

## **WEST DUNBARTONSHIRE COUNCIL**

### **Report by Joint Secretary (Teachers' Side) to the LNCT**

**Local Negotiating Committee for Teachers: 16 February 2010**

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**SUBJECT: Procedures for the voluntary / compulsory transfer of unpromoted teaching staff from an establishment where a surplus has been identified**

#### **1. Purpose**

- 1.1** This report seeks agreement from the Committee on the procedures to be followed when an establishment has a surplus staffing in relation to the agreed staffing standard.

#### **2. Background**

- 2.1** The procedures in use at present are those from Strathclyde Region
- 2.2** These procedures require to be updated due to legislative changes.

#### **3. Main Issues**

- 3.1** Schools and other educational establishments are staffed in accordance with agreed staffing standards
- 3.2** Schools rolls are falling within the Authority, this may result in more schools having surplus staffing.
- 3.3** It has been normal practice that if a school has a surplus of less than 0.5 FTE then the teacher would not be transferred to another school.
- 3.4** If there is no vacant post for a surplus teacher to be transferred into, the teacher has been given a collapsible timetable or has been given the opportunity to undertake development work in the school or for the Authority.
- 3.5** The Authority no longer operates a permanent supply pool. In the past teachers who were surplus to an establishment could be transferred into this pool, given a base school and be transferred to any school where they were required.
- 3.6** Teachers in 3.4 should not be used as "general supply" teachers as this will limit their professional development.
- 3.7** Probationer teachers allocated to the Council are not included in the staffing complement and therefore should not have any affect on a school or establishment being in a surplus situation.

**3.8** The procedures in Appendix 1 have been discussed at the LNCT sub group  
Further discussion on these may be required at the LNCT.

#### **4. Personnel Issues**

**4.1** Where a school is in a surplus staffing situation it is a stressful time for all involved. The procedures in APP 1 should be carried out in a sympathetic way so that the dignity of staff declared surplus is assured. It is also imperative that there is an agreed procedure for identification of staff who may be declared surplus.

#### **5. Financial Implications**

**5.1** It is essential that schools and other educational establishments are staffed in accordance with the agreed staffing standards. These must be adhered to rigidly to ensure the most efficient use of staff.

#### **6. Risk Analysis**

If no agreement is reached on the procedures there is a risk of the Authority incurring additional unbudgeted costs

#### **7. Conclusions and Recommendations**

**7.1** The Committee are asked to agree that the procedures outlined in APP 1 “Procedures for voluntary/compulsory transfer of unpromoted teaching staff” are used for the identification and transfer of unpromoted staff from establishments who have surplus staffing.

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Stewart Paterson, Teachers’ Convenor

#### **Person to Contact:**

Stewart Paterson, Teachers’ Convenor,  
Unit 4 Leven Valley Enterprise Centre  
St Michaels Way, Dumbarton,  
G82 5BN.

Tel 07812034389

Email: [westdunbartonshire@eis.org.uk](mailto:westdunbartonshire@eis.org.uk)

#### **Appendices**

Appendix 1: “Procedures for voluntary/compulsory transfer of unpromoted teaching staff”

#### **Wards Affected**

All Wards