

Item 10
For Discussion and Noting

Glasgow Kelvin College

Finance and Resources Committee Meeting of 1 October 2024

People and Culture Services Update

Report by Director of People and Culture

1. Introduction

The main purpose of this paper is to provide members with an update on People and Culture Services matters in relation to the following areas:

- 2.0 Human Resource Management
- 3.0 Organisational Development and Wellbeing
- 4.0 Equality and Inclusion

2. Human Resource Management

2.1 Employment Relations

The purpose of this section is to provide members with an update on employment relations in terms of both National Collective Bargaining and local matters between the College and its recognised trade unions, EIS-FELA and Unison.

2.1.1 National

EIS-FELA

Members will be aware that Colleges Employers Scotland (CES) on behalf of the Further Education (FE) Sector reached an agreement with the EIS and the pay award for Academic Years (AY) 2021-22 to AY 2025-26 has been settled. The College has applied Circular STL – Lecturing Pay Staff Agreement 2022-25, **Appendix 1**, and teaching staff received any back monies owed in the September pay run.

This pay agreement covers teaching staff until 31 August 2026.

Unison

Members will be aware that Colleges Employers Scotland (CES) on behalf of the Further Education (FE) Sector has also reached an agreement with Unison and that the pay award for Academic Years (AY) 2021-22 to AY 2024 -25 has been settled. The

College has applied Circular STS 01/24 – Support Staff pay and Terms and Conditions Agreement 1 September 2022 – 31 August 2025, **Appendix 2**, and support staff received any back monies owed in the July pay run. Unison

The pay agreement for Unison covers support staff until 31 August 2025.

National Job Evaluation and Pay and Grading

Informal discussions on job evaluation at a National Level with the support staff Trade Unions are ongoing. It is anticipated that an update on this area will be forthcoming in the near future.

National Policies and Procedures

The National Policy Workgroup is in the final stages of developing the Discipline Policy. The EIS are content with the draft Policy however discussions are ongoing with the support staff unions. It is anticipated that this will be implemented within the FE sector in Academic Year (AY) 2024/25.

The next policy due for development by the Group is the Grievance Policy.

2.1.2 Local

Members will be aware that the College and both its recognised Trade unions meet in accordance with an agreed schedule through its Joint Negotiating/Consultation Committees (JNCC). Six formal and six informal JNCC meetings per year are scheduled with the EIS-FELA and 12 formal meetings were initially scheduled with Unison. It has now been agreed that this will move to six formal and six informal meetings as a number of the Unison meeting had to be cancelled or postponed during 2023/24 at Unison's request.

The College and its recognised Trade Unions continue to work together, and management strives to maintain good employment relations with its trade union colleagues.

2.1.3 Consultation – Changes to Team Structures

Members may recall that two consultation exercises were ongoing with Unison, an update is undernoted:

Changes to the Finance and Funding Team

This consultation has now closed. Management worked with the staff and Unison to address and resolve any concerns. The proposed changes have been implemented with the agreement of the staff concerned and are operating effectively.

Security

Members will recall that the College entered into consultation with staff and Unison with respect to removing the manned 24-hour guarding that covered overnight and weekends at its Easterhouse and East End Campuses.

The new arrangement has been in place since 29 April 2024 and continues to operate effectively.

2.2 HR and Payroll System

A key area for the People and Culture Team this AY is the further development and roll out of its HR and Payroll (HRP) system to enhance and deliver a more effective service for staff and management.

The HRP system has been rolled out and trialed with four support departments. The feedback from users has been helpful in developing and improving the functionality of the system. The HRP system will now be rolled out to all support departments over the next few weeks and trialed with a teaching department. It is anticipated that all staff will have access to the upgraded HRP system by the end of the calendar year.

The upgraded system provides the College with a real opportunity to empower its staff and managers. Staff will be able to manage their personal data, their employee record and professional development data. Line managers will have greater access to workforce information and autonomy to manage the recording and monitoring of the workforce data of their team it is anticipated that this will include access to their staffing structure, budget, attendance management, professional development and management of their targets to meet the objectives in the functions operational plan.

2.3 Voluntary Severance

Members will be aware that the College's Voluntary Severance (VS) Scheme, approved by Glasgow Colleges Regional Board and the Scottish Funding Council, will operate until 31 December 2025.

The College Operating Plan requires it to reduce its staffing structure by a further 10fte in AY 2024-25. Members will recall that in addition to a reduction in staffing levels through VS in AY 2023-24 the College also reduced its staffing structure by 9.93fte through natural wastage and non-replacement of roles this helped to reduce the need for voluntary severance.

The College monitors staff turnover and when a vacancy arises it undertakes a review of the role and staffing structure prior to deciding whether to fill a position. This continued application of this approach may mitigate the need to reduce staffing numbers using the Voluntary Severance Scheme if it can be achieved through natural turnover.

3. Organisational Development and Wellbeing

The College continues to review and deliver Organisational Development, working in partnership with staff, managers, and representatives of its recognised Trade Unions.

This section provides an update on five key areas:

- Welcome to AY 2024-25
- Coping with Change
- Professional Development Fund
- Professional Development Review
- Induction

3.1 Welcome to AY 2024-25

As part of its continuous professional development (CPD) activity the College delivered a Welcome Back Event on 08 August 2024. The event aimed to communicate key messages to staff, provide updates on new initiatives and provide refresher training on specific policies, procedures and practices. The content of the event also incorporated activities based on feedback from staff from the event held in August 2023. The event also provided staff with an opportunity to interact with each other in-person.

The sessions were all recorded and a link to the recording can be provided upon request. A copy of the slides for each session were shared with staff.

3.2 Coping with Change

Members will recall that the College planned to offer awareness training for all staff and people managers in coping with change during AY 2023/24. The training aims to support the staff's wellbeing, helping them to cope with the challenges being faced as a result of the ongoing changes within the College and wider FE Sector.

The training for staff was planned for AY 2023-24, however due to ongoing industrial action some of this training was postponed. The training has been rescheduled and will be delivered in November 2024.

3.3 Professional Development Fund

Members will be aware that the College operates a Professional Development Fund which provides staff with the opportunity to undertake a certificated qualification. There is a budget of £5,000 available each AY available for staff to access, and the fund is administered by the Professional Development Fund Steering Group.

The College received 10 applications, and the Group agreed to:

- fund three employee requests.
- fund one employee request to support an ongoing programme of study.

- refer one application to the Organisational Development (OD) Fund, the qualification will be funded through the OD budget and partly funded by the Faculty
- reject five employee applications as the professional development activity requested did not meet the criteria for the Professional Development Fund.

The Professional Development Fund is usually opened in April and closes in May of each AY. The College has taken the decision to open the Fund earlier in the AY to provide staff with more flexibility and an opportunity to access funding to undertake formal qualifications.

3.4 Professional Development Review

The Professional Development Review (PDR) process was launched in June for Support Staff and in September for Teaching Staff.

The process is ongoing. A report providing an update on the impact of the PDR process will be presented at a future meeting of the Finance and Resources Committee. Members will be aware that the PDR process plays a key role in informing the College's professional development delivery and workforce planning process.

The College aims to utilise its HRP system to support its PDR process and work has begun to develop the system for this purpose.

3.5 Induction

A review of the College induction process is well underway.

3.5.1 Staff Induction Framework

The main activities implemented or under development for staff induction relate to:

- The implementation of a revised recruitment and selection process for teaching staff to incorporate professional development and GTCS registration.
- The implementation of a Professional Pathway for Lecturers with a detailed development structure over the first 24 months of their employment.
- The development of a platform to support induction materials on the College intranet.
- The introduction of a probationary period for all new entrants.
- Further development of the HRP system to support the induction process.

3.5.2 Management Development

The College has created a Training Growth and Improvement Forum, led by the Vice Principal, Curriculum and Quality Enhancement, the remit of the Forum is to consider the development needs of managers looking at it from three different perspectives,

preparing for a management role, first line management role and a leadership role. The first meeting of the Forum focused on the needs of teaching managers and a meeting will be held with the support staff managers to gather their views in due course.

Feedback from managers through the Forum will assist the College to design a programme of professional learning and activities to support the further development of its managers.

3.6 Health and Wellbeing

A group has been established titled the Holistic Development Network to provide health and wellbeing activities for staff and students led by the Equality and Inclusion Lead and consisting of the Active Campus Coordinator, Sustainability Manager, Wellbeing Officer, Health and Safety Manager and the Student Association.

The Group has organised a calendar of events for each Academic Year in partnership with staff and students. An example of some of the events are detailed in the next section.

Members may recall that the College introduced Team Kelvin Sessions (TKS) in AY 2022/23 as part of its wellbeing initiatives post COVID-19. Essentially, a TKS is an activity (bowling; tour; escape room etc.) chosen by a team, with the aim of bringing staff together to support team relationships and staff wellbeing.

TKS has received positive feedback from staff and the initiative is seen by staff and managers as a positive way to maintain staff motivation, and for the College to further demonstrate that the efforts of staff is valued.

The College has agreed after consultation with staff and managers that the TKS initiative should be accessible throughout the AY. The College will invite feedback from Teams on the wellbeing benefits for staff of this year's TKS and provide a report to the Senior Management Team in June 2025.

4. Equality and Inclusion

The College continues to work in partnership with staff, managers, and representatives of its recognised Trade Unions to embed equality and diversity into all aspects of College life.

This section provides an update on four key areas:

- Welcome to AY 2024-25 Video
- LGBT+ Charter
- Accessibility Audit
- Race Equality
- Calendar of Activities

4.1 Welcome to AY 2024-25

As part of the 'Welcome to AY 2024-25' event, a welcome video was prepared by the Equality and Inclusion Lead, this provided staff with information around activities and changes along with opportunities for staff to get involved in the College equality and inclusion work. The video is available on the College's staff intranet and is being shared as part of the induction process for new entrants during AY 2024-25.

4.2 LGBT+ Charter

The College is working with LGBT Youth Scotland to achieve the LGBT Youth Scotland Bronze Charter Mark as part of its commitment to LGBTQ+ inclusivity and creating a supportive and welcoming environment for everyone.

A workgroup has been established to work with LGBT Youth Scotland led by the College's Equality and Inclusion Lead consisting of students, staff, managers and representatives of its recognised Trade Unions.

It is anticipated that the College will achieve the Bronze Charter Mark in AY 2024-25.

4.3 Accessibility Audit

The College partnered with an organisation called Your Options Understood (Y.O.U) to assess the accessibility of its three Campus buildings. Y.O.U offer independent advice and is a non-profit community interest company, who offer a range of flexible person-centered services that can be developed and /or adjusted to meet the needs of those with a disability.

Y.O.U produced a report which is still in a final draft format, it provides a detailed overview of the accessibility audits conducted at the College's Springburn, East End, and Easterhouse campuses.

The audits were carried out in April and July 2024 and highlight both the commendable practices currently in place and the recommendations for further improvement to enhance accessibility across the College's facilities.

Notable Achievements included:

a. Diverse Course Offerings:

The college offers a broad range of courses, from traditional academic subjects to vocational training in fields such as health and social care, engineering, and creative industries. This diverse offering ensures that students from various backgrounds and with different needs can find suitable programs.

b. Commitment to Inclusivity:

Glasgow Kelvin College has been proactive in promoting inclusivity through various initiatives. It has established support services for students with disabilities, including specialised resources and accommodations. The college's efforts to integrate inclusivity into its core operations are evident in its facilities and practices.

c. Community Engagement:

The college actively engages with the local community, working closely with local organisations and stakeholders to address educational and social needs. This engagement helps the college stay connected with the community and responsive to its needs.

d. Green Initiatives:

Glasgow Kelvin College is also committed to sustainability. It has implemented several green initiatives across its campuses, including energy-efficient building practices and waste reduction programs. These efforts reflect the college's dedication to environmental responsibility.

e. Accessibility Improvements:

Recent audits including a Digital Recruitment Review, have highlighted the college's ongoing efforts to improve accessibility. The presence of Changing Places Toilets, height-adjustable tables, and other accessibility features demonstrate the college's commitment to creating an inclusive environment.

Overall, 30 recommendations were made, 10 at each campus and the majority of these have been actioned and some recommendations will be actioned at a future date.

4.4 Race Equality

The College is committed to improving the working lives of minority ethnic staff and to supporting staff to stay in and progress in employment. To achieve this aim, it has engaged with a Glasgow company called [Radiant and Brighter](#), who will assist it to undertake an assessment of its understanding of racism and the structural barriers that may exist within the College.

All senior or operational managers will attend the two sessions to support the College's commitment to race equality. These sessions are scheduled for November 2024.

The two sessions consist of:

Session One: Reflective session

"Undertake an assessment of our understanding of racism and the structural barriers that may exist in our organisation and take actions to address these where they exist."

It is important for the College to understand where it is in its journey towards achieving its equality outcomes related to race equality and where it wants to go as an organisation. From this session it will gain an understanding of where it currently is as an organisation. This key session will inform the second session and help the College to identify its next steps. The session will also seek to explore staff and organisational understanding of anti-racism practice using discussion and critical thinking.

Session Two: Understanding the antiracism approach and developing an action plan

This session will build on the first session, offering insights and exploring why an anti-racism approach is necessary and what it entails. It will explore anti-racism history, practice, and related concepts such as power and human rights.

Both sessions will assist in the development of an action plan with the support of Radiant and Brighter to guide the College's race equality work going forward.

4.5 Calander of Events

The following events will take place from September through to November 2024:

- September: World Suicide Prevention Day - focusing on men's mental health in honor of World Suicide Prevention Day throughout September activities will take place across the three Campuses.
- October: Black History Month - several engaging events, Walking Tours in Glasgow (3 events), the tours offer a fantastic opportunity to explore and learn about the rich history and contributions of Black communities in Glasgow.
Online Panel Discussion - this discussion will feature Black educators sharing their lived experiences in Scotland's schools and colleges. It also offers the opportunity to learn how to build racial literacy into the curriculum and create a more inclusive learning environment.
- November: Standing Against Gender-Based Violence – the College will be renewing its commitment to ending gender-based violence through the White Ribbon Campaign. It will dedicate 16 Days of Action, culminating in a powerful takeover of Central Station.
Self-Defense Classes - empowering women through self-defense classes as part of the College's Women into Sport initiative.

The Calendar of Events will continue to deliver activities throughout the AY.

5. Resource Implications

There is a resource implication identified as a result of this report associated with the cost of funding any future Nationally negotiated pay awards, in excess of Public Sector Pay Policy, and with National Job Evaluation.

6. Impact on Students

The introduction of the initiatives under section 4 aims to support the delivery of engaging and positive learning experiences and high levels of student success.

7. Risk and Assurance

The cost of the pay awards will result in further cost pressures and may require further savings to be made.

8. Equality

The various initiatives outlined in section 4 will progress the National Equality Outcomes and the College Equality Outcomes and strengthen the College's commitment to creating an inclusive working and learning environment.

9. Data Protection

No data protection issues have been identified as a result of this report.

10. Environmental and Sustainability

There are no Environmental and Sustainability implications arising as a consequence of this report.

11. Recommendations

Members of the Finance and Resources Committee are recommended to note the content of this report and its appendices.

12. Further Information

Further information on the content of this report can be obtained from Doreen Shiels, Director of People and Culture Services dshiels@glasgowkelvin.ac.uk



Circular STL 03/24 – Lecturing Staff Pay Agreement 2022-26

Technical Implementation Note

This Circular is issued under the provisions of the National Joint Negotiating Committee (NJNC) and is binding on the signatories of the National Recognition and Procedures Agreement (NRPA). Non-NRPA colleges are encouraged to shadow the Agreement.

This Circular implements the 1 September 2022 – 31 August 2026 NJNC – Side Table (Lecturing) Pay Agreement (**Appendix 1**).

Pay

Year 1 – 1 September 2022 – 31 August 2023

A consolidated Pay Award of £2,000 for all unpromoted and promoted lecturer scale points, effective from 1st September 2022.

Year 2 – 1 September 2023 – 31 August 2024

A consolidated Pay Award of £1,500 for all unpromoted and promoted lecturer scale points, effective from 1st September 2023.

Year 3 – 1 September 2024 – 31 August 2025

A consolidated Pay Award of £1,500 for all unpromoted and promoted lecturer scale points, effective from 1st September 2024.

Year 4 – 1 September 2025 – 31 August 2026

Following a commitment from the Scottish Government, a consolidated Pay Award of 4.14% for all unpromoted and promoted lecturer scale points, effective from 1st September 2025.

Pay Scales/Fixed Points

From 1st September 2022, 2023, 2024 and 2025 the **Lecturers' Pay Scale** will be:

National Scale Point	1 September 2021 £k	1 September 2022 £k	1 September 2023 £k	1 September 2024 £k	1 September 2025 £k
Point 1	35,170	37,170	38,670	40,170	41,838
Point 2	37,217	39,217	40,717	42,217	43,965
Point 3	39,264	41,264	42,764	44,264	46,097
Point 4	41,310	43,310	44,810	46,310	48,227

Point 5	43,357	45,357	46,857	48,357	50,359
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From 1st September 2022, 2023, 2024 and 2025 the **Promoted Lecturer Fixed Points** will be:

National Fixed Points	1 September 2021 £k	1 September 2022 £k	1 September 2023 £k	1 September 2024 £k	1 September 2025 £k
Fixed Point 1	47,257	49,257	50,757	52,257	54,420
Fixed Point 2	50,394	52,394	53,894	55,394	57,687
Fixed Point 3	53,530	55,530	57,030	58,530	60,953

The Pay Award will be applied pro rata to part time employees and staff who commence or leave employment part way through this period.

Entrants to the sector after 1 September 2022 will be appointed to the revised salary scales and any backdating applied to their date of start as appropriate.

Those who have left the sector between 1 September 2022 and the date of issue of this Circular, who have not received the Pay Award, will be entitled to the part of the Pay Award relating to the period up to the date of termination of their employment unless for any reason they have signed a settlement agreement and/or COT3 waiving all claims against their college employer. Such individuals will be required to write to their former college and request payment.

Colleges should apply the Pay Award in the earliest possible pay period.

The Pay Award will not apply to staff on existing conserved salaries, unless the provisions of [Circular 01/18 apply](#).

The next pay settlement date will be 1 September 2026.

Job Security

This Agreement ensures that any compulsory redundancies will be as a last resort after it has been determined by a college acting reasonably, that all other all other reasonably practicable options have been exhausted. There will be no compulsory redundancies in direct response to this Pay Award.

Pay Deductions for Non-resulting

All lecturing staff, within ten working days of the Agreement (**Appendix 1**) being ratified, will input all outstanding student results withheld as part of the dispute, into the appropriate college system.

Colleges that made a local decision to deduct salary from lecturers' pay in response to their participation in the Action Short of Strike comprising the withholding of student results, have agreed, on this occasion, to make repayment of any such pay deductions, once all outstanding results are entered into the appropriate college system

Colleges should make these repayments in the earliest possible pay period.

Implementation of Circulars

The employers are committed to ensuring the full implementation of [Circulars 04/18](#) and [02/21](#). The Management Side will work closely with the EIS-FELA to ensure full implementation by the end of this Academic Year.

Scope

The terms of this Circular will apply to all employees and new entrants to the profession, including those on a temporary, fixed term or non-permanent contract, covered by the NRPA.

If any clarification is sought, this should be directed to the Joint Secretaries, john.anderson@collegeemployersscotland.ac.uk and garry.ross@EIS.org.uk. A joint response will be provided to all points of clarification.

NJNC Joint Secretaries

John Anderson
3 September 2024

Garry Ross



National Joint Negotiating Committee (NJNC) Agreement on Pay

The undernoted is agreed by the NJNC – Side Table (Lecturing) as a National Collective Agreement of the NJNC:

Pay

Year 1 – 1 September 2022 – 31 August 2023

A consolidated Pay Award of £2,000 for all unpromoted and promoted lecturer scale points, effective from 1st September 2022.

Year 2 – 1 September 2023 – 31 August 2024

A consolidated Pay Award of £1,500 for all unpromoted and promoted lecturer scale points, effective from 1st September 2023.

Year 3 – 1 September 2024 – 31 August 2025

A consolidated Pay Award of £1,500 for all unpromoted and promoted lecturer scale points, effective from 1st September 2024.

Year 4 – 1 September 2025 – 31 August 2026

Following a commitment from the Scottish Government, a consolidated Pay Award of 4.14% for all unpromoted and promoted lecturer scale points, effective from 1st September 2025.

Pay Scales/Fixed Points

From 1st September 2022, 2023, 2024 and 2025 the **Lecturers' Pay Scale** will be:

National Scale Point	1 September 2021 £k	1 September 2022 £k	1 September 2023 £k	1 September 2024 £k	1 September 2025 £k
Point 1	35,170	37,170	38,670	40,170	41,838
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Point 4	41,310	43,310	44,810	46,310	48,227
Point 5	43,357	45,357	46,857	48,357	50,359

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National Fixed Points	1 September 2021 £k	1 September 2022 £k	1 September 2023 £k	1 September 2024 £k	1 September 2025 £k
Fixed Point 1	47,257	49,257	50,757	52,257	54,420
Fixed Point 2	50,394	52,394	53,894	55,394	57,687
Fixed Point 3	53,530	55,530	57,030	58,530	60,953

The Pay Award will be applied pro rata for part-time employees.

Job Security

The National Joint Negotiating Committee recognises the financial pressures facing the college sector. Any compulsory redundancies will be as a last resort after all other options are exhausted and will not be related directly to this pay award.

Pay Deductions for Non-resulting

Within ten days of this Agreement being ratified, all outstanding student results withheld as part of the dispute will be entered into the appropriate system. It is acknowledged that, some colleges made a local decision to deduct salary from lecturers' pay in response to their participation in the Action Short of Strike comprising the withholding of student results. While this was a local decision (on a matter outwith the scope of the National Recognition and Procedures Agreement), those colleges have agreed, on this occasion and as part of the pay offer, to make repayment of any such pay deductions, once all outstanding results are entered into the appropriate system.

Implementation of Circulars

The management side is committed to ensuring the full implementation of Circulars 04/18 and 02/21 and will work closely with the EIS-FELA to do so by the end of the academic year.

Non-NRPA colleges are encouraged to shadow the agreement.

3 September 2024



Circular STS 01/24 – Support Staff Pay and Terms and Conditions Agreement 1 September 2022 – 31 August 2025

Technical Implementation Note

1. Pay

The Pay Award consists of:

- **Year 1 – 1 September 2022 to 31 August 2023**

All full-time support staff will receive a £2,000 consolidated payment. This will be applied pro rata for part time staff and staff who commenced or left employment part way through this period.

- **Year 2 – 1 September 2023 to 31 August 2024**

All full-time support staff will receive a £1,500 consolidated payment. This will be applied pro rata for part time staff and staff who commenced or leave employment part way through this period.

- **Year 3 – 1 September 2024 to 31 August 2025**

All full-time support staff will receive a £1,500 consolidated payment. This will be applied pro rata for part time staff and staff who commence or leave employment part way through this period.

Entrants to the sector after 1 September 2022 will be appointed to the revised salary scales and any backdating applied to their date of start as appropriate.

Those who have left the sector between 1 September 2022 and the date of issue of this Circular, who have not received the Pay Award, will be entitled to the part of the Pay Award relating to the period up to the date of termination of their employment. Such individuals will be required to write to their former college and request payment.

Support staff who have left on or after 1 September 2022 or agree to leave by the date of this agreement on a voluntary severance basis will have their settlements adjusted accordingly and the relevant pension scheme advised as appropriate.

Colleges should aim to apply the Pay Award in the earliest possible pay period.

If college lecturers agree a settlement that exceeds the Pay Award for support staff over the three year period, colleges will make additional payments to support staff to ensure parity with the Pay Award given to college lecturers.

Living Wage

The Real Living Wage rates for 2022/23 and 2023/24 have already been implemented. Where individuals have already received Living Wage over and above their current scale point, this will be offset against back pay due.

2. Job Security

There will be no compulsory redundancies for support staff from the date of this agreement until 31 August 2024.

This Agreement includes a commitment to conclude a National Approach to Consultation at the start of the Academic Year 2024/25. It also commits to jointly develop a National Agreement on the avoidance of compulsory redundancies.

If there is any commitment made on job security to college lecturers, beyond what has been agreed in this paragraph 2, that same commitment will be made to support staff.

3. Terms and Conditions

Four-day Working Week

This Agreement includes a commitment to a four-day working week pilot taking place in at least one college. The pilot college(s) will be identified within Academic Year 2024/25.

Terms and Conditions Working Group

This Agreement includes a commitment to the agreed programme of work, with a mechanism in place for monitoring progress, to ensure outstanding matters are concluded by the end of the Academic Year 2024/25.

4. Job Evaluation

This Agreement includes a commitment to continuing discussions on Job Evaluation and Pay and Grading, as a matter of urgency.

5. General

This Agreement will apply in its entirety to colleges who are signatories to the National Recognition and Procedures Agreement (NRPA). For colleges who are not signatories to the NRPA, the recommendation from the NJNC is that college boards shadow this Agreement and apply the terms of this Agreement.

Clarification

If any clarification is sought this should be directed to the Joint Secretaries, john.anderson@collegeemployersscotland.ac.uk or j.stewart@unison.co.uk. A joint response will be provided to all points of clarification.

10 June 2024



Support Staff Pay and Terms and Conditions Agreement 1 September 2022 – 31 August 2025

The undernoted is agreed by the NJNC – Side Table (Support) as a National Collective Agreement of the NJNC.

Pay

Year 1 – 1 September 2022 – 31 August 2023

A consolidated Pay Award of £2000 on all salary points for support staff, effective from 1st September 2022.

Year 2 – 1 September 2023 – 31 August 2024

A consolidated Pay Award of £1500 on all salary points for support staff, effective from 1st September 2023.

Year 3 – 1 September 2024 – 31 August 2025

A consolidated Pay Award of £1500 on all salary points for support staff, effective from 1st September 2024.

As the NJNC – Side Table (Lecturing) remains in dispute on the pay element of the employers offer, should there be any change to the pay and job security offer for the Lecturing Staff Side over the three-year period, then these will also be equally applied on an individual basis to Support Staff pro-rata.

Job Security

Following discussion with the employers, there will be no compulsory redundancies for support staff from the date of this agreement until the 31 August 2024.

The employers endeavour to avoid the use of compulsory redundancies and protect jobs. The NJNC – Side Table (Support) commits to conclude a National Agreement on an Approach to Consultation at the start of the Academic Year 2024/25.

The NJNC – Side Table (Support) is also committed to furthering discussions with the Scottish Government on a Fair Work Job Security Fund at the start of the Academic Year 2024/25.

The NJNC – Side Table (Support) has also agreed to jointly develop a further National Agreement on the avoidance of compulsory redundancies.

Industrial Relations

The Support Staff Trade Unions will endeavor to ensure that Industrial Action shall only be taken when all other avenues of negotiation are fully exhausted.

The NJNC – Side Table (Support) commits to bringing about a significant improvement in Industrial Relations across the sector during the Academic Year 2024/25.

Terms and Conditions

Four-day Working Week

The employers commit to continuing a working group that would include both the employers and the support staff side. The group would agree a Terms of Reference and Remit which would include the group researching the four-day working week and a pilot in at least one college. Pilot college(s) will be identified within Academic Year 2024/25.

A full assessment of the success of the pilot with lessons learnt will also take place before consideration of wider implementation.

The working group will also work with the Scottish Government officials to access any support which is available.

Terms and Conditions Working Group

The employers continue to commit to the agreed programme of work, with a mechanism in place for monitoring progress, to ensure outstanding and new matters are concluded by the end of the Academic Year.

The employers are committed to continuing work on the two outstanding areas of work, Miscellaneous Leave and Working from Home, and Mental Health and Well Being.

Job Evaluation

The employers commit to continuing discussions on Job Evaluation and Pay and Grading as a matter of urgency.

Notes:

1. The terms of this Agreement on Pay and Terms and Conditions will be applied pro rata for part time employees.
2. Non-NRPA colleges will be encouraged to shadow any agreement.
3. The employers maintain their commitment to Living Wage Accreditation.
4. The commitment on compulsory redundancies will not apply to those support staff on fixed term contracts which naturally come to an end from the date of this agreement until 31 August 2024.
5. Those who have left the sector between 1 September 2022 and the date of issue of the Circular, who have not received the Pay Award, will be required to write to their former college and request payment.
6. Support staff who have left on or after 1 September 2022 or agree to leave by the date of this agreement on a voluntary severance basis will have their settlements adjusted accordingly and the relevant pension scheme advised as appropriate.

9 May 2024