observation), J Knowles informed all present that the EIS had made information on the annual report available to the staff of the College via the intranet and by other means.

Regarding item 20 (Staff Attendance Report – 1st May 2004 to 31 July 2004) it was requested by Mr Knowles that the phrase 'short intermittent absences' in the sentence "The Human Resources Manager confirmed that short intermittent absences remains a problem for the College and cost the College £300,000 last year" be substituted with the phrase 'the total cost of absence'. This amendment was agreed.

4. Matters arising from the minutes of the meeting held on 5 November 2004

Item 5(b)(ii) – Circular 04/101 – Scottish Executive Draft Budget 2005-08

I Graham informed all present that the College would not learn of the outcome of the request for funding which it has submitted to the Scottish Executive until the end of January 2005 (approximately). However he noted that the next 3 year 'settlement' appeared very favourable to further education.

Item 5(d) – Unison – Change of Unison Regional Officer

I Graham requested that D Sneddon rearrange a meeting with Douglas Black, the new Regional Officer for Unison.

Item 6 - Library Development – Meeting with Library Staff: 27 October 2004

Members were informed that Y McCaig had e-mailed all of the library staff regarding I Graham's proposal to meet with Unison, in order to discuss the implications of the transfer of the College's library staff to Glasgow City Council's Cultural and Leisure Services Department and had not yet received a response. D Sneddon informed all present that she would be attending a meeting with Glasgow City Council at a forthcoming date and that she had contacted all of the relevant College staff to ask them to inform her of any issues that they would like her to raise on their behalf at the meeting.

It was also confirmed that consultation on the proposal was also being conducted on an individual basis with the staff members concerned.

Item 9 - Proposed Organisational Culture Effectiveness Survey

A Sherry reminded all present that the questionnaires which were issued to College staff on the topic of the organisational culture must be posted to the Pacific Institute by no later than 22 December 2004.

Item 10 - Building Specifications

I Graham stated that the College expected to obtain planning permission for the new building by the end of January 2005 and that the College is currently seeking to purchase more land than originally anticipated. I Graham also stated that the College must deliver a Stage 3 report to the Scottish Further Education Funding Council (SFEFC) in January 2005. Regarding the funding gap which was discussed at the last meeting of the JCC, I Graham informed the Committee that the East End Social Inclusion Partnership (SIP) and Scottish Enterprise Glasgow are now providing £500,000 and £750,000 respectively towards the costs of the new building (SE Glasgow would confirm this after it conducted a 'due diligence' appraisal of the College's funding application). The building specifications for the site currently match those which were originally submitted to the SFEFC.

I Graham informed all present that a Travel Plan had been produced, which would be made available to all of the staff at the College in due course. Unfortunately it is unlikely that the College will be permitted to utilise on-street

car parking facilities on Haghill Road. However, Glasgow City Council and Strathclyde Passenger Executive were proposing to build an East End Regeneration Route (EERR) close to the intended location for the new building, and the Council has consequently informed the College that it will not need to undertake a travel survey for the site.

Item 11 - Draft Annual Account Report – financial/academic year 2003/04

I Graham reminded all present that since the Annual Account Report for 2003/04 is currently in draft format, it should not be circulated at this stage. The Annual Account Report will be added to the JCC agenda when it has been published (following agreement from the Auditor General for Scotland).

Item 12 - Additional Capital Allocation

R Boyd stated that he had begun to submit the orders necessary to achieve the ICT up-grades which were detailed at the last meeting of the JCC.

Item 15 - Grade Review – Bursary Officer Post

D Sneddon agreed to discuss the issue of the Bursary Office post with A Kirk as soon as possible.

Item 18 - Revised Equal Opportunities Annual Review Session 2003-2004

I Graham informed all present that the Equal Opportunities Annual Report had been submitted to the Board of Management for consideration, as previously agreed.

5. Correspondence

a) Scottish Executive - The Teachers (Education, Training and Recommendation for Registration) (Scotland) Regulations 1993

Members noted the contents of the correspondence.

6. Notes of the Glasgow Colleges' Principals' meeting, 1 November 2004

Members noted the contents of the minutes of the Glasgow Colleges' Principals' meeting which was held on 1 November 2004. I Graham stated that this body has now been dissolved (at the suggestion of the Funding Council) and reported that the debate regarding the possible merger of some of the city centre Colleges in Glasgow is currently ongoing (this was unlikely to affect the status of the College). I Graham asked all present to note that John Wheatley College is proposing the creation of a Glasgow-wide joint wireless network.

7. Draft Revised JWC Code of Discipline, Disciplinary and Appeals Procedures

Members considered the contents of the report. I Graham stated that he intended to hold a meeting to discuss the Draft Revised JWC Code of Discipline, Disciplinary and Appeals Procedures in 2005.

8. College Context Statement and Related Issues

Members noted the contents of the report and its appendices. I Graham reported that the College Context Statement has been submitted to Her Majesty's Inspectorate of Education and will also be added to the College intranet in due course for the information of staff. He also indicated that this document would also be considered by the Board of Management (prior to its submission to HMIe and its use in the forthcoming quality review).

9. Evaluation of Teaching and Learning

Members considered the contents of the report. J Knowles reported that the EIS had considered the report and requested that the title of the report should be changed to 'The Evaluation of the Learning Experience', as had been agreed under item 7 (JWC response to EIS/FELA on Classroom Observation) in the minutes of the previous JCC meeting. Pending this alteration, J Knowles informed all present that the EIS agreed with the contents of the report. I Graham agreed to change the title of the report and for the report to be referred to in future using the revised title. He apologised for not using the agreed terminology.

I Graham informed all present that a Steering Group would be formed to monitor the College's approach to the Evaluation of Teaching and Learning, the members of which would include himself, M Woods and J Knowles and that the minutes of the meetings of this group would be made available on the intranet. However, the minutes of the meetings of this group will not be added to the agenda of any of the future meetings of the JCC.

I Graham stated that the appointed classroom/workshop Reviewer (Denis McCartney) will have completed his review by early January 2005 and will subsequently produce an Annual Report on the Quality of Learning Experiences, which will be tabled at a meeting of the Board in May 2005. The Steering Group will meet before the aforementioned Board meeting. In May 2005 (approximately) J Knowles will obtain feedback from the EIS regarding the contents of the Annual Report on the Quality of Learning Experiences.

I Graham stated that Alan Sherry would arrange a meeting with Denis McCartney and EIS FELA representatives and would inform the JCC of the date of the first meeting of the Steering Group in due course.

10. Review of Senior Lecturer Workload

I Graham stated that he had submitted the Review of Senior Lecturer Workload to the Senior Lecturers' Forum for consideration and requested feedback on the document from the members of the JCC. Some apparent minor discrepancies in the Review were highlighted by those present, which D Sneddon agreed to check. Following suggestions by those present, D Sneddon also agreed to 'anonymise' the report further, in order to ensure that it would be impossible to identify any of the members of the staff of the College which were detailed in the Review. In view of the fact that S Vaughan had e-mailed this document to members of the JCC on 17 December 2004, J Knowles requested that members of the JCC be given more time to enable them to examine the contents of the Review in depth. The Principal agreed that the College would revise the Review document in accordance with the comments which were made by the members of the JCC and send the revised document to S Vaughan for her to circulate to the JCC for consideration at a future date (see item 16). D Sneddon was requested to assist in this process as appropriate.

11. Positive Mental Attitudes Employers' Programme – JWC Well-Being at Work Survey April 2004

Members considered the contents of the report. D Sneddon explained the contents and stated that she proposed to discuss some of the issues that were raised in the report at one of the forthcoming Quality Days. I Graham noted the high volume of responses to the questionnaire which referred to both management support and organisational support and stated that he would like to investigate these issues further – initially by clarifying which level of management was referred to, so that this issue could be effectively addressed by focus groups at a later date.

I Graham noted that one of the recommendations made by staff was to improve two-way communication between staff and pointed out that the College's Staff Newsletter usually contains the information referred to in this case. He stated that he had concerns about the time necessary for one individual to devise a means of addressing this recommendation. Consequently, he suggested that the improved utilisation of the intranet might be the most efficient way of addressing this recommendation.

He also noted that another of the recommendations made by staff was the incorporation of flexible working hours and pointed out that it was difficult to arrange flexible working hours for teaching staff, in view of the requirements of students. However, the Principal stated that there was no particular reason why the College could not consider flexible working hours for support staff. He foresaw particular difficulties applying it to teaching staff (since this could be highly disruptive to students' learning experiences). Nevertheless, I Graham pointed out that the sick absence record constrained the opportunities for flexible working hours and stated that when attendance levels reached the national average, the College would be in a better position to consider the possibility of flexible working hours in greater depth. It was noted that previously when the College employed more flexible working hours, the attendance record for the College was worse than the levels which are currently being experienced by the College. D Sneddon reported that early indications suggest that the attendance level for the College this year is

better than that of last year, but reminded all present that these figures could still change.

D Sneddon agreed to add the report to the agenda of a JCC meeting at a later date (see item 16).

12. Greater Easterhouse Arts Company (GEAC) – Progress Report

Members considered the contents of the report. I Graham stated that there is currently an opportunity for the extension of the art rooms at the Bridge. Members were reminded that the College's service level agreement with Glasgow City Council guaranteed the College's use of the facilities which were provided by the Council. However, I Graham further reminded all present that this also laid constraints on the College's use of the facilities because if, for instance, the Greater Easterhouse Arts Company (GEAC) held a play in December, this would probably mean that the College would not have use of the theatre facilities in that month.

I Graham stated that the College intended to appoint a Senior Lecturer to co-ordinate the College's and the Bridge's Arts-related vocational education and training programmes and a Manager to oversee the operation of the digital sound and video recording studios. Regarding the Senior Lecturer appointment, he stated that he intended to regrade one of the existing Lecturer posts in the College to that of Senior Lecturer, so that the College would not lose its current teaching capacity. The Senior Lecturer post and the post of Manager will (as a consequence) be advertised internally.

I Graham requested that a working group headed by A Inglis and attended by D Sneddon be formed in order to examine the job descriptions for the two posts, the salaries and to determine how the College intends to appoint appropriate individuals. He stated that he anticipated that the Senior Lecturer would be in post prior to the Manager of the Bridge. However, I Graham stated that the College would not be able to progress to this stage until the figures for the College's budget for 2005 become available in March or April of 2005.

The Committee noted the contents of the Board paper in respect of the future operation of the Bridge and the College's future relationship with GEAC. Recent progress was also noted.

13. The Need for a Professional Body for Staff in Scotland's Colleges – College Response

Members considered the contents of the Scottish Executive consultation document entitled 'A Consultation on the Need for a Professional Body for Staff in Scotland's Colleges' which was issued by the Enterprise, Transport and Lifelong Learning Department of the Scottish Executive in August 2004. The review of the links between schools and Colleges concluded that College staff wishing to teach in schools must be retrained and registered (possibly with the GTC for Scotland). However, I Graham reported that the College did not intend to send any of the College's staff into schools to teach. He explained that he believed the TQ (FE) was an adequate professional qualification which enabled staff to gain the professional skills to teach in all situations. The Principal reiterated his assertion that Registration of FE teaching staff was a waste of money and effort. Mr Knowles indicated that

the EIS nationally proposed the Executive's proposals. The College Board did not yet have a view.

14. ASC Response to the Consultation by the Scottish Executive on the Need for a Professional Body for Staff in Scotland's Colleges

Members noted the contents of the report.

15. Grade Review – Senior Administration Assistant

Members considered the contents of the report. A Sherry stated that the Senior Administration Assistant post will be regraded from 1 August 2004, from the salary grade for the Senior Administration Assistant (scale point 15-18) to that of the Committee Coordinator (scale point 19-21), as detailed in the report.

16. Review of Technician Grades

Members considered the contents of the paper and were reminded that Y McCaig (the author of the paper) could not attend this meeting. D Sneddon reported that the costings which were detailed in the paper were inaccurate and agreed to provide updated figures. It was pointed out that the Technicians' salaries are the only salaries in the College that have not been downgraded to a 3 scale point salary range. I Graham stated that the Review of Technician Grades would be added to the agenda of the next meeting of the SMT.

Subsequently members agreed to:

- i) note the contents of this report; and
- ii) amend the salary points of Technicians to 19-21.

I Graham requested that an additional meeting of the JCC be held at 3.00 pm on 7 January 2005 to consider the Revised JWC Code of Discipline, Disciplinary and Appeals Procedures (Item 7), the Positive Mental Attitudes Employers' Programme – JWC Well-Being at Work Survey April 2004 (Item 11), the revised JWC Grievance Policy and the revised Review of Senior Lecturer Workload (Item 10). The schedule of forthcoming JCC meetings will also be agreed at this meeting.

A Sherry distributed a report on the Quality Day programme to all present for consideration and proceeded to summarise the contents of the document.

17. Closure

The meeting closed at 3.40pm.

18. Date of Next Meeting

The next meeting is scheduled for Friday 7 January 2005 at 3.00pm in Room S/09 (Alex Viola Suite – Easterhouse Campus).

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