

John Wheatley College
Joint Consultative Committee

Minutes of the meeting held on Friday 3 November, 2006 at 2pm in Room S/09, Easterhouse Campus.

1 Sederunt

The meeting commenced at 2.00pm and was attended by:

I Graham (Chair);
D Sneddon (HR Manager);
R Boyd (ACM);
P Gallagher (EIS/FELA); and
Y McCaig

In Attendance:
A Inglis (Assistant Principal);
M McAdam (for recording purposes only);

2 Apologies

P Currie (EIS/FELA);
A Kirk (Depute Principal); and
A Sherry (Assistant Principal)

3 Minutes of Meeting held on 18 August 2006

The minutes of the meeting were taken as read. They were accepted as an accurate record of the meeting held on 18 August 2006.

4 Matters Arising from the Minutes of the Previous Meetings

The Principal highlighted Item 8 Revised Procedures for Time-off in Lieu of Paid Overtime (TOIL) and reported the new procedures were now in place.

He further highlighted item 13 Induction Programme for Curriculum Leaders, he confirmed that he had written to D Thomson, in his role as EIS/FELA Lifelong Learning Representative, seeking his views on the content of this programme but as yet had not received a response.

He also reported that the College had submitted further bids for funding, these had been to the Big Lottery and Sainsbury's Trust. As yet the College had not been informed of the outcome of these bids..

5 Correspondence

- a) **Scottish Executive**
 - i) **Review of Scotland's Colleges**

Members noted the correspondence from the Executive, in reply to the College's letter in respect of a return to National Collective Bargaining.

ii) RoSCo e-Bulletin – Issue 7

The Principal highlighted that recent research conducted as part of the RoSCo exercise had calculated that for every £1 spent on Further Education colleges £3.20 was contributed to the economy. The Principal opined that this confirmed the economic benefit which investment in the sector contributed to Scotland's economy.

Members noted the RoSCo e-Bulletin.

b) Association of Scotland's College

i) National Bargaining

Members noted the correspondence to the Chief Executive of the Association of Scotland's College's and the subsequent response received which was noted as Item 5 a i) on the agenda.

ii) Review of Procedures at Central College of Commerce

Members agreed to note the memorandum advising colleagues of the documentation available in respect of the review of procedures at Central College of Commerce.

c) Scottish Funding Council

i) Circular 46/06 Pension Arrangements

The Principal informed members that Audit Scotland had requested the Funding Council to clarify its guidance on the treatment of the Strathclyde Pension Scheme. In response the council had issued circular 46/06 which informed the sector of the results of the review of individual college pension survey returns for those schemes which support staff were members of.

The Principal informed members that concern had also been expressed to the provision made with regard to the Teaching staff pension scheme.

Members noted the contents of the circular.

ii) Collection of Aggregate College Staff Data

Members noted the correspondence from the Council detailing the proposal to discontinue the current collection of aggregate college staff data and to replace it with a collection of individualised staff data.

d) CIPD

i) Working Ardour

The Principal apprised members of the information received from CIPD commenting that this was issue which the College considered required to be within the appropriate policy framework. He reminded members that their views on this matter had been, and would continue to be, sought in order to inform policy development.

Members noted the contents of the correspondence.

ii) Coaching Factsheet

The Principal reminded members that as part of the structure to support the introduction of the new management system it had been agreed that mentoring and coaching approaches would be considered. He further reminded members that A Sherry was currently participating in a coaching training programme organised by SFEU as part of this process.

The Principal informed members that the College viewed coaching was a means of working with colleagues to further develop their skills and experience in order to enable them to progress within their careers.

He requested that both the EIS and UNISON provide, in writing, their views on how coaching and mentoring could be used to support and develop colleagues within the revised management structure.

In response to questions the Principal reported that coaching or mentoring support would be available for those staff who volunteered to participate and that it would not be compulsory.

Members noted the information from CIPD.

e) GTC Scotland – Revisions to the Teachers’ Registration (Scotland) Rules

Members noted the correspondence from GTC Scotland and that these particular revisions did not apply to the College.

6 Minutes of the approved meetings of Health and Safety Committee:

- a. 30 March 2006**
- b. 1 June 2006**

The Principal informed members that the College had taken all the necessary steps to ensure that the College water system is tested and treated periodically following the discovery of legionella in the Easterhouse campus. He informed members that though the test was positive there was no risk to staff and that prompt action had been taken to address the matter.

Members noted the minutes of both Health and Safety Committee meetings held on 30th March and 1 June 2006.

7 Evaluation of the Learner Experience – Session 2005/06

The Principal spoke to the Assistant Principal’s report on the evaluation of the learning experience for session 2005/06. The Principal highlighted the good standards and strengths contained with the report produced by the external consultant D McCartney. He informed members that as had been previously agreed the joint staff/management steering group had met with D McCartney to consider a draft of the report and had unanimously endorsed its findings.

He reminded members that the evaluation process would be extended to all teaching staff.

The Principal proposed that D McCartney may also be able to provide mentoring and coaching support following appropriate external training. Members welcomed this proposal.

Following questions the Principal informed that both A Sherry and J Wilson will produce an action plan to address the development points contained within the report.

Members agreed to note the contents of the report by the Assistant Principal and the External Consultant D McCartney.

8 Scottish Funding Council – Staffing Return 2005/2006

The Principal informed members the report detailing the staffing return made to SFC had previously been discussed and approved by the Board's Executive Committee. He reminded members that the return was produced in line with Funding Council guidance.

The Principal gave an overview of report informing members that there has been an overall decrease in the number of staff employed by the College however the number of non-teaching posts had increased following the restructuring exercise carried out by the College in session 2005/06. He also reported that the number of teaching staff had declined as a result of close control of teaching hours by College managers. As a result the Full Time Equivalent (FTE) for College staffing in session 2005/06 was 153.98.

The Principal also informed members that while absence rates had fallen the College was still funding 5.43 FTE posts which were non-productive.

Members agreed to note the report and its appendices.

9 Draft Annual Accounts

The Principal emphasized to members that the draft annual accounts would not be placed in the public domain until the completion of the external audit process and the granting of permission to do so by the Auditor general for Scotland. He reminded members that such permission was normally granted in the early spring of the following calendar year. He also informed members that the annual accounts were still to be considered by the Board of Management and thereafter forwarded to the Scottish Funding Council and therefore asked members to respect the agreed convention on the public discussion of this document.

The Principal acknowledged the work undertaken by the Finance Team to produce the annual accounts at an earlier stage than that in previous years. This was considerable progress and reflected an improvement in the quality of the financial information now available to the College.

He also informed colleagues on the document being slightly different to that in previous years as this was due to the introduction of the revised SFC Financial Memorandum and the guidance issued by the Scottish Executive with regard to the report of 'best value' with Corporate Responsibility. The Principal informed members that as a result a new section on 'best value' had been included within the annual accounts.

I Graham informed members that the College had returned an operational surplus of £22k for session 2005/06 and an accumulated surplus of £141k.

He reminded members that as yet the annual accounts reminded a draft document as the final 'wash-up' meeting had not yet been held with Audit Scotland. However it was not anticipated that there would be any substantial changes to this draft document.

The Principal also informed members that using SFC criteria the College remained 'financially secure'.

Members agreed to note the Draft Annual Accounts and treat them as confidential until the Auditor General gave permission for them to be placed in the public domain.

10 Staff Turnover Indices - 1 August 2005 to 31 July 2006

D Sneddon informed members of the Staff Turnover from 1 August 2005 to 31 July 2006. She reminded members that the College reports its staffing information for the year 2005/06 by wastage rate and stability factor as recommended by the Institute of Personnel and Development. She further reminded members that the figures required to be considered in the light of the College substantiating a number of temporary posts and the success of temporary staff in obtaining permanent posts at the College following the open recruitment and selection procedure.

The Principal informed members that the figures were similar to that across the sector.

Following discussion members agreed to:

- i) note the contents of the report and its appendices; and
- ii) request the Human Resources Manager to bring forward a further report at a future meeting of the Committee.

11 Equalities Committee

The Principal reminded members that the College, to take of the overarching the Equalities Agenda had established an Equalities Committee, chaired by the Depute Principal, with two sub-groups one focusing on employment and the other on inclusive learning. He informed members that both groups would work to the remits attached to the report and that the minutes of the sub-group would routinely be considered at the Equalities Committee. He further reported that recognized trades unions were represented on the Equalities Committee and both sub-groups.

In response to questions the Principal informed members that both students and external partners would be represented on the Equalities Committee and both sub-groups

The Principal further informed members that the sub –groups would be expected to take forward objectives and targets established by the Equalities Committee to meet the Board's Equalities Agenda. He reminded members that the Board would consider a revised Equalities Policy at its June 2007 meeting.

Following discussion members of the Committee agreed to:

- i) note the content of the Human Resources Manager's report and its appendices;
- ii) request the Human Resources Manager to bring a revised Equalities Policy with supporting policies and procedures to a future meeting of the JCC; and
- iii) request the Human Resources Manager to bring the College's Equalities Scheme and Action Plan to a future meeting of the JCC.

12 Lecturers Salary Placement Rules

The Human Resources Manager informed members that the purpose of this paper was to update them on the progress made by the College in reviewing Part 5: Salary Placement Rules. She reminded members that it had been agreed to establish a short-life working group to undertake this task in order to ensure that the College complied with recent age equality legislation.

The Principal reported that the working part had agreed on draft revised salary placement rules which had been considered by the College's legal advisors and amended following receipt of their comments. It was now proposed that a Joint Negotiating Committee was convened to formally discuss the revised guidelines formally as required by the Recognition and Procedures Agreement.

Members agreed to:

- i) note the contents of the report; and
- ii) request the Human Resources Manager make the necessary arrangement for a Joint Negotiation Committee.

13 Draft Recruitment and Selection Procedures

The Human Resources Manager reminded members that following the introduction of the revised Recruitment and Selection Policy it had been agreed that supporting procedures would be introduced to ensure consistency in recruitment and selection. She informed members that appendix 1 detailed these draft procedures.

She further informed members that the draft procedures had been considered at a recent meeting of the Personnel and Staffing Committee, where minor amendments had been proposed, and that these comments would be included in the revised document. In response to questions the Human Resources Manager informed members that these amendments were not substantive. She further reported that the draft procedures had been reviewed by the College's legal advisors who had endorsed the document.

D Sneddon informed members that it was now proposed that a joint trade union/management short-life working party be established to further review the draft procedures prior to a revised version being considered at the next scheduled meeting of the JCC.

In response to questions the Principal informed members that the introduction of the new procedures would be supported with training for the staff and Board members who participate in the selection process.

The Principal drew attention to the proposal that if a post was not accepted by the candidate selected, then the next ranked candidate, as identified by the selection process, would be offered the position with the post not being re-advertised if within a 12 week timeframe from the interview. Members welcomed this proposal.

The Principal informed members that the College would be happy to accept comments on the draft procedures, in writing, from the recognized trades unions outwith the short-life working party. These should be forwarded directly to him timeously in order that they may be considered.

Members agreeing to:

- i) note the contents of the report and its appendix;
- ii) request the Human Resources Manager to establish a working party to review the draft Recruitment and Selection Procedures; and
- iii) request the Human Resources Manager to present the revised Recruitment and Selection Procedures at the next scheduled JCC.

14 Staff Attendance Report - 1 February 2006 to 30 April 2006 and 1 May 2006 to 31 July 2006

The Human Resources Manager spoke to her report highlighting the percentage absence rates for the period from February 2006 to July 2006. She reported that the absence rate for permanent staff during that period was 5.9% compared to 5.98% for the same period in session 2004/05. She reported that the number of days lost for permanent academic staff per employee averages 9.92 days and for support staff averages 14.03 days. While there has been a reduction in the of days lost by academic staff there has been a increase in the number of days lost by support staff. She informed members that while the numbers of days lost for academic staff was around the average, as identified by a CIPD survey, it remained above average for support staff.

D Sneddon reminded members that while the College had taken steps to improve the management of attendance it recognized that there was a need for other strategies to continue to improve staff attendance. To support this objective it was proposed that College's Health Promotion Group, which meets on a quarterly basis, work with the Human Resources Section to help identify initiatives and an associated action plan which the College could put in place to support staff and to assist managers manage attendance. Members welcomed this proposal.

Discussion also took place on the College's procedures in relation to Hospital visits and that previously the College had recorded this time-off as a day absent. D Sneddon reported that this would now be recorded under medical appointments.

The Principal informed members that recent legislative changes had designated cancer sufferers within the scope of the Disability Discrimination framework and that that the College would take cognizance of this when reviewing its current policy

Following discussion it was agreed that D Sneddon would ensure that the staff handbook was amended to reflect this change.

Members agreed to:

- i) note the contents of the report and its appendix;
- ii) request the Health Promotion Group to produce an action plan for academic year 2006/07 to promote good attendance and support the College's Attendance at Work Policy and Procedures and Well-being Policy;
- iii) request the Human Resources Manager to bring to the next scheduled meeting of the JCC an action plan to promote good attendance and support the College's Attendance at Work Policy and Procedures and Well-being Policy; and
- iv) note that medical procedures, full day or half day, will be recorded under the College's Work-Life Policy.

15 Employee Counseling Service 1 August 2005 to 31 July 2006

The Principal informed members that this report detailed staff usage of the Employee Counseling Service (ECS) between August 2005 to July 2006 reminding them that this was a confidential service and that the College was only informed of general trends.

The Human Resources Manager highlighted that a total of 6 employees had made contact with the service during session 2005/06 an increase from session 2004/05 which saw 3 staff members use the service. She informed members that the College was unaware of any discrimination issue involving a staff member in session 2005/06 and reminded them that a comprehensive Continuous Professional Development programme supported the Board's Equalities Agenda. The Human Resources manager further reported that the College was aware of one work related stress case and that this was being managed by the employee's line manager using the Individual Stress Risk Assessment Procedure.

D Sneddon also reported that nine staff had used the ESC 'out of hours' telephone helpline in session 2005/06 a reduction from twenty four in the previous session.

Members noted the Human Resources Manager's report.

16 Revised Contracts of Employment - Progress Report

The Human Resources Manager reminded members that the College had undertaken a review of the Statement of Particulars for each category of staff in session 2005/06 in light of changing legislation and best practice.

She spoke to the report and updated members of the progress made in issuing staff with a revised Statement of Particulars. She also spoke of the recent salary agreement reached with EIS/FELA which altered academic contractual terms, and confirmed that a revised Statement of Particulars had been issued to Curriculum Leaders, Senior Lecturers and Lecturers.

Members noted the revised Statement of Particulars had been issued to the aforementioned staff and agreed to:

- i) note the contents of the report;
- ii) note the Statement of Particulars will be issued to staff who have an outdated Statement of Particulars in their Personnel File; and
- iii) request the Human Resources Manager bring a report to a future JCC apprising members of the progress.

17 Educational and Technical Qualifications and Professional Development - Teaching Staff

The Human Resources Manager apprised members of an update on the College's position in relation to staff who do not attain the qualifications for entry to teacher training or who do not maintain an appropriate level of professional development. She reminded members that the College was required to comply with Scottish Executive guidance in this matter.

She reminded members to recall that they had previously considered a similar report on this matter to the last meeting of the Committee and that paper was an update. She also highlighted the need to ensure that the College's staffing complement is in a position to meet current and future curricular demands. The Human Resources Manager reminded members of the College commitment to Continuous Professional Development in order to enable staff to meet these demands. In addition she reported that Curriculum Leaders would, as part of the Career Development Review procedure, identify training and development needs in order to ensure that staff maintained their skills and industrial experience or attained the necessary entry qualifications for teacher training.

Members agreed to:

- i) note the contents of the report;
- ii) note the Curriculum Leaders in conjunction with the appropriate Associate Principal will review the qualifications, skills and experience and staff mix within their areas of responsibility to ensure that College's staffing complement is in a position to meet current and future curriculum demands
- iii) consider what action(s) should be taken to encourage staff who have not maintained their continuous professional development or attained the necessary educational or technical qualifications to gain entry to teaching training; and
- iv) request that the Human Resources Manager bring back a progress report to the next scheduled meeting of the JCC.

18 Annual Equalities Report 2004/05

D Sneddon spoke to her report and gave an overview of the specific sections contained within it. She highlighted that the document included information on a large number of areas these included the following

- the equalities systems and structures;
- workforce profile;
- recruitment and selection statistics;
- staff development;
- the student profile;
- discipline and grievance statistics; and
- complaints and commendations statistics

She informed members that following the review of the data contained in the report an action plan had been identified. She further informed members that this report had been considered at the Board meeting held on 12 October 2006 and that following this meeting would be made available to staff on the College website.

Following discussion the Principal thank all members of staff who had contributed to the report.

Members of the Joint Consultative Committee agreed to:

- i) note the contents of the report and its appendix;
- ii) note the action points identified in the Annual Equalities Report 2004/06 to be addressed by the College in session 2005/06; and
- iii) request the Human Resources Manager to bring the Annual Equalities report 2005/06 to a future meeting of the JCC.

19 Workforce Profile – Scotland’s Colleges

The Principal spoke to his report apprising members of the findings of the analysis of data on the College’s sector workforce undertaken by the Scottish Further Education Unit (SFEU).

He highlighted that the second phase, which is yet to be initiated, will seek to conduct primary research by surveying the College workforce. The College entertains severe reservations about this research which, it contends, the SFEU has little relevant experience to conduct. These concerns are shared by other colleges.

The Principal informed members that the research confirmed that:

- over 21,500 staff were employed in the College sector in 2004/05;
- almost 51% of the staff employed in Colleges were engaged in teaching activities;
- the Workforce is primarily white in ethnic origin (over 98% of the workforce being classified as ‘white’);
- women compromise over 56% of the College workforce;
- over 50% of the workforce are aged 30-49 years of age;
- most senior managers in Colleges were male (60.7%); and
- just under 30% of the workforce are employed on temporary or fixed term contracts of employment.

Members agreed to:

- i) note the contents of the Principal’s report;
- ii) note the contents of the Interim Workforce Profile (attached as an annex to the report) which has been conducted by the SFEU; and
- iii) note that the College has significant reservations about the ability of the SFEU to conduct the second phase of the Workforce Profile exercise.

20 Central College – Industrial Relations Issues

The Principal updated members on the conclusions of the long-running inquiry into a number of industrial relations issues at Central College of

Commerce and the ramifications this has resulted in within the sector which had resulted in the publication of a Funding circular (appendix 1) on this matter.

He reported on the recent discussions held at the Executive Committee meeting where it was agreed that the College should consider each of the recommendations and findings contained within the Funding circular and ascertain if the College requires to make any changes to its current disciplinary and appeals procedures.

The Principal further reported that Executive Committee had agreed that the College should take time to consider the recommendations contained within the circular and that it should consult with recognised Trades Unions. Following discussion it was agreed that a joint Trades Union/Management working party would be established to consider the College's current disciplinary and appeals procedures against the recommendations contained within the circular including the identified 'best practice' examples. P Gallagher endorsed this approach.

The Principal also informed members that the College would request its legal advisers to consider the current disciplinary and appeals procedure in light of the circular and would share the outcome of this review with the Committee

Following discussion members agreed to:

- i) note the contents of the Principal's report;
- ii) note the contents of the SFC Circular (SFC/66/2006) and the amended Report of the Independent Review Panel;
- iii) request the College to benchmark its Policies and Procedures against the 'best practice' examples contained in the circular; and
- iv) request the College to provide the Board with a plan which outlines any changes which might be required to its current policies and procedures as a consequence of the benchmarking exercise at the Boards' Strategy Planning Event in February 2007.

21 Schedule of Meeting – Session 2006/07

Members noted and agreed that the date of the previously scheduled meeting of the Joint Consultative Committee be rescheduled from the 20 April to 27 April, 2007 due to operational reasons.

22 Closure

As all business has been conducted the meeting closed at 15.45pm.

23 Date of Next Meeting

Members noted that the next meeting of the JCC was scheduled to be held on Friday 27 April, 2007.