

Staffing Committee

Minutes of the Committee meeting held on Monday 15 December 2008.

Venue: Board Room, North Hanover Street.

MEMBERS PRESENT: M McCaig (Chair), C Alliston, S Geddes, J MacLeod, T Wilson

ALSO PRESENT: J Carson, S Watson, J Blackburn, P Clark

APOLOGIES: None

ITEM:	ACTION
1. DECLARATIONS OF INTERESTS	
1.1 No interests were declared.	
2. APOLOGIES FOR ABSENCE	
2.1 Apologies for absence were received as noted above.	
3. PREVIOUS MINUTES	
3.1 <u>Minutes of Wednesday 29 October 2008</u>	
The minutes were agreed as a true and accurate record.	
4. MATTERS ARISING	
4.1 Re: Item 8.2.3: "Holiday entitlements" – S Geddes reported that 60 days leave is the minimum entitlement for teaching staff elsewhere in the sector.	
4.2 Re: 10.1: S Geddes enquired as to the status of the pay settlement of heads of service. S Watson confirmed that the heads of service and heads of division pay settlements have been agreed.	
4.3 S Watson reported on correspondence with E.I.S., and confirmed that progress towards agreement has been made towards the finalisation of Discipline and Grievance Procedure documents.	
5. BUDGETARY CONTROL STATEMENT TO 30 NOVEMBER 2008	
5.1 S Watson reported that there were no significant issues to raise. The Chair enquired with regard to variance in the staffing levels within the School of Food, Hospitality, Sport and Tourism. S Watson indicated that additional appointments will be made in the School in the New Year which do not show in the staff FTE figure as yet; the assumption is that the variance will reduce in the course of the session.	

6. ABSENCE MANAGEMENT – ABSENCES BY TYPE – CALENDAR YEAR 2008

- 6.1 J Blackburn reported on the types of absences recorded over the calendar year 2008, and pointed out that these closely match those identified by CIPD.
- 6.2 S Geddes queried the status of certain illnesses as being “minor”. J Blackburn confirmed that the type of cases to which S Geddes referred would be classified as “serious illness”.

7. TURNOVER REPORT – CALENDAR YEAR 2008

- 7.1 J Blackburn noted that the staff turnover level at the College was currently 16.5% (2008) which compares with a target level of between 10 to 15%. The CIPD survey of all sectors indicates a turnover of 17.3% in 2008. The College turnover level was considered by the Committee to be satisfactory.
- 7.2 The Committee requested that members of staff on fixed-term contracts should be separated out in future reportage. JB
- 7.3 The Chair noted the encouraging figures in the report.

8. SCOTTISH FUNDING COUNCIL – COMPARISON OF HUMAN RESOURCE MANAGEMENT IN COLLEGE AND UNIVERSITY SECTORS WITH OTHER SECTORS

- 8.1 S Watson indicated that the report, by 4 Consulting, lacked real life examples. The Committee observed that the document was adequate but that it was not a particularly helpful report, and noted that some of the questions raised, e.g. at table 1, were academic and rather obscure rather than particularly useful.

9. WORK LIFE BALANCE POLICIES – AMENDMENT – TIME OFF FOR IVF TREATMENT

- 9.1 S Watson indicated that the issue of staff time off for IVF treatment had been raised in discussion with the Trade Union representatives. The proposed change would be to the Work Life Policy, rather than involve a trade union collective agreement.
- 9.2 The Committee agreed the changes as proposed.

10. MERGER – SUPPORT STAFF TERMS AND CONDITIONS

- 10.1 The Committee agreed that Item 12 as it appeared on the agenda is not a reserved item and would therefore be discussed at this point on the agenda as Item 10.

- 10.2 S Watson introduced the report as the result of workstream discussions, and noted that there was more overlap between Stow and Glasgow Met support staff terms and conditions than those of teaching staff. Differences include annual leave entitlement, and weekly working hours. The information from Stow College had been sourced from a number of documents, rather than from a single terms and conditions handbook.
- 10.4 The Committee discussed issues relating to policies some of which have been collectively agreed at Stow College.
- 10.5 Further discussion relating to merger staffing issues was referred to the full Board of Management.

The Staff Board Members left the meeting at this point.

11. RESERVED ITEM – ASSOCIATION OF SCOTTISH COLLEGES NATIONAL PAY BARGAINING REQUEST BY THE EIS

- 11.1 S Watson indicated that colleges, unlike local government services and health services etc, are currently operating similarly to individual businesses in a market, and are therefore required to manage expenditure accordingly. Local collective bargaining, therefore, has the advantage of permitting colleges to adjust according to the local economic conditions, for example by trimming costs, rewarding staff, etc. However one disadvantage of local bargaining is that it occasionally results in some colleges making pay awards above the average, which is then use by trade unions to “cherry pick” during pay negotiations..
- 11.2 S Watson reported that previously when national pay bargaining was in place, college lecturers were paid the same as school teaching staff. Since leaving national pay bargaining, lecturer pay in the sector has moved ahead of the school sector.
- 11.3 The Principal indicated that national bargaining restricts the manoeuvrability of institutions in responding to economic pressures in order to balance accounts. The Committee noted some benefits of national collective bargaining, but after discussion took the agreed view that the status quo had more advantages.
- 11.4 The Chair noted the changing situation with respect to merger, as well as the changing economic situation, both of which weigh against national collective bargaining.
- 11.5 The Chair summarised the view of the Committee that local collective bargaining continues to be more appropriate model than national collective bargaining. It was agreed that a response to Scotland’s Colleges confirming this view would be prepared and forwarded to Scotland’s Colleges

12. RESERVED ITEM – PAY NEGOTIATIONS 2008 – 09

- 12.1 S Watson reported on meetings held with trade union officials, at which information had been available to the officials, including benchmarking data indicating that the average salary for teaching staff at Glasgow Met is higher than the upper quartile in the sector. S Watson pointed out that this average must include promoted posts, of which Glasgow Met has a higher percentage than the sector.
- 12.2 S Watson also compared current college pay scales and holiday entitlements in England's colleges as well as Scottish school teachers compared to those at Glasgow Met.
- 12.3 S Watson informed the Committee that notification had recently been received to the effect that the college's proportional contribution to teaching staff pensions will be increasing from 13.5% to 14.9% in 2009; this represents an increase of 10%, or £120,000, in the College's contribution.
- 12.4 A number of issues raised by B Colclough in his letter to the Principal were highlighted and discussed. The Committee discussed a number of approaches to the current pay negotiations with the executive officers present.

13. AOCB

- 13.1 There were no further items for discussion.

14. DATE OF NEXT MEETING

- 14.1 The next meeting of the Staffing Committee will take place on Tuesday 10 March 2009.