



**Minutes of the Special Meeting of the Board held on  
Tuesday 16<sup>th</sup> May 2006 at 5.30 p.m.  
in the College.**

**Present:**

Dr G Hillier	(Chair) (Business Governor)
Mr R Darling	(Vice-Chair) (Business Governor)
Mr J Coulthard	(Community Governor)
Mr G Flanagan	(Business Governor)
Mr G Groom	(Principal Governor)
Mrs S Hall	(Foundation Governor)
Prof B Hobbs	(Co-opted Governor)
Mrs J Lewis	(Co-opted Governor)
Mr P Nightingale	(Foundation Governor)
Mr G Ritchie	(Business Governor)
Mr P Roe	(Business Governor)
Miss P Rutherford	(Foundation Governor)
Mr P Smith	(Staff Governor)
Mr N Upton	(Business Governor)
Mr G Watts	(Staff Governor)
Cllr J White	(Local Authority Governor)

**Apologies for absence**

Mr R Johnson	(Business Governor)
Cllr P Todd	(Local Authority Governor)

**Officers:**

Mr D Stevenson	(Professional Assistant to the Board)
Miss D McFarlane	(Deputy Principal)

**Absent:**

Mr D Healey	(Student Governor)
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The meeting was quorate throughout.

**1193 Declarations of Interest**

Members present were asked to declare in advance any matters on the agenda in which they had an interest.

**It was recognised that the staff members had an interest in the discussion of staffing arrangements, but that this would not prevent them from taking part in this matter.**

**1194 Minutes of the Board meeting held on 4<sup>th</sup> April 2006**

The Minutes of this meeting were approved and signed as a correct record. Matters arising from this meeting would be considered at the next ordinary meeting of the Board.

**1195 Staffing arrangements.**

A report was tabled together with supporting documents, identifying the proposed revised contract of employment and other employment provisions, which had been the subject of negotiation. The report was presented by the Principal.

Following extensive consultation, a collective agreement on the proposal had been reached with Unison in respect of Support Staff, but this had been rejected by NATFHE. If a collective agreement was reached with a trade union, the terms of that agreement would automatically amend the contracts of employment of all staff within that agreement. It appeared that this rejection was due in the main to the proposal that within the consideration of the affordability of increased staff costs each year there should be a consideration of a cost-of-living award for all employees, but the payment of increments to those staff not at the top of scale would be subject to satisfactory whole college performance against previously identified targets. NATFHE preferred that the payment of increments should be automatic, and considered that the annual adjustment to the pay scales should then be subject to affordability thereafter.

On this basis there had been further discussions with both unions to indicate that they should together consider their position with a view to seeking whether they could reach agreement on either model, and that a further meeting with them should be held on 22<sup>nd</sup> May 2006.

It was noted that the staffing costs as a percentage of budget would increase from 68% to 71%, but against this there should be increased productivity.

Within this arrangement it was noted that there had been an acceptance that seven employees currently on the 'old' contract would be permitted not to change their contract, on a 'red-circled' basis, for a maximum period of five years, and that during this period their salaries would be frozen.

Payments of increments for 2006 would take place with effect from 1<sup>st</sup> August.

There was considerable discussion of the proposed models, and of their implications, including the recruitment and retention of staff. It was recognised that the original model was preferred but that the revised proposal nonetheless did provide for the engagement of all employees (except for the protected seven) on a standard contract, with a harmonised pay scale, revised holiday patterns and within a revised structure. Considerable progress towards the College's objectives had been made. Either model was acceptable financially since the two options were approximately of the same value.

**It was agreed as follows:**

- i) **that the proposals set out in the report be approved as a basis for continued negotiation with the recognised trades unions;**
- ii) **that the recognised trades unions meet with a view to determining whether either of the two models provides a basis for collective agreements with both unions;**
- iii) **that in the event that this meeting with the relevant trade unions**
  - a) **agrees a model acceptable to all parties, then a collective agreement be signed on that basis; or**
  - b) **fails to agree a model acceptable to all parties, then the Principal be authorised to complete any collective agreement in line with this minute, and to take such further**

**action as he considers necessary to effect the proposed changes.**

**Action: Principal**

**1196 Adult Learner Fees Policy**

A report was tabled on the issue of 19+ full-time fees policy. It was noted that the preference of LSC was that the College should charge full fees for such students. To do so would in theory provide an income of the order of £135,000, but there was concern that the charging of fees may dissuade some students from enrolling, and that in this case some of the groups may as a consequence themselves become unviable in size. At the present time no fees were charged. The Principal recommended that for the forthcoming year there should be no change in policy.

**It was agreed**

- i) that there should be no change in policy for the academic year 2006-07; and**
- ii) that this policy be the subject of further consideration for the following year, and that further internal data be provided to assist that consideration.**

**Action: Principal**

**1197 Date of Next meeting**

**The next ordinary meeting of the Board will take place on Tuesday 30<sup>th</sup> May 2006 at 5.00 p.m.**