

John Wheatley College
Joint Consultative Committee

Minutes of the meeting held on Friday 18 August, 2006 at 2pm in Room S/09, Easterhouse Campus.

1 Sederunt

The meeting commenced at 2.00pm and was attended by:

I Graham (Chair);
A Kirk (Depute Principal) ;
D Sneddon (HR Manager);
S Smith (ACM);
P Gallagher (EIS/FELA); and
P Currie (EIS/FELA)

In Attendance:

A Inglis (Assistant Principal);
A Sherry (Assistant Principal);
J Walsh (for recording purposes only);

2 Apologies

Y McCaig (Unison); and
B McQuillan (Unison)

3 Minutes of Meeting held on 19 May 2006

The minutes of the meeting were taken as read. They were accepted as an accurate record of the meeting held on 19 May 2006

4 Matters Arising from the Minutes of the Previous Meeting

a) Item 16 -Relocation from Shettleston Campus

The Principal informed members that an agreement had been with the purchasers of the Shettleston campus which the College permission to remain on that site until March 2007. In these circumstances it would not then be necessary to relocate to alternative accommodation prior to the transfer to the new East End campus.

b) Item 7- Revised Management Structure

The Principal informed members that all the Curriculum Leaders would be in post from 25 August 2006.

5 Correspondence

a) Scottish Executive

i) Building a Better Scotland – Securing Efficiency, Effectiveness and Productivity

The Principal informed members that the Scottish Executive had re-emphasised the importance of public sector organisations taking action to reduce levels of absence. He acknowledged that the College had made progress in this area in the previous session however it was necessary that the College continued to follow the Absence Management Policy effectively.

In response to questions the Principal agreed that further staff development sessions on the operation of the Policy would be provided for all managers during the course of the academic year.

ii) Draft Letter to A McKechnie re: RoSCo Proposed Independent Pay Review

Following discussion it was agreed that the Principal and P Gallagher, in his role as Chair of the EIS/FELA branch, would sign the letter to A McKechnie requesting an independent pay review for teaching staff in the FE sector.

b) EIS

i) Joint Negotiating Forum for Further Education Staff

Members noted the EIS correspondence requesting a return to national bargaining for Scotland's FE colleges. The Principal reminded members that the Board of Management had recently written to the Association of Scotland's Colleges advocating a return to this position.

P Gallagher welcomed this support from the Board.

ii) Curriculum and Staff Planning

The Principal reminded members that the College had in place a Redundancy and Dismissal Policy which makes reference to the re-training of staff to meet future requirements. He also reminded members that staff had already undertaken re-training to equip them for new roles and that the College would continue to adopt this approach. In addition he highlighted that the College approach to development planning included a workforce planning exercise which sought to identify the skills required by the College to deliver future provision. This process was linked to the Continuous Professional Development programme and the Career Development Review procedure which was again designed to assist staff to gain the skills required to sustain their employment. The Principal stressed that the College would take all possible steps to avoid compulsory redundancies. However he reminded members that the College had to remain financially viable therefore it was not possible to agree that at sometime in the future compulsory redundancies may require to be considered.

c) Young Education Programme 2006

The Principal informed members that this paper had been included on the agenda in error.

d) Staffing Statistics for Further Education Colleges in Scotland: 2004-05

The Principal informed members that this paper was for information and that it would be considered in more detail at the next scheduled Personnel and Staffing Committee. He further informed members that D Sneddon would include elements of the data in the College Equalities Annual Report which would be considered at the October 2006 Board meeting.

e) CIPD – Absence Management Survey Report July 2006

I Graham informed members that this document confirmed that the College had adopted an approach to Absence Management which was in accordance with identified good practice. He highlighted that the College had already introduced a Well-being Policy which was one of the key recommendations contained in the report.

In response to questions A Kirk reminded members that the College was a member of a Health Insurance scheme which compared favourably with other similar services. It was agreed that D Sneddon would seek to organise a presentation from a representative of the Health Insurance provider at a future Quality day.

f) RoSCo e-Bulletin Issue 6 –August 2006

The Principal informed members that this bulletin contained information on the progress made by the Scottish Executive review of Scotland's Colleges. He highlighted that the research indicated that for every pound invested in the FE sector the return was circa £3. He opined that this was positive news for the sector as it indicated the positive impact which it made on the Scottish economy. He reminded members that this information would be particularly helpful as part of the Comprehensive Spending review exercise.

Members noted the correspondence.

g) SFC Circular 46/2006 – Pension Arrangements in the College Sector

The Principal informed members that this was the latest guidance from the Funding Council on the treatment of pension liabilities. He reported that the Council had not offered definitive guidance rather it had left the decision to individual colleges to negotiate with their auditors. He reminded members that Board had agreed to treat the Strathclyde Pension Scheme as a defined contribution scheme in line with the majority of colleges who were admitted members of this scheme.

Members noted the correspondence.

6 SFC: Review of College and HEI Teaching Funding Methodologies*

The Principal informed members that this paper had been issued prior to it be circulated to Board members therefore he assumed that the previously agreed convention would apply. Members agreed to this.

I Graham proceeded to remind members that the Funding Council was currently undertaking a review of the teaching funding methodology for both

the FE and HE sectors and that this phase was concerned with the principles underpinning the methodology.

He also reminded members that the current methodology had evolved over a number years and had resulted in a methodology which was broadly 'sympathetic' to the College's operational environment. In addition he informed members that this review was being undertaken at a time when the substantial change to the format of European Structural Funds which will result in a reduction of funding from that source and significant changes in the operational of the regeneration funding available to Glasgow Community Planning Partnership Ltd.

Furthermore this exercise was being conducted in the run up to a Scottish Parliamentary election and a Comprehensive Spending Review.

He proceeded to highlight the key elements of the College response which included that it:

- i) expressed concerns about the outcome of the SFC review for its 'mission' (which is an extreme one within the College Sector);
- ii) expresses concerns about the possibility of a single methodology being applied to both Colleges and Higher Education (in the past this has proved to be extremely 'problematic' – as witnessed by the recent 'needs-led' methodology applied to assessing additional support needs of students);
- ii) believes that changes in the allocation methodology (especially if the quantum of resources available to SFC is static or declining) may have on the financial security campaign which has been conducted over the last 4-5 years;
- iv) expressed concerns that the challenges which social exclusion poses for Colleges operating in areas of high deprivation and poverty; and
- v) doubts that the Council's methodologies will ever be able to respond to local priorities (even if these are determined by National Policies – such as the Clyde Gateway Initiative).

Following discussion members of the Committee agreed to:

- i) note the contents of the Principal's report;
- ii) note the contents of SFC Circular/Consultation Paper (SFC/03/2006) which is attached as annex 1 to this report;
- iii) consider and endorse the College's response to the SFC Consultative Paper (which is attached as annex 2 to this report);
- iv) authorise the College to forward the College's response to the Consultation Paper to the Scottish Funding Council; and
- v) request the Principal to apprise the Board, at appropriate future meetings of progress made by the SFC in its Review Process.

7 Investors in People Re-recognition*

A Sherry reminded members that the College had undergone the Investors in People (IIP) quality audit in June 2006 and appendix 2 detailed the outcome of that process. He informed members that the College had successfully gained re-recognition under the IIP standard and the auditor had cited a number of examples of good practice including:

- *There is huge enthusiasm in staff for the College's purpose and its dedication to students;*
- *There is a high level of understanding of the College ethos and its aims, both by academic and support staff;*
- *There is a high focus on improving performance across the board- individual performance, team performance by senior lecturers and college performance by managers;*
- *The dovetailing of Annual Team (academic) or Project 9support) reports into the management thinking and ultimately the College Plan demonstrates high levels of inclusiveness and consultation. As does the representation of support and academic (and students) on the Management Board and its standing committee;*
- *There are significant levels of development activity and commitment of resources to staff development; and*
- *Developing a Wellbeing Policy is beyond most education establishments' current practice*

The audit report also contains three potential development areas which the College will consider as part of the operational planning process.

A Sherry thanked the staff who participated in the audit and J Wilson for her efforts in assisting staff prepare the interview process.

Following discussion members agreed to:

- a) note the contents of the report and its appendices;
- b) note the College has achieved Investors in People recognition for a period of three years; and
- c) request the Assistant Principal to place copies of this report on the agenda of future meetings of the:
 - i) Audit Committee
 - ii) Personnel and Staffing Committee; and
 - iii) Joint Consultative Committee

8 Revised Procedures for Time-off in Lieu of Paid Overtime (TOIL)

D Sneddon reminded members that College had undertaken to review the TOIL procedures following a period of operation. He informed members that the revised procedures were attached as appendix. She further informed members that the revised format clarified the period in which TOIL should be taken and the procedures by which teaching staff could time-shift annual leave.

Members of the Joint Consultative Committee noted the contents of the paper and its appendix.

9 Lecturer Salary Placement Rules

D Sneddon informed members that following the salary negotiations and the forthcoming introduction of legislation designed to prevent discrimination on

the grounds of age the change had sought to revise the rules for the placement of lecturers on the salary scale. She reminded members that as part of the salary agreement for 2005/06 it had been agreed that the lecturer pay scale would be reduced from nine points to six points however that a further review was required to avoid the possibility that calculating a salary on length of service may be indirectly discriminatory. In these circumstances it was proposed a short-life working group be established to review and propose revisions to the salary placement rules.

Following discussion members agreed to:

- i) note the contents of the report and its appendix;
- ii) request the Human Resources Manager make the necessary arrangements to form a short-life working group to review and revise the salary placement rules; and
- iii) request the Human Resources Manager bring the revised salary placement rules to a future Joint Negotiation Committee.

10 Management Review – Postholders

Members of the Joint Consultative Committee agreed to note the contents of the report which detailed the outcome of the appointments made as a result of the management review process.

11 Notification of Potential Redundancy

D Sneddon informed members that as of the withdrawal of a member of staff from the selection process agreed as part of the Management Review it was necessary to inform the JCC of a potential redundancy.

The Principal reminded members that the College had agreed that there would be no compulsory redundancies as part of the Management Review process and that there would be Senior Lecturer or Curriculum Leaders posts for all members of the then Senior Lecturer cohort. However one Senior Lecturer chose not to participate in the interview process.

He reminded members that College had recently consolidated a number of lecturing posts and therefore there were no current vacancies in the Care area. In these circumstances the College would be required to review the hours of work available and if there were insufficient teachings available it would be necessary to the staffing complement. The Principal informed members that the College regretted this position however it had no alternative as a member of staff had refused to take part in the agreed process.

Members noted the formal notification of potential redundancy

12 Local Government Pension Scheme (LGPS)

D Sneddon informed members that the UK government had altered the rules relating to occupational pension schemes in order to assist such schemes meet their responsibilities in relation to future pensioners. The proposed changes were detailed in appendix 1. She further informed members that the College would review these regulations but reminded members that as an admitted body the College did not have any voting rights within the Strathclyde Pension Scheme therefore would be unable to directly influence the outcome of the debate.

Members agreed to note the contents of the report and its appendix.

13 Induction Programme for Curriculum Leaders

The Principal reminded members that it had been agreed that the views of members of the JCC would be sought on the content of the induction programme for Curriculum Leaders and that this was an opportunity to influence the development of this programme.

P Gallagher requested that more time be given to consult with the newly appointed Curriculum Leaders prior to offering any comment on the contents of an induction programme.

Following it was agreed that any comments would be provided to J Wilson, Associate Principal- Quality.

14 Workforce Planning Session 2006/07

D Sneddon reminded members that it would be necessary to undertake a workforce planning exercise early in session 2006/07 in order that the College could plan for the provision which would be offered in session 2007/08. She reminded members that new East End campus would be fully operational at the commencement of session 2007/08 and this would require to be considered as part of the workforce planning process.

Members welcomed this early notification.

15 HERA Progress Report

The Human Resources Manager informed members that the HERA pilot project on job evaluation was now underway. However progress as not as quick as had been anticipated therefore it was not possible to bring a detailed update report to this meeting of the JCC.

P Currie informed members that in participation in the pilot project had been of considerable value and that though some staff had experienced difficulties when completing the documentation it had proved to a beneficial exercise.

D Sneddon undertook to provide a full progress report to future meeting of the JCC.

16 Scottish Executive: Professional Standards for Lecturers in Scotland's Colleges: Refresh of PDF Website

A Sherry informed members that the new Professional Standards for Lecturers in Scotland's Colleges were now available. He reminded members that J Wilson, Associate Principal-Quality, had been a member of the Professional Development Forum which had contributed to this review and that she was currently participating in working group which overseeing the development of learning/teaching materials for the Professional Development Awards which would be derived from these standards.

Members noted the revised standards.

17 Response to SFC Circulars

a) SFC/17/2005: Disability Self-Evaluation Toolkit

A Sherry informed members that the Scottish Funding Council had produced a Disability Self-evaluation toolkit which was designed to assist colleges in the review of activities in this area. He further informed members that this toolkit was not based on the HMIE self-evaluation methodology, did not require the College to identify strengths and weaknesses, areas for development nor to grade each section using the standard four point scale.

The Assistant Principal reported that in order to comply with the toolkit the College sought to identify appropriate evidence for each of the key and had included evidence from external audit activity including HMIE and Job Centre (which audits compliance with the Positive About Disabled People standard). Appendix 3 detailed the evidenced which the College had provided to SFC.

He further reported that it was the view of the College that the toolkit was of no added value to the self-evaluation process and that utilising the HMIE document *Evaluating Inclusiveness: A Guide for Scotland's Colleges* would have been more beneficial.

Following discussion members noted

- i) the contents of the report and its appendices; and
- ii) that the College had forwarded its response to the Funding Council by 31 July 2006.

b) Audit of CPD: College Response *

The Assistant Principal informed members that as part of the RoSCo review an audit of Continuous Professional Development (CPD) was being undertaken. The College response to this exercise was contained in appendix 2 and was produced within the framework of the College Staff Development Policy and the Investors In People standard using academic year 2004/05 as the baseline for staffing and budgetary information. He further informed members that the College had sought not to artificially divide CPD from the strategic objectives established by the Board nor had it disaggregate the funding allocated to these activities to individuals. The College response includes the total cost of CPD activities to the budget as this more accurately reflects the direct expenditure incurred.

A Sherry reported that the average numbers of CPD undertaken by all staff was 12.7. However senior managers and teaching staff normally undertake 16 days of CPD activity with support staff accessing 6.3. He reminded members that the College is committed to offering all staff a minimum of five days of CPD per year.

In response to questions A Sherry informed members that the main reason for the disparity between staff groups is as a result of two factors:

- a) senior managers and teaching staff participating in certificated programmes such as teacher training qualifications; and
- b) that Quality days are scheduled for 'downtime' in terms of teaching activity which does not always coincide with the demands which are placed on support staff at these times.

Following discussion members agreed to:

- c) note the contents of this report and its appendices;
- d) note the contents of the College response contained in appendix 2; and

- e) note that this report would be considered at the Board meeting held on 15 August 2006.

18 Budget Allocation – Session 2006/07

The Principal reminded members that it had been agreed that for information the College would provide the JCC with a copy of the budget approved by the Board at the June 2006 meeting for information. He further informed members that this document contained no substantive changes from the draft budget which members had previously considered at May 2006 Development Planning meeting.

Members noted the contents of the College budget for session 2006/07

19 Staff Development Priorities Session 2006/07

The Principal informed members that this paper was for information.

Members noted the Staff Development Priorities for session 2006/07.

20 Staff Attendance Information

Members agreed to note the contents of the report and its appendix.

21 New East End Campus

a) Progress Report

A Kirk informed members that the construction of the new East End campus remained on schedule. He reported that work had commenced on installing the ETFE roof over the learning hotspot area. In addition the roof had been completed on both the classroom block and construction workshop area. Work was progressing on the installation of windows and that it was anticipated that the first layer of tarmac in car park would be laid within a week or so.

In response to questions he informed members that it was anticipated that construction work would be completed on schedule by 29 January 2007.

b) Fixture, Fittings and Equipment

A Kirk informed members that, as with the Easterhouse, campus he would be seeking the views of staff on the furniture requirements for the new campus. In early September 2006. He reminded members that this provided all staff with an opportunity to comment of the furniture, fixtures and equipment for this building. However he cautioned that there was budget therefore comments should be framed with that in mind.

Members welcomed the opportunity for the staff to contribute to this process.

21 National Standards Relating to Healthcare Support Workers in Scotland

Members noted the contents of this document.

22 Schedule of Meetings Session 2006/07

Members endorsed the schedule of meeting for session 2006/07

23 Proposal of Visit to the Bridge

The Principal informed members that it was proposed that staff tours of the Bridge would be organised in order that they view the facilities available. He requested that those interested in such tours should contact A Inglis who would coordinate these visits.

Members welcomed this opportunity.

24 Closure

Being no further business the meeting closed at 415pm.

25 Date of Next Meeting

Friday 3 November, 2006.