

**John Wheatley College**  
**Board of Management**  
**Joint Consultative Committee**

**Minutes of the Joint Consultative Committee held on Friday 19 August 2005 at 2.30pm, in the Alex Viola Suite (Room SO9), Easterhouse Campus**

**1. Sederunt**

The meeting commenced at 2.30pm and was attended by:

I Graham (Chair);  
A Kirk (Depute Principal) **(until 3.25 pm)**;  
Y McCaig (Unison);  
D Sneddon (HR Manager);  
S Smith (ACM);  
J Knowles (EIS/FELA); and  
M Woods (EIS/FELA)

In Attendance:

A Inglis (Assistant Principal);  
A Sherry (Assistant Principal);  
L Heeps (for recording purposes only);

**2. Apologies**

B McQuillan (Unison)

**3. Minutes of the meeting held on 3 June 2005**

The minutes of the meeting were taken as read. They were accepted as an accurate record of the meeting held on 3 June 2005.

**4. Matters arising from the minutes of the meetings held on 3 June 2005**

**a) Update on Review of Staff Structures**

A Inglis reported that since the last meeting the job descriptions for the proposed structure had been passed Unison for comment . Y McCaig informed members that Unison branch officials have met with the staff involved and reported the comments back to A Inglis. The Depute Principal also informed members that an external consultant was currently reviewing the gradings attached to the posts and that this report would be considered prior to salary levels being established.

A Inglis informed members that he will review the documents in light of the comments made by Unison by the end of the month (August).

### **Item 7 – Funding for Academic/Financial Year 2005/06**

The Principal informed members that the College had received £121,000 from the Scottish Further Education Funding Council (SFEFC) to support School/College link programmes.

The Principal also informed members that the College bursary funding for session 2005/06 had been reduced by £190,000 and this was a direct result of its participation in the Educational Maintenance Awards (EMAs) pilot project 3 years ago. He reported that the College had met with senior officers from SFEFC in June 2005 to discuss this issue and it was anticipated that some additional funding would be provided to the College to support bursaried students.

I Graham further informed members that the College has also been allocated an additional 25 higher education places which increases our quota to 100.

### **Item 10 – East End Campus – Additional Funding Applications**

The Principal informed members that the College would benefit from the following funding:

- £200,000 from Scottish Enterprise Glasgow;
- £100,000 from the Robertson Trust; and
- an additional £400,000 from the Funding Council

He also informed members that there were some outstanding issues to be resolved with Scottish Water.

### **Item 12 – Information and Consultation of Employees Regulations 2004**

The Principal informed members that the College already complies with the above regulations.

### **Item 13 – Risk Register**

The Principal reported that the Risk Register is currently being amended to take account of a recent report from Baker Tilly (the College's Internal Auditors) with regard to the administration of Fee waivers.

### **Item 14 – Draft – Posts of Assistant Associate Principal: Academic Schools**

A Inglis reported that this post would be advertised as fixed term for academic year 2005/06 as it would be examined as part of the management structure review to be undertaken during this session.

### **Additional Items: Future Manpower Planning – Schools of Vocational and Core Skills**

The Principal reported to members that he had not received a response from the EIS/FELA Branch Officials. He stated that he was willing to wait another 4 weeks for a formal response. He reminded members that the College was committed to having 80% of teaching staff on permanent contracts and that this was part of this process. The Principal further informed members that it was anticipated that the new permanent posts would be in place by January 2006.

In response to questions the Principal confirmed that these posts would be externally advertised however it was anticipated that all temporary staff who were eligible to apply would do so.

The Principal indicated that he had advised all staff of the reasons for this approach both in writing and during his 'welcome back' addresses to staff.

## **5. Additional Minutes**

### **i) Equal Opportunities Development Forum**

Members noted the contents of the minutes

## **6. Correspondence**

### **a) Scottish Executive – Professional Body Consultation – Analysis of Responses**

The Principal reported that the Scottish Executive had not received a large response from individual teachers to this consultation exercise and he opined that this probably demonstrated that there was not substantial support for the creation of a Professional body or that this was not considered to be a high priority with the generality of College staff.

### **b) SPPA – The Teachers' Superannuation (Scotland) Amendment Regulations 2005 Provision for Civil Partnerships**

Members noted the contents of this correspondence.

### **c) SFEFC – Benchmarking of costs: outputs for 2003-04**

The Principal reported that the College was now one of the least efficient colleges in Scotland and that this contrasted with being one of the most efficient at the time of incorporation. He commented this decline in efficiency was in the main due to the high levels of sick absence. He welcomed the supported offered by the Trades Union to reduce these levels in the coming session.

The Principal outlined the steps which the College proposed to take to improve efficiency during the year. These included strict monitoring of the situation of staff within contract and by further reviews of sick absence management.

Members requested Michael Brennan to do a presentation on the benchmarking exercise at next meeting.

### **d) ASC – Nominations for the membership of the General Teaching Council for Scotland**

Members noted the contents of this correspondence.

## **7. Revised Disciplinary and Appeals Procedure**

D Sneddon informed members that this paper had been placed on the agenda for further comment. She reminded members that they previously had an opportunity to comment on this documents and that this version included a number of revisions. In response to questions the HR Manager confirmed that the College had no legal obligation to permit a legal adviser to accompany a member of staff to these hearings.

Being no further comments the Principal requested that the revised procedure be placed on the agenda of the next scheduled Personnel and Staffing Committee for the comments of members (prior to discussion at the Board of Management). He informed members that an appropriate programme of staff development would be provided to managers to support the implementation of the revised procedures and that he would ensure that representatives of the Trades Unions branches could attend these events.

Branch officials welcomed this offer.

## **8. Well-being Policy**

The Principal reported that the College is taking positive steps to promote well-being at work and that this policy was part of the process. He reminded members that the College was actively pursuing the SHAW Silver award and that this policy would underpin a number of activities linked to that accreditation. The Principal opined that due to the nature of the policy it would not be possible to implement all aspects of it at once therefore a staged approach would be required.

J Knowles welcomed the introduction of the policy and agreed that a staged approach to implementation. He proposed that a small working party be established to oversee the implementation of the policy.

Following discussion it was agreed that D Sneddon would create an implementation schedule and that a working party would be established. The Principal asked that nominations from the Trades Unions for membership of the working party be submitted 31 August 2005. It was also agreed that he minutes of the working party would be routinely placed on the agenda of the JCC.

It was further agreed that an outline implementation plan would be presented at the next meeting.

## **9. Revised Attendance at Work Policy and Procedure**

The Principal reminded members that it had been agreed that the procedures relating to the Attendance at Work policy would be revised following its approval by the Board. He reminded members that the College SWOT analysis had identified staff absence as the major threat and thanked the branch officials for their support in recognizing that steps were required to be taken in order to reduce absence rates. He further commented that the College would remain a supportive employer and that these procedures were intended to enable staff to contribute effectively to the work of the College. I Graham also thanked the branch officials for their contribution, to date, to the revision of these procedures.

The Principal then proceeded to highlight the changes to the procedures in particular the changes to the 'trigger points' when the absence management procedures were deployed. He emphasized to members that the College was seeking to reduce the additional burden placed on those staff who were undertaking duties for absent colleagues. In addition he highlighted that the procedures had been streamlined in order to simplify the process for both staff and managers.

In response to questions the Principal confirmed that a programme of staff development on the revised procedures would be provided for all line managers in due course.

Following discussion the Principal again emphasized the importance of reducing absence rates in order to ensure the College's financial security.

## **10. Academic Freedom – Position Statement**

The Principal informed members that this paper would be considered by the Board at the meeting scheduled for 24 August 2005. He reminded members that the College was required to have such a document by the legislation which established the merged Funding Council (the Further and Higher Education [Scotland] Act 2005).

I Graham informed members that that staff would be expected to exercise academic freedom within the framework established by the SQA or other awarding bodies. He emphasized that staff would be required to ensure that students were aware of where the balance of thought was on item where there was divided academic opinion. He also informed members that the Academic Freedom statement cannot be used as protection for people breaking the law or bringing the College into disrepute. He asked for the views of the EIS/FELA and ACM trade unions on this statement.

The Principal agreed to a request from EIS/FELA branch officials for time to consult their members. A Sherry agreed to furnish M Woods with an electronic version of the document to facilitate this consultation.

J Knowles and M Woods agreed to produce a summary of the views of their members by mid-September 2005.

## **11. Memos:**

The Principal explained that the context of these memoranda was the impending management review (which would be conducted in 2005/06).

### **a) Frank Doyle – resignation**

The Principal informed members that this position would not be filled yet, as this post will be included in the management review which would be undertaken during this session. He further informed members that it was anticipated that the College will most probably seek to engage the services of an external clerk of work for circa 2.5 days per week.

### **b) Librarian in charge – Replacement of Laura Thompson**

The Principal informed members that he has contacted Karen Cunningham at Glasgow City Council (GCC) to inform her of the

current situation. He informed members that rather than try and recruit before the transfer of staff to GCC it might be possible to second an appropriate member of staff from City's Library service.

The Principal then outlined his proposals to take forward the Management Review. He suggested the establishment of a Steering Group to guide this process. He requested recognised trade unions and professional organisations to nominate a member to serve on such a group by mid-September 2005.

#### **A Kirk left the meeting at 3.25 pm**

#### **12. ASC – Memorandum of Understanding: ASC-STUC**

The members noted the contents of the correspondence.

The Principal indicated that this paper would also be 'shared' with the Board's Personnel and Staffing Committee in due course.

#### **13. EIS-FELA response to the Workforce Development Plans**

The Principal informed members that responses to this correspondence had to be submitted by the end of September (this represented a further extension of the consultation period). He indicated that he expected that the Workforce Plan would, following consideration of the comments of staff, be finalised and implemented early in the new calendar year..

#### **14. Advice on consensual relations between staff and students**

The Principal spoke to this paper informing members that it had been produced at a national level by the EIS/FELA as an example of a model policy. He further informed members that the College welcomed this pro-active approach and believed that what was contained within model policy was an appropriate framework.

The Principal also informed members that the College was considering how best to ensure that staff had an opportunity to declare other external interests which may impact on the work of the College.

Following discussion it was agreed that a short-life working party should be established with a view to developing such a policy for the College. It was agreed that the Trades Unions would inform D Sneddon of their nominees for this working group by 16 September 2005.

It was suggested that a policy in these respects would ideally need to be in place in mid-session.

#### **15. Draft agreement between John Wheatley College and Glasgow City Council regarding the provision of library services**

The Principal informed members that this paper related to library services at Easterhouse, Shettleston and Haghill (when this campus is operational). He reminded members that College staff involved in the transfer had been extensively consulted both as a group and as individuals. He further reminded members that the College Unison branch and its counterpart within the City Council had also been fully involved in this process.

A Inglis informed members that this was a final draft but that there was still an opportunity to influence the final document. He requested that if members had any additional comments that they should forward them to him.

The Principal also informed members that the agreement between the City Council and the College would benefit both the library staff who were transferring as they would have access to greater career development opportunities and to students as they would have access to a considerable greater range of resources.

In response to questions the Principal confirmed that the College would not reduce its level of expenditure on library services and resources rather it anticipated a value-for-money benefit as the City Council was able to access higher levels of discounts on books and other resources than that which was available to the College. .

Y McCaig confirmed that her members had been involved in the consultation process and would continue to do so for as long as was appropriate. She confirmed that the Branch was satisfied, to date, with the consultation process.

## **16. Closure**

Having discussed all items on the agenda the Chair of the Committee thanked members for their attendance. The meeting closed at 3.50pm.

## **17. Date of Next Meeting**

Members were advised that the next meeting of the Committee would take place on Friday 28 October 2005 at 2.30pm in Room SO9, Easterhouse Campus.