

## **LOCAL NEGOTIATING COMMITTEE FOR TEACHERS**

At the Annual General Meeting of the Local Negotiating Committee for Teachers held in Meeting Room 2, First Floor, Council Offices, Garshake Road, Dumbarton on Tuesday, 20 September 2011 at 10.05 a.m.

**Present:** Councillors George Black and Jonathan McColl; Laura Mason, Head of Service (Quality), Educational Services; Graham Hutton, Head Teacher, Dumbarton Academy; Geraldine Lyden, Human Resources Business Partner; Josephine McDaid, E.I.S.; Stewart Paterson, Teachers' Convener, E.I.S.; Olean Allison, E.I.S.; Gavin Corrigan, E.I.S.; Michael Dolan, E.I.S.; Karen Jakeman, E.I.S.; and Alex McEwan, S.S.T.A.

**Attending:** Scott Kelly, Committee Officer, Legal, Democratic and Regulatory Services.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Douglas McAllister and May Smillie; Terry Lanagan, Executive Director of Educational Services; and Janice Wardrop, E.I.S.

### **Josephine McDaid in the Chair**

## **MEMBERSHIP**

In accordance with Paragraph 6 of the Local Recognition and Procedure Agreement, the Committee agreed to note that the membership of the Committee for the forthcoming year would be as follows:-

### **Teachers' Side**

**Members:** Stewart Paterson, Teachers' Convener, E.I.S.; Josephine McDaid, E.I.S. (Vice-Chair); Janice Wardrop, E.I.S.; Olean Allison, E.I.S.; Michael Dolan, E.I.S.; Gavin Corrigan, E.I.S.; Karen Jakeman, E.I.S.; and Alex McEwan, S.S.T.A.

**Substitutes for any member of the Teachers' Side:** James Halfpenny, E.I.S.; and Alistair Kennedy, S.S.T.A.

**Adviser:** Lachlan Bradley, E.I.S. Area Officer.

## **Management Side**

**Members:** Councillor Jonathan McColl (Chair); Councillor George Black; Councillor Douglas McAllister; Councillor May Smillie; Terry Lanagan, Executive Director of Educational Services; Laura Mason, Head of Service (Quality), Educational Services; Graham Hutton, Head Teacher, Dumbarton Academy; and Julie McGrogan, Head Teacher, St Michael's Primary School.

**Substitutes:** Geraldine Lyden, Human Resources Business Partner; and Margaret Mackay, Quality Improvement Officer, Educational Services.

## **CHAIR AND VICE-CHAIR**

In accordance with Paragraph 9 of the Local Recognition and Procedure Agreement, the Committee agreed to note that in this, the ninth year of the LNCT, Councillor Jonathan McColl would assume the Chair for the Management Side and Josephine McDaid, E.I.S., would assume the position of Vice-Chair for the Teachers' Side.

## **Councillor Jonathan McColl in the Chair**

## **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Local Negotiating Committee for Teachers held on 24 May 2011 were submitted and approved as a correct record.

With reference to the item under the heading 'Teachers' Discipline and Grievance Procedures', Mr Paterson was heard in relation to the decision taken by Council at its meeting on 29 June 2011 (Pages XXX refers) in respect of the way in which the competency of grievances which were referred to the Council's Appeals Committee should be determined.

After discussion and having heard both Sides, the Committee agreed:-

- (1) that authority be delegated to the Joint Secretaries to agree the wording of a new paragraph to be inserted in the Teachers' Grievance Procedures outlining how the competency of grievances which were referred to the Educational Services Grievance and Disciplinary Appeals Sub-Committee should be determined;
- (2) to note that as the Minutes of the Meeting of the LNCT held on 24 May 2011 had been approved by the Education and Lifelong Learning Committee at its meeting on 15 June 2011 (Page XXX refers), the existing Teachers' Grievance Procedures had been ratified, and the Joint Secretaries should therefore seek legal guidance on the correct procedure for amending the Grievance Procedures; and

- (3) that should the Joint Secretaries be unable to reach agreement on the wording of the new paragraph referred to in (1) above, the matter should be considered at a future meeting of the LNCT.

In relation to a point raised by Mr Paterson in respect of the item under the heading '35 Hour Working Week Agreement for 2011-2012', it was agreed that the Educational Services Department should write to schools to remind them of the need to submit their agreement.

### **ENGAGEMENT OF SHORT TERM SUPPLY & FIXED TERM TEMPORARY CONTRACTS GUIDANCE TO SCHOOLS**

A report was submitted by the Joint Secretary, Teachers' Side, LNCT seeking agreement on the engagement and payment of Supply Teachers who were engaged to teach in West Dunbartonshire.

After discussion and having heard both Sides, the Committee agreed:-

- (1) to note that following the issue of the Committee papers for the present meeting, additional guidance in relation to this matter had been released by the Convention of Scottish Local Authorities (COSLA);
- (2) that authority be delegated to the LNCT Sub Group to agree on the issuing of guidance to schools and other educational establishments, which would accompany the relevant circular/advice note issued by the Scottish Negotiating Committee for Teachers (SNCT), addressing the following principles:-
  - (a) payments made to short term Supply Teachers in the event that they work in excess of 22.5 hours class contact time in one week (or the pro rata equivalent if they were employed for less than one week); and
  - (b) the circumstances in which Fixed Term Temporary Contracts should be issued;
- (3) that should the LNCT Sub Group be unable to reach agreement on the issuing of guidance as detailed in (2) above, a further report in relation to this matter, outlining areas of disagreement between the Teachers' Side and the Management Side, should be submitted to a future meeting of the Committee; and
- (4) that Ms Lyden and Mr Paterson should meet with the Payroll Section to discuss matters relating to the payment of salaries to Supply Teachers.

## **ANNUAL LEAVE AND SCHOOL CLOSURE DAYS**

A report was submitted by the Joint Secretary, Teachers' Side, LNCT seeking agreement on the proposed annual leave days and school closure days allocated for Teachers and Associated Professionals.

After discussion and having heard both Sides, the Committee agreed:-

- (1) the calendar of annual leave and school closure days as shown in Appendix 1 to these minutes; and
- (2) that the calendar of annual leave and school closure days be sent to all schools and educational establishments for distribution to all staff affected by this change of conditions.

## **CHAIR'S REMARKS**

Councillor J. McColl, Chair, was heard in relation to the recently published McCormac Review of Teacher Employment in Scotland.

The Committee agreed:-

- (a) to note that local authorities had not yet been invited to participate in a consultation concerning the McCormac Review; and
- (b) that in the event of West Dunbartonshire Council being invited to participate in a consultation, the Teachers' Side and Management Side of the LNCT should each outline their comments in relation to the McCormac Review in documents which would accompany any report submitted to the relevant service Committee.

## **PROGRAMME OF MEETINGS**

The Committee noted that meetings were normally held during the months of December, March, May/June and September (Annual General Meeting).

After discussion and having heard both Sides, it was agreed that the Committee would meet on the following dates:-

Tuesday, 20 December 2011 at 10.00 a.m.  
Tuesday, 13 March 2012 at 10.00 a.m.  
Tuesday, 12 June 2012 at 10.00 a.m.  
Tuesday, 18 September 2012 at 10.00 a.m. (AGM)

## **VALEDICTORY**

The Chair, Councillor J. McColl, informed the Committee that this was the last meeting of the LNCT that Mr Hutton would attend as he was leaving Council service.

Councillor J. McColl and Ms McDaid thanked Mr Hutton for his contribution to the Committee and to Educational Services in West Dunbartonshire and wished him well in the future.

In response, Mr Hutton thanked the Committee for its kind wishes.

The meeting closed at 11.25 a.m.