1. MINUTES OF MEETING HELD ON 17 MAY 2017

1.1 The Minutes of the meeting held on 17 May 2017 were approved.

2. MATTERS ARISING

2.1 35 Hour Working Week

It was agreed that this would be covered under item 9 on the agenda, Framework Agreement.

2.2 Protected Conversation Training

This had been arranged for 27 September.

3. TERMS AND CONDITIONS

Mrs Dyker said the paper presented provided an update on discussions about the Collective Agreement of Terms and Conditions of Employment and specifically the outstanding area relating to the overseas travel clause.

Mr Dawson said UCU wanted to take back the proposal to their General Meeting on 27 September and to facilitate this, requested that the minutes be available within 10 days.

Action: PNCC Clerk to prepare minutes within 10 working days of 6 September.

Mrs Dyker confirmed that the clause presented in the paper was the final proposal. This clause had now been under discussion for two years and this was now the final wording for the Terms and Conditions of Employment. The University had given reassurances about overseas working but were now at an impasse with UCU, so were proceeding with the new clause.

There was extensive discussion around the negotiation and consultation that had taken place over the two year period.

Mrs Inglis requested that it be noted in the minutes that “the management side do not accept that there has not been proper negotiation over a period of time and can demonstrate that that has happened.”

Dr Marie requested that it be noted in the minutes that “UCU dispute the idea that there has
been meaningful consultation on this.”

Mr Dawson said that UCU disputed that paragraphs 3.7 and 3.8 of the paper were an accurate reflection of what happened and that they would provide their version of the consultation process and wanted this noted as an action.

ACTION: UCU to revise their version of the consultation process on terms and conditions of employment, in particular the clause on overseas travel.

Mr Paterson requested that the Annual Leave regulations be discussed further under the gambit of the Framework Agreement.

Mrs Dyker confirmed that this could be picked up under any discussion on the Framework agreement.

ACTION: Annual Leave Regulations to be discussed in context of Framework Agreement

4. REVIEW OF PROMOTIONS

This paper detailed the work undertaken by a short life working group convened to review the current Promotions Procedures. The proposed recommendations aimed to streamline the bureaucracy associated with the process whilst preserving the University's equality agenda and maintaining consistency and transparency. PNCC was asked to approve the revised procedures, application forms and guidance materials in order that further work could continue to revise documentation.

There was discussion around ‘good citizenship’ and the appeals process which remains on the grounds of procedural irregularity. It was agreed that this may have to be considered for grades 5/6 given this will be the first exercise using matching. It was further agreed that consideration would be given to building in reference to good citizenship. Mr Dawson also flagged that previous commitment had been given to including reference to the fact that where staff are unable to undertake overseas travel this will not impact on their career progression.

Action: Working group to continue with work and report back to next PNCC.

5. FRAMEWORK OF ACADEMIC EXPECTATIONS

Professor Ross explained that the paper outlined the work that had been undertaken to develop a new Framework of Academic Expectations. The aim of the framework was to outline expectations across the 3 academic career tracks and levels within each track. There was an intentional pull through from Promotions to the Framework for discussion at annual review. There were the same set of descriptors in Promotions for the Academic spine and an attempt to join up expectations. This version focused on career development and giving Schools and Heads of School autonomy to specify what was needed in their area and to fulfil school plans. There were no metrics, only examples, the schools would specify their own metrics and could tailor these to their discipline and school needs. The narrative was based on the NARPS.

There was a discussion around FAE and workload. Mr Dawson suggested that the term ‘Framework of Academic Expectations’ was a ‘poisoned brand’ and the name should be reconsidered. Mr Dawson also commented that the University should consider developing a framework that was supportive in addressing workload issues and commented that a UCU working group, led by Professor Price, has been established. Mrs Dyker responded that the University already had a Workload Modelling Policy in place.
Following discussion, it was agreed that a JNCC would be set up with UCU to discuss the FAE further.

ACTION: JNCC to be arranged with UCU

6. STAFFING STRATEGY

This item was moved up the agenda at UCU request.

Mr Dawson presented a paper that covered a number of points including FAE and REF, Capability Policy concerns, agreeing a policy on settlement agreements and protected conversations.

It was agreed that many of the issues raised in the paper would be further discussed at the Development Day (scheduled for October). Mrs Dyker also confirmed that the University was happy to develop a Severance Policy and to review the Capability Policy and Procedure.

ACTION: to be discussed further at the Development Day.

7. TRADE UNION ACT

There was discussion around the process for recording union facilities time on a monthly basis. Unite, Unison and Prospect confirmed that they were happy to submit a spreadsheet each month.

Mr Dawson said that UCU had made alternative proposals in relation to their Partnership and Working agreement paper, which they wished to discuss further.

Mrs Inglis clarified that the University would not hold detailed records of union facilities time, but asked for confirmation that the unions would retain this detail and would submit this if the University was audited on union activities. The University would add reference to such records to the retention schedule.

Unite, Unison and Prospect confirmed their agreement to submitting information on a monthly basis.

All trade unions confirmed that they were collating information and were awaiting confirmation concerning submission.

Mr Dawson suggested that further discussion concerning submission of information for UCU could form part of the discussion on the PWRA.

Action: Unions to submit one spreadsheet per union to HR each month.

8.0 A.O.B.

Mr Paterson expressed concern that the meeting had only covered part of the agenda despite attempts to move items on and disappointment that none of the support staff agenda items had been covered. He proposed that, going forward, if multiple papers were submitted by one union that these should then be ranked in terms of priority.

There was discussion about how to ensure in future that all the unions had an equal voice around the table, and it was acknowledged that single spine pay bargaining had worked in the past.
Mr Dawson requested an extraordinary PNCC meeting to cover the agenda items which had not been covered. This was agreed.

ACTION: Clerk to arrange an extraordinary meeting.

9. DATE OF NEXT MEETING

9.1 The date of the next meeting of the PNCC is on 19 September 2017 at 2.00pm in Committee Room 2, University Office.