

LOCAL NEGOTIATING COMMITTEE FOR TEACHERS

At a Meeting of the Local Negotiating Committee for Teachers held in the Chambers, Municipal Buildings, Station Road, Dumbarton on Monday, 25 June 2007 at 10.00a.m.

Present: Councillors William Hendrie and May Smillie and Liz McGinlay, Director of Education and Cultural Services; Terry Lanagan, Head of Service for the Schools' Estate; Gordon Bone, Head Teacher, Dumbarton Academy; Margaret Mackay, Quality Improvement Officer (substitute); Paul McGowan, Section Head, Personnel, Education and Cultural Services (substitute); Rae Strang, Head Teacher, Bonhill Primary School; Stewart Paterson, Teachers' Convener, E.I.S.; Jan Cleife, E.I.S.; Kathleen Burns, E.I.S.; Janice Wardrop, E.I.S.; Olean Allison, E.I.S.; May McDonald, E.I.S. (substitute) and Alex McEwan, S.S.T.A; Charles Docherty, E.I.S.; and Geraldine Lyden, Personnel Adviser – Education (substitute) and Norman Bissell, E.I.S. Area Officer.

Attending: Fiona Anderson, Administrative Assistant, Legal and Administrative Services.

Apologies: Apologies for absence were received from Councillor Patrick McGlinchey, Tricia O'Neill, Head of Personnel and Josephine McDaid, E.I.S.

Ms Jan Cleife in the Chair

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Local Negotiating Committee for Teachers held on 12 December 2006 were submitted and approved as a correct record.

Having heard Ms Cleife, the Committee welcomed Councillor Hendrie and Councillor Smillie to their first meeting of the Committee.

Having heard Ms Cleife, the Committee noted that it would be the last meeting for Norman Bissell, E.I.S. Area Officer and May McDonald, E.I.S. substitute member, and thanked them for their contribution.

The Committee noted that the Council, at its meeting held on 16 May 2007, had agreed that Councillor Smillie be appointed as Chair/Vice Chair (position to alternate on annual basis).

CONTINUING PROFESSIONAL DEVELOPMENT

With reference to the Minutes of Meeting of the Annual General Meeting of the LNCT held on 26 September 2006 when it had been agreed that the above item would be placed on the Agenda of this meeting, the Chair, Ms Cleife invited Mr Paterson to be heard in respect of this matter.

After hearing Mr Paterson in further explanation, the Committee noted that it had not been possible to comply with the timescale agreed but that Mr Paterson would continue discussion with Mr Graham Jeffries, Manager of Continuing Professional Development, and report back to a future meeting.

PROBATIONER TEACHERS

With reference to the Minutes of Meeting of the Annual General Meeting of the LNCT held on 26 September 2006 when it had been agreed that the above item would be placed on the Agenda of this meeting, the Chair, Ms Cleife invited Mr Paterson to be heard in respect of this matter.

After hearing Mr Paterson in further explanation, the Committee noted that it had not been possible to comply with the timescale agreed but that Mr Paterson would continue discussion with Mr Graham Jeffries, Manager of Continuing Professional Development, regarding Probationer Teachers and report back to a future meeting.

THE DEPLOYMENT OF LEARNING ASSISTANTS IN SCHOOLS

With reference to the Minutes of Meeting of the LNCT held on 13 March 2007, a report was submitted by the Director of Education and Cultural Services informing the Committee of the proportion of the working week devoted by Learning Assistants to supporting teachers and to supporting pupils and making recommendations thereon.

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

- (1) that it would have been helpful if a copy of the questionnaire had been included;
- (2) the details of the survey as summarised in the Appendix to the report;
- (3) that informal reports from some schools had indicated that some teachers may still be routinely undertaking non-teaching clerical/administrative duties;
- (4) that the Joint Secretaries would issue a further questionnaire to establish the extent to which clerical and other staff had helped to remove the burden of non-teaching duties from teachers in the wake of the Teachers' Agreement; and

- (5) that the results of the further questionnaire would be incorporated in a report to be submitted to the December meeting.

35 HOUR WORKING WEEK AGREEMENT FOR 2007-2008

A report was submitted by the Director of Education and Cultural Services on proposals for the Teachers' 35 hour working week for the Session 2007-2008.

After discussion and having heard from the Head of Service, Education and Cultural Services, the Committee noted:-

- (a) that although the authority agreement is normally signed in May, the Legal and Administrative Services Department had recommended that it should not be signed at that time as no Elected Members had been appointed;
- (b) that the Joint Secretaries had written to schools indicating that no significant changes were anticipated;
- (c) that it was hoped to have received all collegiate calendars, school by school, by the end of June;
- (d) that Head Teachers should be reminded that the specific procedures detailed in the terms of the Agreement should be followed and "agreed"; and
- (e) that the issue referred to in item (d) above should be placed as an item on the Agenda for the first Head Teacher Business Meeting.

DATE OF NEXT MEETING

After discussion, the Committee agreed that a date would be set for the next meeting once the Committee Schedule for August – December 2007 had been issued.

The meeting closed at 10.40 a.m.

WEST DUNBARTONSHIRE COUNCIL

Report by Joint Secretaries to the LNCT

Local Negotiating Committee for Teachers: 25th September 2007

SUBJECT: "Communications Policy"**1. Purpose**

- 1.1 This report seeks the agreement of the members of the LNCT to establish a protocol for the uploading of West Dunbartonshire LNCT agreements onto the SNCT website.

2. Background

- 2.1 In February 2006 the SNCT issued SNCT 42 "Communications Policy (Appendix 1). As part of this there is a requirement for LNCTs to post Local agreements onto the SNCT website
- 2.2 In October 2006 the SNCT issued further advice "SNCT Website and West Dunbartonshire LNCT Agreements" (Appendix 2) This advice stated that it would be necessary for LNCTs to agree who has responsibility for the task of uploading local agreements

3. Information

- 3.1 In discussion between the Joint Secretaries it was suggested that a member of the Policy Unit would be responsible for placing the Local Agreements onto the SNCT website.
- 3.2 It was further suggested that this person would also place LNCT Agendas, minutes and agreements onto the appropriate place on the WDC intranet.

4. Personnel Issues

- 4.1 The personnel issues are inherent in the Report.

5 Financial Implications

- 5.1 The member of the policy unit undertaking this task will have to spend some time in uploading and cataloguing past agreements. However, once the backlog of agreements has been uploaded this task should not be onerous. Financial implications are therefore minimal.

6 Risk analysis

- 6.1 No risk analysis was required.

7 Conclusion

- 7.1** An appropriate mechanism for ensuring that West Dunbartonshire's LNCT agreements are uploaded on to the SNCT Website has been identified.

8 Recommendation

- 8.1** Members of the LNCT are asked to agree that a member of the policy unit will have responsibility for the task of uploading West Dunbartonshire's LNCT agreements onto the SNCT website in accordance with SNCT 42.

Terry Lanagan
Management Side Joint Secretary

Stewart Paterson
Teachers' Side Joint Secretary

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Wards Affected: All

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14 February 2006

Dear Colleague

SNCT/42 **Communications Policy**

1. The SNCT has agreed a communications protocol.
2. To facilitate good communications the SNCT has established its own website, snct.org.uk.
3. The SNCT shall publish minutes of previous meetings, reports of working groups, circulars and other papers which the SNCT considers should be published.
4. LNCTs will be required to post local agreements on the SNCT website. Details of arrangements will be issued in due course.
5. The SNCT is not covered by the Freedom of Information (Scotland) Act.

Yours sincerely

Lynne Dickson (Employers' Side)
Drew Morrice (Teachers' Panel)
Stephanie Walsh (Scottish Executive)

Joint Secretaries

Scottish Negotiating Committee for Teachers

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25 October 2006

Dear Colleague

SNCT Website and West Dunbartonshire LNCT Agreements

You will be aware that earlier this year the SNCT Website was launched.

The website aims to provide simpler access to SNCT information including SNCT circulars and advice issued by Joint Secretaries. Another function of the website is to facilitate collation of LNCT agreements which are required to be reported to SNCT.

To upload your agreements you will need to enter your username **westdun** and password **d5i7w33**. Only formal LNCT agreements should be added to the website.

Whilst this letter is issued to the Joint Secretaries of your LNCT it will be necessary for LNCTs to agree a protocol for the entering of agreements. This should set out clearly who has responsibility for the task.

Yours sincerely

Joe Di Paola (Employers' Side)
Drew Morrice (Teachers' Panel)
Stephanie Walsh (Scottish Executive)

Joint Secretaries

To: LNCT Joint Secretaries
Copy: Directors of Education

When you click on the LNCT Agreements button in the main site all LNCT agreements from all LNCTs are displayed. This can be filtered by category, by LNCT or both. The categories are drawn from the devolved matters set out in SNCT/8 with the addition of an "other matters" choice for agreements not covered by the devolved matters.

At present none of the Agreements are allocated to a category as the website designers simply loaded all agreements available at the date the website was being developed. It would be helpful if you were to allocate your agreements to the appropriate category.

All users are able to view all agreements as normal content but only you with your specific username and password can add or amend data for your LNCT.

The website is accessed at www.snct.org.uk but to add or amend content you need to go to

It is preferable that documents uploaded are in portable document format (pdf) however word documents can also be uploaded if you cannot convert them to pdf files.

WEST DUNBARTONSHIRE COUNCIL
Report by Joint Secretaries to the LNCT

Local Negotiating Committee for Teachers: 25th September 2007

SUBJECT : "Monitoring Working Time Agreements"

1. Purpose

- 1.1 This report provides members of the LNCT with information on the methods used by the Joint Secretaries in Monitoring the working time agreements from educational establishments and teams in the education service.

2. Background

- 2.1 In February 2006 the LNCT agreed a paper "Procedures for Supporting and Monitoring Working Time Agreements " (Appendix 1)
- 2.2 At the LNCT in June 2007 agreement was reached on guidelines which were sent to establishments and teams. These guidelines set out the parameters for agreement at establishment / team level on the configuration of the 35 hour week agreement, including the time set aside for collegiate activities.

3. Information

- 3.1 The joint secretaries met and examined the working time agreements from all establishments / teams .
- 3.2 In examining the agreements the joint secretaries noted that there was variation in the way the information was presented from individual establishments. The joint secretaries have therefore agreed to produce a proforma which will assist the individual establishments to provide details of their collegiate calendar in a consistent format.
- 3.3 At present there remains only one school, Our Lady and St Patrick's High School, where agreement has not been reached. In accordance with the monitoring procedures para 3.1 the joint secretaries have visited the school to endeavour to assist the school negotiating team to reach agreement. Unfortunately agreement has not yet been reached.

If agreement is not reached then in accordance with para 3.2 of the monitoring procedures a report will be prepared for a future LNCT for discussion.

4. Personnel Issues

- 4.1 The personnel issues are inherent in the Report.

5. Financial Implications

- 5.1 There are no financial implications associated with this report.

6 Risk Analysis

- 6.1 No risk analysis was required.

7. Conclusions

- 7.1 The joint secretaries have agreed to produce a proforma to assist establishments / teams to present information in a clear and consistent format.
- 7.2 The joint secretaries have also discussed a proposal to visit a sample of establishments to meet with the negotiating committee / Headteacher /staff representatives to evaluate the process and impact of working time agreements.
- 7.3 The Joint Secretaries will produce a report on their findings which will be available for consideration at a future LNCT.

8 Recommendation

- 8.1 Members are asked to note the conclusions above and to approve the proposed actions contained therein.

Terry Lanagan
Management Side Joint Secretary

Stewart Paterson
Teachers' Side Joint Secretary

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Wards Affected : All

**West Dunbartonshire Council
Department of Education and Cultural Services**

A Teaching Profession for the 21st Century

**Local Negotiating Committee for Teachers
Procedures for Supporting and Monitoring Working Time Agreements**

1 Introduction

- 1.1 The Agreement, *A Teaching Profession for the 21st Century*, specifies a 35 hour working week for all teachers and sets out a requirement that agreement be reached at establishment level and on an annual basis regarding the use of teachers' working time, including the time set aside for collective, or *collegiate* activities.
- 1.2 Annex C of the 2001 agreement *A Teaching Profession for the 21st Century* places a requirement on each authority's Local Negotiating Committee for Teachers (LNCT) to conduct an audit / evaluation of working time arrangements to assess the wider cultural climate in schools.
- 1.3 This paper details the procedures as agreed by West Dunbartonshire Council's LNCT to support and monitor schools' individual working time agreements in the context of the wider cultural climate in schools as it pertains to the 35 hour working week.
- 1.4 In drafting these guidelines, account has been taken of the self evaluation (using How Good is our School) and the external monitoring of schools through the Department's normal quality improvement processes. Every attempt has been made to strike a balance between, on the one hand, ensuring that the letter and the spirit of the 35 hour working week are observed and, on the other, imposing a further layer of 'inspection' on head teachers and school staffs who are already subject to a range of monitoring procedures.
- 1.5 It is important to stress that the key to reaching agreement on the 35 hour working time arrangements, as on all other aspects of management / staff relations, is the establishment within each school or specialist team of harmonious and productive working relationships at all levels, founded on mutual respect, a caring attitude towards all pupils and colleagues and a commitment to achieving quality in everything that the school community, and its individual members, undertakes to do.

2 Procedures for Agreeing Working Time Arrangements at Authority and Establishment Levels

- 2.1** The LNCT will issue annually to all schools and teacher teams a set of authority wide guidelines, previously agreed at the LNCT and signed by the Leader of the Council, the Director of Education and Cultural Services and the Teachers' Convener. These broad guidelines set the parameters for agreement at establishment level on the configuration of the 35 hour working week, including the time set aside for collegiate activities. These guidelines will be agreed and issued to establishments in the spring term, to enable negotiations to take place at establishment level in the context of the development planning exercise and the construction of timetables for the following session.
- 2.2** Making reference to the authority guidelines, head teachers of schools or managers of specialist teams will discuss, negotiate and reach agreement on the use of the 35 hour week, including collegiate time, for the coming session. It is important that the views of all teaching staff should be taken into account in the process of negotiating the 35 hour working week and drawing up the school calendar, either through their direct involvement in the process or by ensuring that they are represented by a committee or other group with a mandate to negotiate on behalf of the staff as a whole.
- 2.3** Head teachers or managers will submit to the Director of Education and Cultural Services, by 15 June each year, the agreed 35 hour working time arrangements and the agreed school calendar for their school / team for the forthcoming session. This agreement should be signed by the head teacher / manager and by one or more staff representatives, normally representative(s) of professional organisations, to indicate that agreement has been reached
- 2.4** A slight variation on these procedures will apply in the case of music instructors or visiting specialist teachers. The basic procedure will be the same as that for staff in schools. However, given the individual nature of the work of some specialist staff it will in some cases be appropriate that individual agreements are reached and signed off by the line manager and the individual staff member.
- 2.5** Head teachers or managers of teams are responsible for ensuring that copies of the agreed 35 hour working time arrangements and the agreed school calendar are clearly displayed in staff areas and that the attention of all staff is drawn to the working time arrangements and the hours allocated for individual and collective work.

3 Failure to Agree

- 3.1** In the event of failure to reach agreement at establishment or team level, the specific point(s) of difference should be brought to the attention of the LNCT Joint Secretaries, who will attempt to assist by providing such information or advice as may help the two sides to find common ground or by adopting an intermediary role, sitting in on negotiations to ensure that these are conducted in a spirit of openness and are focused on finding a solution.

3.2 Should these measures fail to result in agreement being reached, a report should be placed before the LNCT for discussion. One representative of the management side and one representative of the teachers' side will be permitted to speak and answer questions put to them by members of the LNCT. Having heard the arguments, the LNCT will normally ask the management side and teachers' side representatives to withdraw from the meeting to enable discussion to take place within the LNCT. Assuming the LNCT is able to reach agreement on the matter, the LNCT view will be communicated to both sides in the dispute, with an expectation that the authority of the LNCT will be accepted at school / team level.

3.3 In the event that these measures are unsuccessful in resolving the dispute the matter will be referred to the Scottish Negotiating Committee for Teachers. Any further refusal to accept the ruling of the SNCT beyond this point would be a matter to be resolved through legal processes.

4 Monitoring Working Time Agreements

4.1 As stated above, the precise wording of Annex C of the Teachers' Agreement requires the LNCT to establish "clear monitoring procedures at local level" and to "conduct a joint audit / evaluation of working time arrangements at local level to assess the wider cultural climate in schools".

4.2 Within West Dunbartonshire Council, this will be achieved at the most basic level by ensuring receipt of, and making available for inspection by the Joint Secretaries (and indeed by any other member of the LNCT who so wishes), the annual returns as submitted by each school or specialist team. The Joint Secretaries will review the establishment / team agreements, discuss any issues or points of concern and prepare a summary report for consideration by the LNCT at its first meeting in the new school session.

4.3 The Joint Secretaries, through their normal contact with schools and teachers, will identify issues or potential difficulties at as early a stage as possible and will address these collaboratively as they arise.

4.4 In line with advice contained in the letter of 20 January 2006 from the Scottish Negotiating Committee for Teachers, sample surveys will be conducted of teachers and school managers across the authority, evaluating the process and impact of working time agreements. The detail and timetable for such surveys will be drafted by the Joint Secretaries for approval annually by the LNCT. The outcome of these surveys will be reported to and considered by the LNCT.

4.5 The practice will continue of bringing together focus groups of staff from a range of types of post in order to obtain the views of specific groups on the effectiveness of working time arrangements. The Joint Secretaries will draft a programme of such meetings, on an annual basis, for approval by the LNCT. The proceedings of these meetings will be reported to, and considered by the LNCT.