

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

**Minutes of the Joint Consultative Committee held on Friday 7 January 2005 at 3pm, in the Alex Viola Suite (Room SO9), Easterhouse Campus**

**1. Sederunt**

The meeting commenced at 3pm and was attended by:

I Graham, Principal(Chair);  
F Doyle (ACM);  
A Sherry Assistant Principal;  
J Knowles (EIS/FELA);  
M Woods (EIS/FELA);  
D Sneddon, HR Manager; and  
A Inglis ,Assistant Principal (from 3.05pm)

In Attendance

S Wilkie (for recording purposes only)

**2. Apologies**

A Kirk, Depute Principal

**3. Minutes of the meeting held on 17 December 2004.**

Mr Graham confirmed that these minutes would be considered at the meeting scheduled for 25 March 2005.

It was noted that the next meeting would require to be rescheduled (it would fall on a Public Holiday). The Principal agreed to indicate an alternative nearer the date.

**4. Revised Code of Discipline**

The Principal informed members that this document was a draft and the final version would be brought back to this committee for consideration in due course. However, it was his view that it would be useful for members to comment on the draft in order to inform the content of the final document. He then proceeded to invite comments from members.

In response to questions I Graham referred to page 4, 4.4 and the section which stated 'The employee will be given reasonable time to prepare their case'. He informed members that a timeframe would be inserted into the document and it was anticipated that 10 working days should normally be a sufficient period. He clarified that the College would make appropriate allowances if the staff member was unable to access a trade union representative within this timeframe.

A Inglis joined the meeting at this point.

Mr Graham then referred to page 6 Gross Misconduct informing members that the examples quoted were drawn from the ACAS Code.

Following discussion D Sneddon agreed to amend the examples of Gross Misconduct contained in the draft to reflect members' comments.

The EIS-FELA representatives expressed general support for the approach the Principal was proposing. They indicated that there were specific issues they wished to raise in this context. It was agreed that they would construct Ms Sneddon in these requests in the first instance.

Being no further discussion the Principal thanked members for their comments and reminded them that a final draft would be brought forward in due course to an appropriate future meeting.

## **5. Wellbeing Survey Report**

The Principal reminded members that this survey had been undertaken by external consultants as part of the College's commitment to Scotland's Health at Work initiative.

He reported that the College had taken action against the majority of the recommendations which were highlighted in this report and was exploring how best to address the remainder.

The Principal noted that the responses to the questionnaires in some instances were ambiguous as it was not clear, on occasion, which level of management was being commented on. It would appear that in some areas that the comments were related to the Senior Lecturer cohort though this was not explicit.

D Sneddon informed members that it was intended to hold focus groups. Led by the consultants, to 'tease out' these ambiguities and other issues which had been raised by the analysis of the questionnaire. She requested the support of trade union colleagues in ensuring that staff volunteered to participate in these groups which were likely to be held prior to the Spring holiday for teaching staff.

I Graham highlighted the organisational and management support to line managers and staff including the comprehensive management training programme in which all College managers participated.

The Principal informed members that though the College is happy to consider flexible working arrangements these had to be subject to the service it provided to the communities which it serves. In these circumstances it not possible to enable teaching staff to commence and finish work at times outwith the normal timetabling arrangements made for learners. He acknowledged that more flexible working patterns may be more appropriate to some members of support staff however some areas such as the Guidance and Library staff provided services which were linked to the attendance patterns of students therefore the scope for flexibility in these areas was probably also limited.

Following discussion the trade union representatives agreed that they would seek to encourage members to participate in the focus groups.

## **6. Revised Grievance Policy**

The Principal informed members that this document was a draft and the final version would be brought back to this committee for consideration in due course (most probably at the next scheduled meeting). However it was his view that it would be useful for members to comment on the draft in order to inform the content of the final document. He then proceeded to invite comments from members.

Following discussion it was agreed that no detailed comment would made on the draft at this point and the trades unions would submit their comments in writing to the Human Resource Manager by the agreed deadline of 31 January 2005.

## **7. Review of Senior Lecturer Workload**

The Principal reminded members that this survey had been conducted by an external consultant. He then invited comments from members on the report.

Mr Knowles informed members that it was his view that Mr McBean had only taken account of work undertake between the hours of 9am -4.15pm and not that carried out after that time and if this was the case it the report did not reflect all the work carried out by Senior Lecturers. I Graham agreed that the College would seek clarification from Mr McBean as to ascertain the hours that were analysed in his review and inform members of his response at the next scheduled meeting.

The Principal reminded members that the College has more Senior Lecturers than the number required in the 'Blue book' (the inherited terms and conditions which apply to staff in FE colleges) as it was recognised that the College's operational environment was different from the majority of others in the sector.

He informed members that a review of support staff has been undertaken and subsequently implemented and that this had resulted in additional support staff being recruited to provide administrative support for Senior

Lecturers. He stated that the College would seek to review the impact which these additional resources had made. He further informed members that as previously agreed the College would review the effectiveness of the School Assistant Associate Principals as their fixed term contract came to an end.

The Principal opined that the College may have to re-consider its academic staffing structure in the medium term and that the possibility of the creation of a third school might be examined as part of that initiative. He reminded members that the College would also create a Senior Lecturer who would be responsible for Cultural and Creative industries programmes linked to the Bridge. However he cautioned any such changes would be subject to additional funding being made available by SFEFC.

In response to questions the Principal confirmed that a representative of the management would be willing to attend a Senior Lecturers' Forum meeting to discuss their concerns in these respects on a mutually agreeable date.

Following discussion it was agreed that from the data contained in the consultant's report it appeared that three Senior Lecturer posts appear to be under strain when the review was conducted (the survey being undertaken at a time of the year at which it was anticipated there would be the greatest likelihood of 'strain'. The Principal noted that the review had been conducted during September and that this was an exceptional busy time for all College staff and that the workload for these staff may have subsequently tapered off. He opined that it may be possible to consider sharing workload across the Senior Lecturer cohort to ensure a more even distribution of tasks. He further suggested that the Senior Lecturer Forum should act as a focus group to consider the report in more detail and how work might, in future, be reallocated across the cohort.

M Woods commented that she was disappointed that the daily activities of Senior Lecturers were only analysed in September as for some members of the group the period for peak workload was outwith this timeframe.

Following discussion it was agreed that D Sneddon would seek clarification on the methodology used by the consultant to compile the data and report back to an appropriate future meeting.

## **8. Informal Joint Consultative Committee – Meeting Schedule**

The Principal informed members that he wished to consider dates for informal JCC meetings if members believed that these were useful. The trade union representatives stated that the meetings were beneficial and that they would wish to agree dates for the remainder of the term.

Following discussion the undernoted dates were agreed for the informal JCC:

4 March at 2pm;  
6 May at 12noon;and  
3 June at 2pm

The venue for the meeting would be confirmed prior to the meeting

## **9. Closure**

Having discussed all items on the agenda the Chair thanked members for their attendance. The meeting closed at 4.45pm.

## **10. Date of Next Meeting**

The next meeting of the JCC is scheduled for 2pm on 25 March 2005, venue to be confirmed.