

John Wheatley College
Joint Consultative Committee

Minutes of the Joint Consultative Committee held on Friday 3 June 2005 at 2.00pm in Room S/09 (Alex Viola Suite – Easterhouse Campus).

1. Sederunt

The meeting commenced at 2.00pm and was attended by:

I Graham (Chair);
J Knowles (EIS/CLA);
F Doyle (ACM);
Y McCaig (Unison);
B McQuillan (Unison);
A Kirk (Depute Principal);
D Sneddon (HR Manager)

In attendance

A Inglis (Assistant Principal);
A Sherry (Assistant Principal); and
S Vaughan (for recording purposes only)

2. Apologies

M Woods (EIS/FELA)

3. Minutes of the meeting held on 1 April 2005

The Principal requested that the word “regarded” be substituted with the word “re-graded” in the phrase “In addition the report also recommended that the posts be regarded to scale points 10-12 to more appropriately reflect the duties of the post”, under item 9 on page 6 of the minutes. With this alteration, the minutes were accepted as an accurate record of the meeting held on 1 April 2005.

4. Matters arising from the minutes of the meeting held on 1 April 2005

13 Revised Grievance Policy/14 Revised Code of Discipline

The Principal reminded members that both the Revised Grievance Policy and Revised Code of Discipline had been considered and approved at the Board of Management meeting on 17 March 2005.

9 Construction Workshop Assistants Posts/16 Review of Temporary Library Assistant Post

D Sneddon reported that the job advertisements for Workshop Assistants and for a Library Assistant had been submitted to the Depute Principal for approval.

17 Annual Accounts for Year ending 31 July 2004

The Principal informed members that the College had received authorisation to publish the annual accounts for 2003/04 and that staff had been informed of this via the College's newsletter. He informed members that copies were available for consultation in the library and information centres.

19 Presentation by the Financial Adviser to the Board – The Analysis of the Benchmarking Exercise by KPMG

The Principal informed members that the sector-wide benchmarking exercise had highlighted that the College appeared to be inefficient in its utilisation of teaching staff. He advised members that the College would examine this issue, as part of its value for money strategy for session 2005/06.

5. Additional minute – Draft Health and Safety Committee meeting held on 31 March 2005

Members noted the contents of the minutes.

7 EnviroDerm Services Technical Services No. 10

The Principal reported that the College was still awaiting advice from the Health and Safety Executive (HSE) before it made a decision regarding whether barrier creams require to be utilised in hairdressing and construction.

In response to a request from the Principal, D Sneddon agreed to ascertain whether a report on the College's compliance with relevant legislation was on the agenda of the next Health and Safety Committee meeting. He informed members that neither he nor the Chair of the Board of Management had yet signed the College's master Health and Safety policy, as the annual review of the policy had not yet taken place. The Principal further informed members that the revised policy was due to be considered at the June Board meeting.

A Sherry joined the meeting at 2.20pm.

6. Correspondence

a) Scottish Executive – A Consultation on Draft CPD Standards for College Lecturers

A Sherry informed members that Jean Wilson was a member of one of the working groups that were established as part of the Executive's Review of Occupational Standards. Members noted the contents of the correspondence

b) Scottish Public Pensions Agency – The Pensions Increase (Review) Order 2005

Members noted the contents of the correspondence.

c) General Teaching Council for Scotland – Election of Registered Teachers to Council 2005

The Principal informed members that currently only four members of the College's teaching staff appeared to be members of the GTC and therefore eligible to vote in this election.

Members noted the contents of the correspondence.

d) The Educational Institute of Scotland – EIS Further Education Learning Representatives

J Knowles confirmed that the EIS/FELA had appointed David Thomson as their Learning Representative.

Members noted the contents of the correspondence.

e) Review of Management Structure – session 2005/06

Members considered the contents of the memo that the Principal had issued to all staff, informing them that the College would undertake a Review of the College's Management Structure in session 2005/06. The Principal reminded members that this would be the first such Review for almost four years and that it would examine both academic and support staff management structures. He informed members that the College would welcome both individual and collective comments, as part of the review process.

The Principal informed members that the review was being undertaken for the following key reasons:

- i) since session 1991/92, student activity had doubled – however, during this period this its management structure had been reduced and was currently smaller than it was when the College opened in 1989. He added that this posed considerable strain on the management teams, when additional activities such as the East End Campus project, or an HMIe Review required to be undertaken;
- ii) that an imbalance was developing between the student activity levels of the two schools. The Principal highlighted that there had been substantial growth in the subject areas that were managed by the Vocational Skills school, while this had not been the case in the Core Skills subject areas. He reminded members that the College anticipated that it would increase student activity by approximately 5,000 Weighted Student Units of Measurement (WSUMs) during sessions 2005/08 and that a substantial element of this activity would be in areas currently managed by the School of Vocational Skills;
- iii) the re-organisation of the management of the library and information centres, combined with the proposals to re-structure the management of Flexible Learning, the technician/network support service and the Management

Information Systems section (to be considered later on this agenda) provided an opportunity to review support staff management structures; and

- iv) the Principal informed members that a further driver for change was the outcome of both the College-wide SWOT analysis and the Pacific Institute Cultural Effectiveness survey, which highlighted that staff had identified the need to improve significantly communication across the College. He informed members that an aspect of the Review would be to investigate how to improve communication across teams and the role which managers could play in this process.

The Principal further informed members that, as part of the Review process, opportunities would be made available to all staff, which would be designed to identify their individual views on how best to develop the management structure in order to meet the current and anticipated needs of the College. In addition, the College would formally seek the collective views of both EIS/FELA and Unison (to meet the requirements of current recognition agreements). The Principal proposed that a joint management/union Steering Group be established early in session 2005/06 for the purpose of undertaking the Review. The branch officials present welcomed this proposal.

The Principal emphasised that the Review was not a cost cutting exercise and that rather the purpose was to devise a means of effectively managing the increase in activity in the College and the increasing external demands on the College. The Principal asked all present if they had any objections to the proposed methodology he had proposed to conduct the Review. No objections were raised. He informed members that the issue under consideration would also be reported in the College's newsletter.

Subsequently members noted the contents of the Principal's memo.

7. Funding for Academic/Financial Year 2005/06 (confidential)

The Principal spoke to the contents of the report, which sought to apprise members of the Funding allocation that was made to the College in respect of Financial/Academic Year 2005/06 by the Scottish Further Education Funding Council (SFEFC). He reminded members that this report had been issued before it was considered by the Board of Management and thanked the members of the JCC for ensuring that the contents of the document had remained confidential.

The Principal informed members that the report recommended that the Board accept the offer of grant that was made by the SFEFC for the next academic year. He reported that funding for the FE sector in real terms represented a 5% growth this year. However, for the first time since incorporation, the College had not been awarded a level of grant at or above the sector norm. The Principal informed members that the College had been awarded an increase of 3.75% (against sector norms of over 5%) and that therefore session 2005/06 would again be a challenging year. He informed members that the value of the WSUM had increased by 7.02% this year, however an element of this increase was due to the reduction in the tariff which applied to full-time programmes. He stated that regrettably the College had, in part, suffered a reduction in student support and other funding, because of a

decrease in headcount enrolment over the previous two academic years. He commented that despite the fact that headcount enrolment was decreasing across the FE sector as a whole, it was decreasing faster at John Wheatley College.

The Principal informed members that the use of the new Multiple Deprivation Index appeared to have focused resources away from some of Scotland's most deprived communities. He stated that the SFEFC apparently focused resources on the 20% most deprived enumeration zones, in contrast to the Scottish Executive's practice of targeting resources on the 15% most deprived areas. As a result, the Council's approach attenuated the impact of inclusion weightings, which was believed to have collectively cost colleges in Glasgow approximately £350,000 in financial year 2005/06. He informed members that he had included this in an issues paper which had been prepared for the visit of Jim Wallace MSP, Deputy First Minister, to the College. He had also briefed local MSP's on the potential future impact of the SFEFC shifting funding priorities from inclusion to business development (as had recently been reported in TESS).

The Principal reported that rural colleges had experienced a considerable increase in funding this year, due an alteration in the weighting elements which applied to rurality. He advised members that the College's grant-in-aid had increased by 5.41%, from £7,277,259 to £7,670,802 and that the College's recurrent grant had increased by 6.03%, from £5,928,114 to £6,285,588. However, he reported that the College's Student Support Funding had fallen by 12.76%, from £704,092 to £568,440, which was of particular concern to the College. Similarly, he informed members that the College's Student Activity Target had been reduced by 1.87%, from 33,371 to 32,747 WSUMs, as a result of changes to the funding methodology. He stated that SFEFC had based its calculations on the assumption that the College would achieve a fee income of circa £300,000 and that it was anticipated that the College would be able to meet this target. The Principal informed members that the College had been allocated £8,000 to meet part of the costs of administering the Educational Maintenance Awards (EMAs) scheme.

He reminded members that the employer costs of the Scottish Teachers' Superannuation Scheme (STSS) had increased some years ago and that SFEFC had allocated funding specifically to address this. However, he noted that this specific allocation would end in academic/financial year 2005/06, with this element being included in the overall grant-in-aid settlement in future.

The Principal informed members that the College had been allocated £412,000 for Capital Funding in 2005/06. This would all be committed to the East End Campus project.

He further informed members that the College was required to notify the SFEFC of its acceptance of the funding offer by 10 June 2005 and that the Board of Management had delegated authority to the Executive Committee to do this on behalf of the Board. The Principal informed members that the advice offered to the Board by the management teams was that it should accept the grant-in-aid offered by the SFEFC, including the College's Student Activity Target of 32,747 WSUMs. However, he informed members that he did not think that the College could achieve the full time further education enrolment figures stipulated by the SFEFC, with the proposed allocation of

funding for student support including bursary. As a result, the Board may have to consider exceeding this allocation, in anticipation that in year funding would be made available to address the overspend.

The Principal commented that it was regrettable that (unlike this session) the College would not receive any funding for its work with asylum seekers in session 2005/2006.

He informed members that senior staff would meet with representatives from the Funding Council on 14 June 2005, in order to discuss the student support funds that were allocated to the College, with a view to having the allocations revised upwards. However, he reminded members that this meeting would be held after the 10 June 2005 deadline, by which the College had to accept or decline the Council's offer of grant-in-aid. The Principal further informed members that he anticipated that the Executive Committee would accept the funding offered, but would wish to correspond with the Chief Executive of the SFEFC in order to raise a number of issues. The Principal then outlined the response that the College would make to the SFEFC on the funding offer pro forma.

The Principal indicated that a summary of the funding settlement for 2005/06 would appear in an article in an edition of the newsletter for the information of the generality of staff. Furthermore the Board papers were, as is the usual practice, available for consultation in libraries and information centres.

Being no further discussion, members noted that the Board of Management was recommended to:

- i) note the contents of the report and its annexes;
- ii) note the level of resources which the College will attract from the Scottish Further Education Funding Council (SFEFC) in respect of Financial Academic year 2005/06;
- iii) request the College to prepare a budget for consideration at the meeting scheduled for 22 June 2005 within the anticipated 2005/06 resource-base;
- iv) delegate to the Executive Committee the activity to respond in the Colleges behalf to the SFEFC in respect of the funding offer for 2005/06 by the Council 10 June 2005 deadline; and
- v) refer this report to a future meeting of the Colleges joint Consultative Committee (JCC) for the information of staff representatives.

8. Draft Review of College Student Records Management Information Systems

The Assistant Principal (Mr Inglis) spoke to the contents of the report, which sought to review the College's existing Student Records Management Information Systems and the College's Student Records (SR) Team structure, as a result of the implementation of the Unit-e software system. He informed members that the introduction of the Unit-e system provided opportunities to review the structure of the SR team, with a focus on improving the quality of

the information which was available to managers, as well as to meet new reporting requirements which had been imposed by the SFEFC. He further informed members that the revised systems also provided an opportunity to review the services offered by the SR team and in particular the development of specific reports designed to meet the needs of the College and not included as part of the standard software package.

The Assistant Principal tabled an amended report, as there was a minor error in the information relating to one of the posts that were referred to in the copy that was issued with the papers.

The Assistant Principal reminded members that during 2004/05, the College had introduced UNIT-e as its new Student Records System, that it had purchased Syllabus Plus (a computerised timetabling system) and that it had enabled web-browsing of the student records system, through the use of the Enquirer software package. All of these developments were designed to improve both the availability and quality of the information that was available to managers and in particular Senior Lecturers.

He proceeded to provide an overview of the present SR Team (which was previously the College Management Information Systems [CMIS] Team). He reminded members that the ICT Officer had been seconded from the Technical Support Team, in order to manage the implementation of UNIT-e and to support the SR team during the secondment of a SR Assistant to the Greater Easterhouse Learning Network. He also informed members that John Kennedy was the timetabler and that there was an additional 0.5 full-time equivalent CMIS/timetable assistant post which was budgeted for, but which was currently unfilled.

A Inglis informed members that there were a number of benefits attached to the use of the UNIT-e system, including the fact that it would enable the College to provide students with matriculation/ID cards and that it would allow the College to integrate the separately held Individual Learning Plans with the main student record. Members were advised that there were a number of benefits attached to the use of the Syllabus Plus system (a new timetabling system which would be used from the start of session 2005/06), including the fact that it could provide more flexible viewing of staff timetables, that it allowed for multi-user input and that it would enable more routine reporting on staff utilising from timetables to be developed.

The Assistant Principal discussed the staffing implications of the changes of the review of the SR Management Information Systems and the current SR team structure. He reported that it was proposed that a Students Records Manager post would be created by re-grading the existing Academic Registrar post, that a new post of Student Records Officer would be created and that the SR Supervisor post would become redundant. Furthermore, he informed members that a Student Records Assistant post would be created and that the existing Timetabling Officer post would be re-graded. As a result, the School CMS Assistant post would become redundant, the position of CMIS Assistant would be transferred to that of the new, regraded SR Assistant post and the ICT Officer post would become redundant, as this role was no longer necessary as result of the technical support which was provided by Capita. In addition, it was proposed that the post of Management Information Systems developer be created, in order that the College had in-

house expertise to produce specific reports to meet its operational requirements, which were not included within the Unit-e specification.

The Assistant Principal proceeded to detail the costs of the above changes. He stated that in effect three existing posts (two of which are currently filled) would become redundant. He informed members that staff would be able to apply for the three new posts and that in line with College policy these posts would be externally advertised. He stated that if redeployment or other mitigating actions were unsuccessful, then there would potentially be redundancy costs to be met.

In response to an enquiry from the Principal, Y McCaig stated that it was difficult for the Unions to comment on the proposals until they had read the job descriptions for the new posts. Consequently, the Principal requested that Y McCaig be sent copies of the relevant job descriptions by the Personnel Manager as soon as these were available. In response to an enquiry from J Knowles, the Principal stated that the review of the College's management structure that was discussed under item 6(e) would not delay the proposed actions that were outlined in this report.

The Depute Principal joined the meeting at 3.00pm.

The Principal stated that the report would be considered at a future meeting of the Board of Management and that meetings would be held with the current staff team, in order to inform them of the College's proposals.

Subsequently members agreed to note the contents of the report and its annexes.

9. Draft Review of College Technical Services

The Assistant Principal (Mr Inglis) spoke to the contents of the report, which sought to contribute to the College's value-for-money review of its ICT Infrastructure during academic year 2004/05. He informed members that the report considered how the College's Technical Support Service could be restructured to take account of the lessons learned from the implementation of the Greater Easterhouse Learning Network (GELN) and the development of the services offered to all users of ICT systems. He highlighted that the proposals also took account of the need to ensure the sustainability of the GELN, following the end of the 'resource rich' start-up phase. He reported that in recent years the technical services offered to users had expanded considerably and that a key element of this had been the expansion of the ICT network, which had necessitated the requirement for staff with skills in this area. He further informed members that the College had experienced a growing demand for network services and that the College disaster recovery processes were now mainly managed in-house, rather than contracted out, as had previously been the case. He stated that in order to support these developments, it was proposed that a new Technical Support Team should be established in 2005/06, as detailed in appendix 1.

A Inglis informed members that the proposed structure would provide both network and desktop support services and that it would have a single supervisor who would be responsible for the allocation/management of tasks reporting to the Associate Principal (ICT Manager). He informed members that initially the team would include two network specialists and three ICT

technicians, with a fourth post possibly to be considered in the light of budget availability, at some point in the future. One of these post holders would also be the Senior Technician responsible for managing the service.

The Assistant Principal confirmed that these proposals would make the three existing established posts (that of ICT Officer and the existing substantive Technician posts) redundant, although existing staff would be able to apply for the new posts. He stated that the proposals also assumed that the current temporary posts would not be continued. He reported that one post of Senior Technician, one or two posts of Network Technician and two or three posts of ICT Technician would be created, depending on the technical skills of the person appointed to be the Senior Technician. He affirmed that the proposals that were outlined in the report were consistent with those which were discussed at the last meeting of the JCC.

The Assistant Principal outlined the potential costs of the proposed staff structure, which would be £110,693 for one Senior Technician, two Network Technicians and three ICT Technicians, and £94,520 for one Senior Technician, two Network Technicians and two ICT Technicians. In response to questions, the Assistant Principal confirmed that this structure was within the budget allocated for this area in academic/financial year 2005/06.

The Principal requested that Y McCaig be provided with job descriptions by the Personnel Manager, as soon as these were available. A Inglis and A Sherry also agreed to meet with the staff involved in this re-structuring exercise.

There was considerable discussion on the skills mix required with this staff team, with the recognition of the importance of ensuring that there were sufficient staff with network skills to support this important infrastructure. J Knowles opined that it would be necessary to review the nature of this team on a regular basis, as the College became more dependant on network services to support learning and teaching and when the new East End Campus became operational. While acknowledging the need to review continually matters, the Principal reminded members that there were always competing demands for the resources that were available to the College and that budgetary constraints also influenced what could be delivered.

Subsequently, members noted the contents of the report and its annexes.

10. East End Campus – Additional Funding Applications

The Principal spoke to the contents of the report, which sought to apprise members of the additional funding applications which the College had made to finance second phase projects associated with its plans to develop the East End Campus at Haghill. He provided a synopsis of the three applications for additional funds to support second phase developments associated with the East End Campus project, which the College had made. He informed members that these consisted of an additional application for external environment works to Scottish Enterprise Glasgow (£200,000), an application for grant assistance from the Robertson Trust (£45,000) to augment the Information and Communications Technology (ICT) infrastructure in the building and an application to the Glasgow City Council East (Central) Area budget, to assist in the costs of establishing a 'sensory garden' (£10,000) between the construction and teaching wings of the building. He

stated that the College's application to Scottish Enterprise Glasgow had been agreed 'in principle'.

He further informed members that the College intended to submit additional applications to the local energy efficiency centre, for grants to support renewable energy projects and to the Department of Trade and Industry (DTI) in respect of Photovoltaic (PV) technology. He stated that the College would also submit an application for grant assistance to Glasgow City Council's 'City of Light' initiative, for a contribution to the costs of the building's external lighting. The Principal stated that he was confident that the College would receive funding from this initiative. He reported that regrettably the College had recently received notification that its application for funding, which it had submitted with Milnbank Housing Association to the Scottish Executive's Environmental Action Fund for grant assistance to enable it to put in place an Environmental Management System which conforms to ISO 14001, had been unsuccessful.

Members noted that members of the Board of Management were recommended to:

- i) note the contents of the Principal's report and its annexes;
- ii) request the Principal to apprise members of the outcomes of the applications for grant assistance described in the report; and
- iii) request the Principal to refer this report to an appropriate future meeting of the College's Project Management Group for information.

11. SFEFC – Area Mapping Exercise (confidential)

The Principal spoke to the contents of the report. He reminded members that the SFEFC had commissioned DTZ Piedad Consulting to undertake an analysis of the Supply and Demand of Further Education in Scotland and that in the sector this exercise has been referred to as 'Area Mapping'. He stated that the report sought to apprise members of the outcome of both the national and local (Glasgow-wide) area mapping exercises.

He informed members that the report showed that the demand for FE was buoyant and outstripped supply and however that the 'headcount' enrolment in colleges was declining, whilst activity levels continued to rise as learners opted for longer programmes of study. He proceeded to highlight page 29 of the report, which showed that the levels of deprivation in Glasgow far exceeded the levels of deprivation in Edinburgh. The Principal informed members that it appeared that some senior members of staff at the Funding Council had been quoted in the press indicating that the issue of deprivation had been solved and that the allocation of resources should be shifted to support business development. The Principal opined that this view was at odds with the reality 'on the ground' and that much work still required to be done to support those experiencing social exclusion. He reminded members that if the funding methodology was significantly altered, with resources removed from colleges working in social inclusion partnership areas, that this would have an adverse impact on the College's financial security (with consequential effects on the employment security of staff). The Principal informed members that he had written to both the local constituency and

Glasgow list MSPs, to inform them of the College's concerns about this possible change of policy at the SFEFC.

Members noted that this paper recommended the Board of Management to:

- a) note the contents of the Principal's report;
- b) note the conclusions and recommendations contained in the National Report on Supply and Demand of Further Education in Scotland (the Executive Summary of which is attached as appendix 1);
- c) note the conclusions of the Glasgow Area Report (appendix 2);
- d) note that SFEFC will hold a Glasgow seminar on the Supply and Demand of FE in Scotland exercise on 27 June 2005; and
- e) request the Principal to provide a summary of any additional conclusions which may emerge at that seminar at the next appropriate meeting of the Board.

12. Information and Consultation of Employees Regulations 2004

The Depute Principal spoke to the contents of the report, which outlined the existing arrangements which were in place to comply with the Information and Consultation of Employees Regulations 2004, which came into force on 6 April 2005.

He informed members that the Regulations covered the manner in which an undertaking provides information to, and consults with, its employees about changes in the business they work. He also informed members that the Regulations provide for a statutory duty on employers to, when sought, provide information and consult employees about changes in the business they work. He stated that the Regulations provide, under certain circumstances, employees with the statutory right to have established a forum through which this information and consultation can be provided, unless there is a pre-existing agreement.

He reported that the College had a long tradition of providing information to its employees and engaging in consultation related to both minor and major changes in its activities. He reminded members that the College had a pre-existing agreement, which it believed met the requirements of the Information and Consultation of Employees Regulations 2004. He explained that to be a valid pre-existing agreement, that agreement must be in writing, it must also cover all of the employees in the undertaking, it must set out how the employer will inform and consult the employees or their representatives and it must be approved by the employees.

He stated that the College invited the Arbitration Conciliation and Advisory Service (ACAS) to review the College's existing position and that it had concluded that the College's pre-existing arrangements complied with the requirements of the Regulations. He informed members that the representative bodies of College staff were invited to confirm their satisfaction with the College's pre-existing arrangements, in terms of the Information and Consultation of Employees Regulations 2004. Y McCaig and J Knowles

confirmed that the unions were satisfied with the arrangements that were in place.

The Depute Principal informed members that this report would also be considered at a future meeting of the Board of Management.

Members agreed to:

- i) note the contents of the report;
- ii) note that the Information and Consultation of Employees Regulations 2004 came into force on 6 April 2005;
- iii) confirm the College's view that the pre-existing agreement meets the requirements of employees in respect of the information and consultation elements of the Information and Consultation of Employees Regulations 2004;
- iv) request College management to make a report in respect of these regulations to the Board of Management.

13. Risk Register

The Depute Principal spoke to the contents of the College's Risk Register. He reminded members that the College undertook a consultation on the risk register on an annual basis. He stated that each of the Board's Standing Committees had been given the opportunity to comment on the risk register, as had individual Board members. He also reminded members that the Risk Register had been reviewed at meetings held as part of the Development Planning process, to which branch officials had been invited. The Principal reported that some changes had been made to the register, with regard (for example) to the section on ICT following the receipt of a report from Baker Tilly, who provided the internal audit services to the College. This report had enabled the College to re-grade downwards a number of ICT risks.

The Depute Principal then offered members the opportunity to comment on the contents of the Risk Register. No changes were suggested to the register. He informed members that the College would concentrate on those areas which were high risk and had high likelihoods of occurring. The Depute Principal advised members that there was a separate, comprehensive risk register for the new build project, which was reviewed at each meeting of the Project Management Group.

Members noted the contents of the risk register.

14. Draft – Posts of Assistant Associate Principal: Academic Schools

The Assistant Principal (Mr Inglis) spoke to the contents of the report. He reminded members that an Assistant Associate Principal had been appointed in both of the Academic Schools, on a temporary basis, in January 2004. He informed members that the College's Strategic Management Team (SMT) had now received a report from the Associate Principals (Core Skills and Vocational Skills) which reviewed the effectiveness of the posts in supporting the Schools manage the areas for which they are responsible and identifying proposals for the future. He reported that SMT had considered the report and

concluded that there was a need for one Assistant Associate Principal post, which would work across both Schools and that this post should be managed directly by the Assistant Principal. He advised members that the SMT had noted that there was currently a Senior Lecturer post which was vacant, which would enable the College to externally advertise this single post on a temporary basis.

He informed members that the College would proceed to establish a single Assistant Associate Principal post for both of the two Academic Schools and referred members to appendix 2 of the report, which provided an outline of the key responsibilities proposed for the post. Members agreed that a single permanent Assistant Associate Principal post should now be established for the two Academic Schools. The Principal asked members to note that this would be a temporary arrangement, as this post would be examined as part of the Review of the management structure which the College intended to undertake and which was discussed under item 6 (e).

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

15. Draft Review of Learning Network and Flexible Learning Staffing Structure

The Assistant Principal (Mr Inglis) spoke to the contents of the report, informing members that an interim evaluation of the Greater Easterhouse Learning Network (GELN) had been produced by Archie Fairley in December 2003, which had confirmed that the network had been established successfully. Whilst acknowledging that the continuing management of the GELN by the College was one of its strengths, he advised members that the evaluation had recognised that the College needed to review how it could best manage the network, as part of its mainstream activities.

The Assistant Principal stated that this report sought to review the management/staffing aspects of the GELN and College Flexible Learning services, within the aforementioned context.

The proposal for the revised staffing structure took cognisance of the role which the ICT network would play in supporting the delivery of learning and teaching. The Assistant Principal reminded members that a key role, which was undertaken by the Information Learning and Teaching (ILT) Champions, was the creation of materials which would utilise the opportunities provided by the ICT network, in order to transform learning and teaching by providing flexible learning opportunities throughout the communities that its network supports. These activities also supported the development of blended learning approaches within "mainstream" College activity. He reminded members that the HMIE Review team had identified the role of ILT Champions as a good practice example.

A Inglis referred members to the proposed structure contained in the appendix, which created an Information and Learning Services Manager post at a higher salary level than that of the Senior Lecturer, as this post would have responsibility for a wider range of tasks than those normally undertaken by a Senior Lecturer. The proposed structure also contained one Network Learning Support Officer post initially and 1.5 Web Developer posts, to support both the College Website and the Pathfinder Website, which was an integral part of the GELN. In response to questions, he confirmed that ILT

Champions would be part of this team and would support the Information and Learning Services manager. He stated that the Project Manager's post would end, as would that of the Senior Lecturer (Flexible Learning) and that the full time Web Editor position would remain unchanged. He advised members that the part-time Web Editor position would be advertised externally and that both of the Flexible Learning Assistant positions would become redundant. Currently these posts were vacant.

The Assistant Principal informed members that the job descriptions for the aforementioned positions had still to be finalised and that the figures that were outlined in Annex 2 of the report were calculated on the basis of no external funding. The Principal reminded members that the College could not afford to run the network at the existing levels, as the 'resource rich' funding which had been available in the start-up period of the GELN was no longer available. He also informed members that the College was also in discussions about the possibility of transferring the network to a wireless-based system, in order to reduce associate revenue costs. It was expected that a capital grant of circa £90,000 from the Greater Easterhouse SIP would facilitate such an investment.

In response questions from UNISON, A Inglis confirmed that R Boyd was line managed by A Sherry and that the individual in the Senior Technician post (discussed under item 9) would report to R Boyd. In addition, R Boyd would continue to support staff in the monitoring and use of Performance Indicators. The Principal reminded members that all of the Associate Principal posts would be reviewed as part of the management structure Review which was discussed under item 6 (e) in due course. Staff representatives could make comments on the adequacy of current arrangements to the College's future needs at that time.

In response to further questions, the Principal reminded members that current postholders would have the opportunity to apply for posts in the revised structure (if material and significant changes were recommended to the existing structure). He also reminded members that the College Redundancy Policy would apply if that became appropriate.

Subsequently, members agreed to note the contents of the report and its annexes.

Additional items

Minutes of the S/OMT Planning Day held on 22 February 2005

Members noted the contents of the minutes.

Minutes of the S/OMT Planning Day held on 4 May 2005

Members noted the contents of the minutes.

Future Manpower Planning – Schools of Vocational and Core Skills

The Principal spoke to the contents of the document, which provided information on the manpower planning of teaching staff in 2004/05 for the Schools of Vocational and Core Skills. Copies of this document had been provided to trade union representatives at the College planning day on 1 June

2005. He indicated that all 'permenised' posts would, as is the College's usual practice, be externally advertised. He explained that the document considered the 'permenisation' of several posts and requested that J Knowles provide a formal comment on this plan from the EIS/FELA branch, for the purpose of initiating a discussion early in the new session. J Knowles stated that at this early stage, the report appeared to be favourable.

Subsequently members agreed to note the contents of the document.

Extending Retirement Age

The Principal commended D Sneddon for preparing a comprehensive issues paper on this subject at such short notice. The Human Resources Manager spoke to the contents of the report, which provided members with an overview of the issues which both the employee and the College would require to consider, in light of the Age Discrimination legislation which is scheduled to come in to force on 1 October 2006. She stated that there is no national retirement age, although most employers set it at 65 years of age. However, she advised members that the Government has stated that there will be a default retirement age of 65. She also informed members that employers would have to provide justification for preventing individuals from working beyond the default age of retirement.

D Sneddon highlighted that the Government's proposals included the opportunity for employees to continue earn a salary, while accessing their company pension at the same time. She informed members that employees who wish to work beyond the age of 65 would require to consider that they will only be eligible for the death in service payment made by the pension agency for a three month period from their date of retirement. However, if they remain in full time employment, they will remain eligible for the death in service payment.

She stated that there were a number of actions that the College would have to undertake, including addressing the cost implications of paying contributions to the pension scheme for a longer period of time if employees have under 40 or 45 years pensionable service, depending on when the employee joined the scheme. This would require some revision of both teacher and support staff superannative schemes. This was beyond the control of the College.

A Inglis left the meeting at 3.55 pm.

The Principal informed members that the College would require to take into account a number of scenarios, including if a member of staff returned to work at the College and then suffered from a chronic illness. The Principal reported that he received approximately one application per month from members of staff, asking if it would be possible for them to work on past the normal age of retirement.

To date these requests had been granted (assuming that there was likely to be a continuing demand for the subjects taught by such individuals).

The Depute Principal advised members that there were a number of contractual issues, including whether the College utilised a continual contract, or a contract with a break.

Members subsequently agreed to note the contents of the Human Resources Manager's report. It was also agreed to have a more comprehensive discussion of these and related issues early in session 2005/06 to inform the advice which the College might, at a later stage, provide to the Board of Management in these respects.

16. Closure

The meeting closed at 4.15pm.

17. Date of Next Meeting

The date of the next meeting is to be confirmed following the meeting of the Board of Management on 22 June 2005.

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