

JG: 0040819

12 August 2019

Dear [REDACTED]

Thank you for your request for information under the Freedom of Information (Scotland) Act (2002).

I now respond to your request as follows:

1. How many staff do you have who are not on permanent contracts (please break down by support staff, lecturers, and staff earning over £70k)?

Support Staff - 46
Lecturers - 1
>£70k - 0

2. Please provide a breakdown of how many of these staff have now been employed for over one year (again broken down by support staff, lecturers and staff earning over £70k).

Support Staff - 34
Lecturers - 0
>£70k - 0

3. Please provide a breakdown of how many of these staff have now been employed for over two years (again broken down by support staff, lecturers and staff earning over £70k).

Support Staff - 23
Lecturers - 0
>£70k - 0

4. How many support staff (from question 1) are on time limited contracts due to project based funding, or sickness or maternity cover?

36

5. How many (Support) staff (from question 3) have been transferred to permanent (contracts) since the 19th of October 2018?

0

6. Please give reasons (and breakdown of numbers by reason) why support staff not affected by question 4 and employed for over 2 years have not yet been made permanent?

Those with over two years' service hold roles associated with project based funding. One staff member is providing cover for a post holder who is seconded to a project based funded post

7. Please give reasons (and breakdown of numbers by reason) why support staff not affected by question 4 and employed for over 1 year have not yet been made permanent?

0

8. Have you supplied a list, of Support Staff not affected by question 4 to the local Trade Union Stewards?

The College has offered to meet with Unison on several occasions to discuss the staff on a fixed-term contract. A meeting has now been arranged with a Unison representative to review the list.

9. In relation to questions, 7 and 8 was this discussed at a formal meeting with support staff Trade Unions (e.g. JNC)?

The issue is on the agenda of the informal JNC and has been discussed at each meeting; there are five meetings per year.

10. If so, please supply the minute of meetings since October 2018 relating to (see also STS Circular 05/18)?

Please refer to the attached enclosure – Table of Ongoing Matters.

11. How many staff on temporary (change temporary to "not on permanent") contracts have had contracts ended since October 2018 (please break down by support staff, lecturers and staff earning over £70k.

Support - 3
Lecturers - 31



12. If you have staff affected by your answers to questions 6 and 7 can you detail your plan to address in relation to circular STS 05/18?

The College will discuss its position with its local Unison representatives to consider possible options.

I trust the above response meets your request for information in full.

Should you be unhappy with the College's response you are entitled to seek a review of the response. To seek a review, you should apply, in writing, to Derek Smeall, Principal, stating the grounds for seeking a review.

I also wish to advise you that the Scottish Information Commissioner has launched an online appeals service via their website – the link is as follows:

www.itspublicknowledge.info/appeal.

Other contact information for the Scottish Information Commissioner is listed below:

Tel: 01334 464610

Email: enquiries@itspublicknowledge.info

Thank you for your interest in the College.

Yours sincerely



Vice Principal, Finance and Corporate Services

Enc



Informal JN/C - discussions			Colour codes		
Meeting Date -	Number on List	Standing Items for formal JNC	On formal JNC	Unison Action	Final stage
17.01.19	S-1.18	Recruitment and Selection	On formal JNC	On formal JNC	Management Action
	S-2.18	Health and Safety	On formal JNC	On formal JNC	Formal JNC
	S-3.18	Living Wage	On formal JNC	On formal JNC	Remove
Date added	New Issues to be Considered	Action	Agreed note	Responsible for Action	Remove
04.10.18	PDR	Deadline 14.12.18	Noted that departments are getting through the PDRs for their staff	Management - Main themes that emerge will be shared with TU	remove
on going	Attendance Management Focus Group	HR to organise focus groups with support staff	Noted that a focus group for teaching staff had been arranged. Agreed focus groups for support staff would be organised	Management	
04.10.18	Phased Return to Work - data	JL to provide details of the information required. Agreed that any data would be gathered going forward for session 2018/19.	Agreed that JL would forward the info/mails required to DS and the data gathering would commence in the New Year	Unison	
04.10.18	Fixed-term Contracts	Meeting being arranged for wb 14.01.19	DS agreed to take JL through the list of FT posts	Management	
04.10.18	Staff Movement Between Campuses	Meeting being arranged for wb 14.01.19	EM to review document in light of comments from Unison.	Management	
04.10.18	Development Proposal	Unison to send proposal to management by end of December	JL will forward by end of November. DS advised that the deadline could be extended and JL to advise DS	Unison	
04.10.18	Job Evaluation	Figures to be updated and provided.	JL advised that she was to attend compulsory training in Edinburgh to be trained in JE. DS advised that JL should check with Unison with regards to the purpose of the training as the training for role analysts would not take place until early in the New Year and this would be delivered by ECC the software owners. JL advised that she would ask Unison to inform the College with regards to the event.	Management	
22.11.18	Staff Terms and Conditions	Support Staff Terms and Conditions	DS went through the impact of the revised T and Cs on the College in particular with regards to the costs. Unison and Mgt agreed to draft a joint communication for staff.	Management	remove?
22.11.18	Update to be provided		DS took JL through the proposal. Unison welcomed the opportunity for an MA in the ICT department.	Management	
17.01.19	ICT Modern Apprenticeship	MS to raise		Unison	
17.01.19	Training for Support Staff	DS to raise		Management	
17.01.19	Health and Wellbeing Survey	MS to raise		Management	

Informal JN/CC - discussions

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	S-1.18	Recruitment and Selection
	S-2.18	Health and Safety
	S-3.18	Living Wage

On formal JNC
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Colour codes
Unison Action
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Management Action
Formal JNC
Remove

Date added	New Issues to be Considered	Action	Agreed note	Responsible for Action	Remove
18.04.19	Staff Development		Unison to forward ideas for next sessions conferences	Unison	
on going	Attendance Management Group	Papers sent to Unison.	JL to send comments re letters by end of April 19	Unison	
04.10.18	Phased Return to Work - data	HR to assess impact of procedure and monitor. Will share findings with Unison at attendance management group	agreed to remove	Unison	
04.10.18	Fixed-term Contracts		Explained no support staff on ft contract due permanence under agreement. DS to discuss with JL	Agreed management and TU Action	
22.11.18	Staff Terms and Conditions	First Aid payment - Unison advised that other colleges have paid the £500 effective from 01.11.19	MS to provide list of colleges that have paid the £500.	Agreed management and TU Action	
17.01.19	Health and Wellbeing Survey	Further analysis and action plan developed to take forward.	Outcome stats to go on formal JNC	Management	
11.04.19	Annual Leave	Discussion on National Agreement and Local Arrangements	DS agreed to update al section and put on formal JNC. Also agreed that managers would be sent a copy once been to JNC	Management	
21.02.19	Facility Time	Review Facility Time	Branch want to see calendar first. Waiting on CG to feedback. Hopefully next week.	Unison	