

Our Ref 001497/2450949/LOI



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20 October 2023

Dear Derek Smeall

**TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992:
NOTICE TO EMPLOYER OF AN OFFICIAL INDUSTRIAL ACTION BALLOT**

UNISON intends to hold a ballot for industrial action. We reasonably believe that ballot papers will be despatched on 30 October 2023.

The ballot is in relation to a trade dispute over a failure to agree on pay, terms and conditions and the pay harmonisation element of the 2022/2023 claim and on the potential need for compulsory redundancies in the sector for all workers whose pay, terms and conditions are determined by the National Joint Negotiating Committee (NJNC).

We intend to send ballot papers to all members employed by you whose pay, terms and conditions are determined by the National Joint Negotiating Committee (NJNC).

These members comprise:

- (i) all members employed by your organisation paying subscriptions by DOCAS from which information, in relation to these employees, you will be able readily to deduce:
 - a. the total number of employees concerned,
 - b. the categories of employee to which the employees concerned belong and the number of employees concerned in each of those categories, and
 - c. the workplaces at which the employees concerned work and the number of them who work at each of those workplaces

and, in addition:

- (ii) all members employed by your organisation who do not pay subscriptions by DOCAS who are listed overleaf by: category, workplace, the number in each category and at each workplace, and the total number.

The lists and figures described at (ii) above have been arrived at by retrieving information from our membership database as to the categories and workplaces of members, and the

number in each category at each workplace. We updated the database for the purpose of the ballot to ensure accuracy.

The information provided is as accurate as is reasonably practicable in light of the information in the union's possession. If there are any inaccuracies, this will have been caused by factors outside of our control, such as members not informing the union of any changes.

An independent scrutineer has been appointed:
Civica Election Services
Independence House
33 Clarendon Road
London
N8 0NW.

A sample ballot paper is attached to this notice.

Any communication regarding this notice should be addressed to me.

Yours sincerely

Lilian Macer

Ms L Macer
Regional Secretary

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Glasgow Kelvin College - UNISON - Non-Docas membership

Job Description	Workplace Name	Members
Library Assistant	Springburn Campus	2
Admin Officer	Springburn Campus	1
Administrator	Springburn Campus	1
Facilities Assistant	Springburn Campus	1
Svq Assessor	Springburn Campus	1
Counsellor	Springburn Campus	1
Team Leader	Springburn Campus	1
Student Counsellor	Springburn Campus	1
Student Funding Officer	Springburn Campus	1
Ict Technician	Springburn Campus	1
Technician	Springburn Campus	1
Cleaner	Springburn Campus	1
Senior Community Learning Development Worker	Springburn Campus	1
Learner Engagement Officer	Springburn Campus	1
Community Connector	Springburn Campus	1
Timetabling Administrator	Springburn Campus	1
Administration Officer	Springburn Campus	1
Senior Facilities Officer	Springburn Campus	1
Library And Flexible Learning Officer	Springburn Campus	2
Learning Network Partnership Officer	Springburn Campus	1
Digital Content Coordinator	Springburn Campus	1
Fashion Technician	Springburn Campus	1
Desktop And Applications Delivery Specialist	Springburn Campus	1
Student Wellbeing Support Officer	Springburn Campus	1
Ict Service Desk Officer	Springburn Campus	1
Technical Assistant	West End Campus	1
Development Officer	East End Campus	1
Student Services Administrator	East End Campus	1
Administration Officer	East End Campus	1
Senior Facilities Officer	East End Campus	1
Qualifications Assessor	East End Campus	1
Administration Team Leader	East End Campus	1
Lecturer	Easterhouse Campus	1
Systems Engineer	Easterhouse Campus	1
Lead Developer	Easterhouse Campus	1
Community Learning Development Worker	Easterhouse Campus	1
Youth Worker	Easterhouse Campus	1
Senior Administration Officer	Easterhouse Campus	1

Community Learning And Development Worker	Easterhouse Campus	2
Compliance Monitoring Officer	Easterhouse Campus	1
Svq Assessor/Verifier	Easterhouse Campus	1
Total Non Docas Members		44

Ballot Paper



Trade dispute over a failure to agree on pay, terms and conditions and the pay harmonisation element of the 2022/2023 claim and on the potential need for compulsory redundancies in the sector for all workers whose pay, terms and conditions are determined by the National Joint Negotiating Committee (NJNC).

VOTING INSTRUCTIONS

Vote by marking a cross 'X' in the box next to your chosen answer.

ARE YOU PREPARED TO TAKE PART IN INDUSTRIAL ACTION IN THE FORM OF STRIKE ACTION?	YES ☐	NO ☐
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Members should not vote if they will no longer be employed on/before: **18 December 2023**

In the event of a vote in favour of industrial action, UNISON's National Executive Council has authorised the General Secretary to call upon members to take part, or continue to take part, in industrial action.

The law requires your union to ensure that your vote is accurately and fairly counted and that you are able to vote without interference from the union or any of its members, officials or employees and, so far as is reasonably practicable, in secret.

If you take part in a strike or other industrial action, you may be in breach of your contract of employment. However, if you are dismissed for taking part in strike or other industrial action which is called officially and is otherwise lawful, the dismissal will be unfair if it takes place fewer than twelve weeks after you started taking part in the action, and depending on the circumstances may be unfair if it takes place later.

RETURN INSTRUCTIONS

Please return your completed ballot paper in the pre-paid envelope provided. It should be received by the Independent Scrutineer, Civica Election Services, 33 Clarendon Road, London, N8 0NW, no later than **10am** on **Monday 4 December 2023**.

Your vote is completely secret

****Please do not remove the number from the corner of your ballot paper as this will invalidate your vote.****



The trade dispute applies to all workers in Scottish colleges whose pay, terms and conditions are determined by the National Joint Negotiating Committee (NJNC).

UNISON and the college employers have failed to reach agreement on any aspect of the support staff unions' joint claim. We are seeking a fair cost of living pay rise, an improved package of terms and conditions as set out in our claim, an agreement on a national pay system that delivers equal pay for equal job evaluation points, once that process concludes, and a no compulsory redundancy guarantee that other Public Sector workers in Scotland enjoy.

The support staff unions' cost of living claim is for a consolidated increase of £5000 payable from 1st September 2022 to 31st August 2023.

STRIKE ONLY - The period within which any industrial action is expected to take place is 18 December 2023 until 3 June 2024.