1. MINUTES OF MEETING HELD ON 21 MARCH 2018

1.1 The Minutes of the meeting held on 21 March 2018 were approved subject to a revision of the following:

1.1 add in to the 15 November minutes at 9.1 ‘Unison, Unite, Prospect and’

4.1 accept deletion of ‘Mr Dawson asked all unions to try to ensure that staff did not submit Medical Self Certificates if they were actually on strike’.

5.1. add in to last sentence ‘but that they respected UCU’s right to uphold the PWRA. The UCU requested that UMG revert to the original policy and engage the dispute resolution procedures with UCU’

6.2. add in to last sentence ‘but agreed to accept the offer previously made by UMG to increase to 10 reps; and agreed in principle to UCU’s request of having the UCU remission time written into the Agreement.’

6.3 add in ‘it was impractical for’ after ‘Mr Dawson repeated that’. Delete ‘would not be completing’ and add in ‘to complete’. Add sentence ‘Mr Dawson invited UMG to report using UCU’s remission time.

7.1 Add in after second sentence ‘Mr Dawson acknowledged that lecture capture had many positives but that a pertinent issue in the ongoing dispute was the use of recorded materials to undermine strike action’. Second paragraph to read ‘Mr Dawson advised further discussion on lecture capture would take place at the UCU Scotland Congress on Friday 23 March and when advised that was not the remit of PNCC he commented that UCU would review how they would be advising members to respond to the policy’.

8.1 Second sentence to read ‘Mr Dawson commented on the application of the policy and asked whether, as participation in Industrial Action was now deducted at 1/365th per day if there was scope for unpaid leave to be deducted at the same rate’. Third sentence to read ‘Mr Dawson suggested some changes to the wording of the policy such that ‘it could not be envisaged’ why a request would be refused which was not agreed’. Final sentence to be added to read. ‘UCU asked UMG to consider UCU’s suggestion to deduct unpaid leave at 1/365th and to consider changing PAL such that refusal of a request ‘could not be envisaged’.
9.1 add in an additional point ‘9.2 Policy Review’

‘UCU requested the Capability procedure and Internationalisation Policy to be prioritised for review’.

2. MATTERS ARISING

2.1 Framework Agreement/Reward Strategy Working Group

2.1.1 Mr Dawson commented that the revised wording for the Terms of Reference had not been circulated to PNCC and suggested this could be done by email in future. Professor Ross agreed that the wording as agreed at PNCC had not been circulated however Mr Dawson had been at the Working Group and received the papers for the meeting.

2.2 Consultation on Avoidance of Redundancy Policy

2.2.1 Mr Dawson requested that this policy be reviewed as a matter of priority. Mrs Dyker confirmed that that was a matter for Policy Review Group and not PNCC. Mr Dawson requested that the previous terms of the policy should apply until reviewed and asked for UMG to consider this.

ACTION: Prioritisation of review of the Consultation on Avoidance of Redundancy Policy to be referred to PRG.

3. PENSION UPDATE

3.1 USS

Mrs Inglis reported that USS was in the process of establishing a Joint Expert Panel with UCU and there was not much between the University's formal position and the UCU position. In relation to affordability, a 5% increase in employer contributions would be financially difficult for the University. Mrs Inglis hoped agreement could be reached on the process for valuation and for the long term benefit of the scheme. The University was clear it did not want significant increases in contributions.

3.2 UASLAS

Mrs Dyker advised that the UASLAS scheme was in deficit and a local group, of which Brian Paterson was a member, was looking at revised benefits for the scheme. A number of proposals had been put together and consultation would commence in next few weeks.

Mr Paterson said that a request had been made by the National Officers of the Unite and Unison, for a Defined Contributions option to be dropped from the proposals. The unions were also looking into the costs of the scheme in relation to USS and the parity between the cost per member, but were aware of the constraints of affordability.

4. FRAMEWORK AGREEMENT/REWARD STRATEGY WORKING GROUP

4.1 The committee received an update on the work of the Strategy Group. There had been an initial meeting of the Strategy Group and all the working groups were now proceeding supported by HR. There was representative membership across the groups and each group was co-chaired. Professor Ross said she would update PNCC as work progressed.

4.2 Mr Cox said that as the staff survey data would not be available for the next meetings, the groups would need to consider how to progress discussions in order to maintain the traction
4.3 Mrs Argo thanked the Clerk for the Support Staff promotions data received by the committee and said that the information would be fed into the subgroups as the data highlighted issues that needed to be considered.

4.4 Mr Dawson asked if there was a particular conclusion point for the work of the Reward Strategy Group. Mrs Dyker said that a key priority for the working group was the pay scale as the next Accredited Living Wage award would erode the bottom of the current pay scales. It was planned that this work would be completed before December Court but work on other areas would continue beyond that.

5. CAPABILITY FIGURES

5.1 The committee noted the report on the numbers of staff in the Capability Procedure. There was currently 1 member of staff in the formal process and 3 in the informal. Mr Dawson commented that the review of the Capability policy was a priority for UCU.

5.2 There was discussion around the priorities for Policy Review Group (PRG) and it was noted that these were agreed by the PRG. (It was noted at the PNCC meeting on 12 September 2019 minute 2.2.1 that the PRG reported to PNCC and that the policies reviewed by the PRG were presented to PNCC for approval).

6. STAFF SURVEY

6.1 Mrs Dyker said that work on preparing the survey was ongoing and the survey would be issued in the next week to 10 days. It was hoped that the feedback from the survey would feed into the Reward Strategy Working Group.

6.2 Mr Dawson raised concerns about the anonymity of the survey and requested to know the technical provisions for it. Mrs Dyker said that any potential issues had been identified, and where for example there was a small department, that had been scaled up so that individuals could not be identified. There was further discussion around the technical provisions and anonymity and UCU requested input from the University Data Protection Officer (DPO).

6.3 Mr Dawson informed the committee that UCU would be putting a motion to their own committee in relation to the survey which would be shared with PNCC.

ACTION: UCU to share motion re survey with PNCC

6.4 There was further discussion around anonymity and trust and Ms Marie commented that the response rate to the survey would prove if there was trust or mistrust. Professor Ross said that it was very positive, that a question on stress had been added to the survey as a result of issues raised by the Stress working group. If someone tried to breach the anonymity of the survey that would be in breach of policy. Professor Ross commented that she would be disappointed if the campus trade unions discouraged their members or colleagues not to take part in the survey that they had helped to design.

6.5 UCU requested a privacy assessment of the survey and for it be reviewed by the DPO. There was discussion that this could considerably delay the survey as it would have to come back to PNCC is September. Mr Patterson and Mr Cox commented that the survey results were very important for the work of the Reward Strategy Working Group.

6.6 Mrs Inglis proposed that the committee take a vote on whether the survey should be delayed
or not. Mrs Dyker seconded this proposal. The committee voted, 9 committee members voted for the survey to proceed and 3 members abstained. The decision was not to delay the survey.

7. POLICIES

7.1 Disciplinary Procedure

7.1.1 There was discussion that the primary purpose of the changes to the policy was the removal of colleges. Mr Dawson said that UCU still had concerns that the first formal hearing stage could result in dismissal.

7.1.2 After extensive discussion it was agreed that the policy changes were approved and that the policy could be referred to PRG for further review.

ACTION: Revisions to Disciplinary Procedure approved.

7.2 Policy and Procedure for Hearing an Appeal

7.2.1 The policy was approved.

8. A.O.B.

8.1 Parking

8.1.1 Mrs Argo said that it appeared that penalty notices were being given out with the 10am to 4 pm period and questioned why the notices now said that penalties applied 24/7.

ACTION: Mrs Inglis to investigate and provide an update to the committee

8.1.2 Mrs Inglis confirmed that until the formal position was clarified anyone should appeal the penalty.

8.1.3 Mr Cox asked for clarification on what the car parking money raised was spent on as the library carpark needed resurface.

ACTION: Information on use of car parking income to be provided

8.2 Court Papers

8.2.1 Mr Dawson asked for clarification on the position of sharing Court papers.

8.2.2 Mrs Inglis said this had been discussed at the Governance and Nominations committee and it had been agreed that the agendas for Court and Operating Board would be published, but not the papers. Papers would be issued to the members of the relevant committees. Staff members on the Governance committees could request an agreed ‘alternate’ who was approved by the committee and who would receive the papers. There was discussion around how to gather views if unable to share papers.

8.2.3 Mr Dawson requested that a nominee on the UCU committee would receive papers in advance. Mrs Inglis said that distribution of papers had been considered by the Governance and Nominations committee on two occasions and a decision had been made. When Mr Dawson requested to see where this was recorded he was referred to the Court minutes.
8.3 Collective Agreement - Overseas Travel
8.3.1 Mr Dawson asked what had happened subsequent to the changes agreed to overseas travel. Mrs White confirmed that the Statement of Written Particulars had been updated for new staff and agreed to arrange for a further communication to staff.

ACTION: Communication to staff re overseas travel

8.4 Lecture Capture Policy
8.4.1 Mr Dawson asked what the status of the Lecture Capture Policy was. Mrs Dyker confirmed that the policy had been approved at Senate and implemented.

8.5 Partnership Working Recognition Agreement (PWRA)/Facilities time reporting
8.5.1 Mrs White referred to the matter arising about the PWRA and UCU’s request to increase the number of representatives from 8 to 10 and specify remission time of 0.4 fte. Mrs White confirmed management was prepared to accept these revisions but only on the grounds that UCU notify who the 10 reps are and that they start to submit information on facilities time in order that the University can comply with the legal requirement to publish this. Mrs White noted that the first set of figures had to be reported by end July 2018 and that information had been received from all unions except UCU.

8.5.2 Mr Dawson confirmed that UCU would sign the PWRA on that basis and would supply the facilities time data once it had been signed.

8.6 Single Table Bargaining
8.6.1 Mrs Argo said that there were benefits and common interest to be gained from single table bargaining, but the unions had discussed that some issues could be better discussed at a JNC or SSLC and planned to make more effective use of sub committees especially for UCU.

8.6.2 Professor Ross commented that with UCU in particular, a lot of time was spent revisiting things that had been discussed at previous meetings. Mr Dawson recognised that this was a concern and said that UCU had put mechanisms in place to address that.

8.6.3 Mr Dawson requested that at PNCC Business committee UCU would like to be given an idea of the management agenda items.

8.6.4 The committee thanked Mr Paterson for his Convenorship and noted that the Convenorship would be management for the next year.

8.7 Purchase of Annual Leave Scheme

Mrs White confirmed that from the new holiday year 1 October 2018 that a day’s pay would now be calculated at 1/365th instead of the current 1/260th.

9. DATE OF NEXT MEETING

9.1 The date of the next meeting of the PNCC is to be confirmed.