UNIVERSITY OF ABERDEEN
SUPPORT STAFF LIAISON COMMITTEE

MINUTE OF MEETING HELD ON 10 OCTOBER 2019

Present: Karl Leydecker (Chair), Debbie Dyker, Richard Wells, Alan Speight, Brian Paterson, Marion Campbell, Owen Cox, Linda Robertson, Catherine Cook (Clerk),

Apologies: Marion Campbell, Peter McGeorge, Kenneth Sadler, Tracey White,

1. MINUTES OF MEETING HELD ON 8 May 2019
1.1 The minutes of the meeting held on 8 May 2019 were approved in principle, but it was recognised that the minutes would require formal approval at a PNCC meeting.

2. MATTERS ARISING
2.1 Minute 4.6 Development and Career Progression for grades 1-4.
2.1.1 Brian Paterson noted that it was good to have development opportunities for staff in grades 1-4 and noted thanks to Owen Cox for his contribution and ideas.

2.2 Management Group membership
2.2.1 Brian Paterson noted that he was aware the School Admin. Officers were part of the new management group and questioned where Technicians fitted into this.

ACTION: Brian Paterson to discuss further with Debbie Dyker

3. SSLC REMIT AND COMPOSITION
3.1 It was noted that the Partnership and Working Recognition Agreement (PWRA), was due for review in November and it was agreed that this would be added to the agenda for the meeting in November.

ACTION: PWRA to be on agenda for meeting on 26 November - Clerk

4. MAY DAY PUBLIC HOLIDAY 2020
4.1 The committee noted that nationally the May Day holiday was being moved from Monday 3 May 2020 to Friday 8 May 2020 in recognition of the 75th anniversary of V.E. Day. Locally the Aberdeen City Schools and the Aberdeenshire schools were taking the Friday instead of the Monday. The committee noted their agreement to the proposed move of the Public Holiday to Friday 8 May for 2020 only.

ACTION: Contact Head of Communications regarding communications to staff - Clerk

5. REWARD STRATEGY WORKING GROUP UPDATE
5.1 The committee received and noted the paper which provided an update on the work of the Reward Strategy Working Group and sub groups.
5.2 There was discussion around the fact that the proposal to move to a 35 hour working week had been rejected by SMT and Brian Paterson noted his disappointment, especially in light of the gradual move proposed, decreasing by half an hour over a number of years. There was
discussion around promises made by all institutions as part of the 2006 Framework agreement and clarification of why the proposal had been rejected was requested.

5.3 Debbie Dyker explained that the primary reason was cost which was too high for SMT to consider at that point. Brian Paterson also noted that there was a pay increase on the horizon and this increase was worked out based on a 35 hour working week and not 36.5 or 40 hours and requested that this was taken into consideration.

5.4 Owen Cox noted from colleagues at Edinburgh University that they had needed minimal back fill and had limited loss of service when moving to a 35 hour week. Owen Cox asked to see how the costs of moving to a 35 hour week were calculated and requested that management commit to review in 2 years.

5.5 It was agreed that the unions would be provided with the same information and modelling that SMT had used to make their decision and that the decision would be reviewed in 2 years. Management also noted that they had not appreciated that the RSWG were not already aware of this information.

**ACTION:** 35 hour working week calculation information and modelling to made available to the unions.

6. WORKLOAD WORKING GROUP

6.1 The committee received a paper which provided an update on the recent meeting of the working Group. Brian Paterson commented that there had been a bit of hiatus and in essence this issue was being steered by UCU, however the other unions were participating to ensure a model suitable for support staff, who in general had more reactive posts. Data had been made available on the SharePoint site.

7. ANNUAL LEAVE GUIDANCE

7.1 The committee noted the new Annual Leave Guidance which clarified the carryover of annual leave to the next annual leave year.

8. PROFESSORS OF PRACTICE

8.1 The committee noted a paper proposing the creation of an honorary role of Professor of Practice. Karl Leydecker explained that more schools were saying that they had good people that they wanted to bind in, but who were not traditional academics. George Boyne had done something similar at Cardiff and it worked well. There was discussion around the costs for this and that it would be disappointing if these were similar to the cost of introducing a 35 hour week. Debbie Dyker explained that it was a new track of Professor appointments within establishment, just a new career path.

9. STRATEGIC INVESTMENT RECRUITMENT CAMPAIGN

9.1 The committees noted the update on the strategic investment recruitment campaign and the progress made on filling posts. The committee noted the ongoing work to fill all the posts.

9.2 There was discussion around the University being required to pay the Apprenticeship Levy but not having apprentices and whether there was opportunity for more technical apprentices. Debbie Dyker noted that there were already engineering apprentices and other apprentices in the University, however there would be benefit in looking at this further.

10. PAY AND NEGOTIATIONS

10.1 Debbie Dyker noted that there were ongoing union ballots on pay and pensions. Brian Paterson commented that workload and pensions were key concerns for staff and if the pension scheme benefits were reduced then staff would be looking for pay increases to fund their own pensions.
11. TRADE UNION FACILITIES TIME REPORTING 2018 -19

11.1 The committees noted the Facilities Time Reporting for 2018-2019. There was discussion around the reduction in hours and costs in comparison to 2017-18. The committee noted that this could be explained by changes in the way unions reported the number of representatives and also, as costs were based on individual representative’s salary, a change in representative could have an impact.

12. CAPABILITY FIGURES

12.1 The committee noted the update on the numbers of staff currently in the capability process. The committee agreed that rolling figures would be more helpful.

**ACTION:** Rolling figures to be provided to each meeting – Head of HR Partners

13. PROMOTIONS STATISTICS

13.1 The committee noted the information presented on the recent Promotion exercise and requested a narrative to explain the figures be brought to the next meeting. Brian Paterson commented that the Promotions exercise explained how to be ‘promoted’ but in fact it was not about that, it was about ‘regrading’. It was the role that was being regraded and not the individual, what was required for the organisation and not what the individual was doing.

14. REPORT ON VISIT TO EDINBURGH UNIVERSITY

14.1 The SSLC noted the report on the information gathering visit to Edinburgh University in which union and HR representatives had participated. Owen Cox commented that he really liked their festival of learning and celebration of different significant days. He also noted that it had cost Edinburgh University a significant amount of money to harmonise terms and conditions and recognised that Aberdeen University was not in the same position.

15. ANY OTHER BUSINESS

15.1 PROPOSED SCOTTISH GOVERNMENT PARKING LEVY

15.1.1 The proposed introduction of this levy on employers was noted and had already been costed by Angus Donaldson and was not an insubstantial amount of money.

16. DATE OF NEXT MEETING

16.1 The next meeting would be on 26 November 2019.
<table>
<thead>
<tr>
<th>Reference</th>
<th>Action Arising (where not otherwise on the agenda)</th>
<th>Action By</th>
<th>Action Date</th>
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<tr>
<td>SSLC October 2019</td>
<td>Management Group membership</td>
<td>B Paterson</td>
<td>Ongoing</td>
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<td>(2.2.1)</td>
<td>Brian Paterson to discuss with Debbie Dyker</td>
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<td>October 2019</td>
<td>Partnership Working and Recognition Agreement</td>
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<td>Agenda item for meeting on 26 November</td>
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<td>May Day Public Holiday 2020</td>
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<td>(4.1)</td>
<td>Contact Head of communications regarding communication to staff</td>
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<td>Reward Strategy Working Group</td>
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<td>35 hour working week calculation information and modelling to made available to the unions.</td>
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<td>October 2019</td>
<td>Capability figures</td>
<td>Head of HRP's</td>
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<td>(12.1)</td>
<td>Agreed to report on a rolling basis at each meeting</td>
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<td>October 2019</td>
<td>Promotions Statistics</td>
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<td>(13.1)</td>
<td>A narrative was requested to explain the figures provided.</td>
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<td>Paper to be added to agenda for next meeting</td>
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