

Minute of the National Negotiating Committee – Professional Services Staff Committee (PSS Committee) Meeting on Wednesday 11 March 2026 (1000-1200), at Colleges Scotland Offices, Argyll Court, Stirling

In Attendance	
Collette Bradley (VC)	Staff Rep
Keir Greenaway	Full-time Officer
Alison MacLean	Full-time Officer
Laura McLean	Staff Rep
Aiden O'Rourke	UNISON (observer)
Colin Watson (VC)	Staff Rep
Ian Deed	Management Rep
Susan Elston	" "
Debbie Kerr	" "
Jon Vincent	" "
David Watt	" " (Chair)
Steve Farrell	Management Joint Secretary
Janet Stewart	Staff Joint Secretary
Jillian Cheape	Secretariat
Anne Davidson	Note Taker
Callum Chomczuk	Management Rep Observer

15/25 Welcome and Apologies

It was agreed that the Management would chair the meeting. The Chair welcomed all attendees to the meeting. Apologies were received from Richard Gordon and Stuart Lee from the Staff Reps.

16/25 Minutes of Previous Meeting

The minute of Wednesday 26 November 2025 was agreed.

Matters arising

The Staff Reps asked for an update on the Survey to Sector relating to Number of Roles and Job Descriptions for the Job Evaluation Project. The Secretariat confirmed that work was ongoing to analyse the data gathered and iron out anomalies and would be shared at a later date.

17/25 Job Evaluation

Governance

The Management Joint Secretary advised that the Job Evaluation Project Board (JEPB), has met three times with set roles and responsibilities as detailed in Paper 2. It confirmed that the next step is to stand up the Job Evaluation Group (JEG) which will include lay representation ensuring operational input from the trade unions if the overall governance model is agreed.

The Staff Reps expressed its view that there had been insufficient trade union voice within the JEPB and a resultant lack of clarity in relation to matters of confidentiality and what could be shared with its members. It cited the presence of trade union representatives on college boards as evidence that the current structure of the JEPB is "out of sync".

The Management Reps expressed their view that the JEPB was not a board in the traditional sense, and that its role was that of overseeing the project. It noted that the JEPB is still in its infancy and that the day-to-day minutiae has not yet begun. The Management Reps view is that to increase membership of the JEPB would make it unfit for purpose and unwieldy. It advised that once the JEG is established, this is when the lay reps will have operational input ensuring effective voice.

Unite and UNISON's view was that the JEPB is high level, noting that members main concerns relate to when the Job Evaluation Project will commence and reach its conclusion.

Unite and UNISON agreed the JEPB as set out in Paper 2.

The Staff Joint Secretary queried the wording under the "Duties" heading in Appendix 2 and requested the word "agreed" be inserted before the word "tasks".:

"The JEG and the Project Manager may assign tasks, by consensus, to an individual member, a group of members or the full group."

Pending this minor amendment, the Job Evaluation Governance Paper was agreed by Unite and UNISON. It was noted that GMB did not agree with the proposed model.

The Secretariat requested names of the Staff Reps to allow the JEG to be stood up.

Memorandum of Understanding

The paper on Memorandum of Understanding was withdrawn as inconsistencies were identified, which will be rectified in advance of the paper being shared with the JEPB and the PSS Committee.

18/25 Draft Organisational Change Guidance

The Management Joint Secretary presented Paper 4 – Draft Organisational Change for discussion, noting that this was produced in conjunction with the trade unions and is approved by CES. The Staff Joint Secretary advised the Staff Reps would not sign off on the document today as it believes additions are required and that in their view the document requires tightening up in relation to compulsory redundancy.

The Staff Reps requested time to carry out a review of the Draft Organisational Change document drafted by the Joint Secretaries, as per the terms of the current Pay Agreement and present their feedback at a later date. The Management Reps agreed to this.

The GMB queried whether previous versions of the Draft Organisational Change Guidance, which related to the previous pay deal, could be shared. The Secretariat advised it would look out the previous version and share if available.

It was agreed that a Terms of Reference will be developed for PSS Committee Working Group, to enable follow up meetings to review the Draft Organisational Change Guidance and other workstreams. It was noted that meetings already in the diary for working groups could be used for this purpose.

19/25 Protection from Compulsory Redundancy

The GMB presented a paper seeking Protection from Compulsory Redundancy and requested a discussion with CES. The paper was supported by UNISON and Unite although both were clear, this is not about re-opening up the current Pay Agreement. The GMB also agreed this was not the purpose of the paper.

It was agreed that Protection from Compulsory Redundancy could be discussed as part of the ongoing work on the Organisational Change Guidance document, although the Management Reps also reaffirmed the college sector's long-standing position to any policy that would prohibit them from considering compulsory redundancies as a last resort.

20/25 Draft Grievance Policy & Draft Grievance Model Procedure

The Management Joint Secretary advised that, at the Policy Working Group meeting on Thursday 5 March 2026, it was agreed to disband the current arrangements, as this group previously sat under the Central Committee. They advised that going forward this work would take place via the respective committees.

It was agreed that the new PSS Committee Working Group would be created to pick up workstreams including the Draft Grievance Policy and Model Procedure, Organisational Change Guidance, Fair Work and a review of the Disciplinary Policy and Model Procedure.

It was noted that Management Reps will be sought to establish this working group through the HR Strategic Group.

21/25 Date of Next Scheduled Meeting

The date of the next scheduled meeting is **Wednesday 3 June 2026**.

Action Monitoring Log

Wednesday 11 March 2026		
Action	Owner	Status/ Anticipated/ Completion Date
Staff Reps to provide names of personnel who will make up the JEG to allow this group to be stood up.	Staff Joint Secretary	Partially complete – March 2026
Amend the wording: <i>“The JEG and the Project Manager may assign tasks, by consensus, to an individual member, a group of members or the full group.”</i> under the “Duties” heading in appendix 2 of Paper 2 Governance requested the word “<i>agreed</i>” be inserted before the word “<i>tasks</i>”.	Secretariat	Complete – March 2026
Update the Memorandum of Understanding paper to correct inconsistencies in advance of the paper being brought back at the next PSS Committee meeting.	Management Joint Secretary	On agenda – 16/9/26
Issue previous versions of the Draft Organisational Change Guidance document to GMB.	Secretariat	March 2026
Develop a terms of reference for an NNC - PSS Working Group to enable follow up meetings to review the Draft Organisational Change Guidance and other workstreams.	Joint Secretaries	Complete – September 2026
Seek Management Reps establish the NNC - PSS Working Group through the HR Strategic Group.	CES Team	Complete – March 2026
Wednesday 26 November 2025		
Action	Owner	Status/ Anticipated/ Completion Date
GMB to forward queries relating to the two-stage approach to the Management Side for review.	GMB/Management Side	November 2025
Follow up survey to be issued to all colleges to confirm the job descriptions, the no. of roles in scope and college preparedness for commencement of stage one.	Management Side	Complete
Job Evaluation comms to be drafted between the joint secretaries in relation to the joint approach for job evaluation.	Joint Secretaries	Complete