

## **LOCAL NEGOTIATING COMMITTEE FOR TEACHERS**

At the Meeting of the Local Negotiating Committee for Teachers held in Meeting Room 3, First Floor, Council Offices, Garshake Road, Dumbarton on Tuesday, 15 December 2009 at 2.05 p.m.

**Present:** Councillors Jonathan McColl and May Smillie and Dave Clarke, Head of Service (Resources), Educational Services; Geraldine Lyden, Section Head, Human Resources, Educational Services (for Terry Lanagan, Executive Director of Educational Services); Julie McGroggan, Head Teacher, St Michael's Primary School; Olean Allison, E.I.S.; James Moore, E.I.S.; Charles Docherty, E.I.S.; Colin Galletly, E.I.S.; Stewart Paterson, Teachers' Convener, E.I.S.; Josephine McDaid, E.I.S.; Alistair Kennedy, S.S.T.A. (for Janice Wardrop, E.I.S.) and Alex McEwan, S.S.T.A.

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

**Apologies:** Apologies were intimated on behalf of Councillor George Black, Terry Lanagan, Executive Director of Educational Services, Graham Hutton, Head Teacher, Dumbarton Academy and Janice Wardrop, E.I.S.

### **Councillor May Smillie in the Chair**

#### **CHAIR'S REMARKS**

Before commencing with the business of the meeting, Councillor Smillie, Chair, welcomed Ms McGroggan, Head Teacher, St Michael's Primary School and Mr Kennedy, S.S.T.A. to their first meeting of the Committee.

#### **MINUTES OF PREVIOUS MEETING**

The Minutes of the Annual General Meeting of the Local Negotiating Committee for Teachers (LNCT) held on 22 September 2009 were submitted and approved as a correct record.

With reference to the item under the heading 'Minutes of Previous Meeting', after hearing the Joint Secretaries to the LNCT the Committee noted that negotiations to reach agreement on a 35 hour working week at Our Lady and St Patrick's High School were continuing and that both Sides were hopeful that an agreement would soon be reached.

## **TEACHER WORKLOAD**

A report was submitted by the Joint Secretaries to the LNCT seeking agreement that the LNCT should develop a workload action plan, arrangements to monitor this plan and to report this to the Scottish Negotiating Committee for Teachers (SNCT).

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

- (1) that the LNCT Sub Group should develop a workload action plan including mechanisms and arrangements to monitor the plan;
- (2) that a report on the action plan and monitoring arrangements should be submitted to a future meeting of the LNCT; and
- (3) to note that if the report referred to in (2) (above) was to be approved by the LNCT the matter would then be reported to the SNCT.

## **SWINE FLU PANDEMIC: MAINTAINING THE CONTINUITY OF EDUCATION**

A report was submitted by the Joint Secretaries to the LNCT seeking agreement on the procedures to be followed in relation to occurrences of AH1N1 (Swine Flu) in Educational Establishments.

After hearing the Joint Secretaries to the LNCT in further explanation, the Committee agreed:-

- (1) to adopt the key principles contained in the SNCT circular 09/15 dated 29 September 2009 (attached as Appendix 1 to the report);
- (2) that in the event of an outbreak of AH1N1 in any educational establishment, the Joint Secretaries to the LNCT would meet with the Head Teacher or Head of Centre along with the Union Representative or nominee to discuss how best to respond to the outbreak; and
- (3) that in response to an outbreak of AH1N1 in any educational establishment, the Joint Secretaries would issue advice on the key principles contained in Appendix 1 to the report and, where necessary, would seek advice on risk assessment from the Education Department's Health & Safety Co-ordinator to ensure the safety of all in the establishment.

## **PROCEDURES FOR THE RECRUITMENT OF SUPPLY STAFF AND FIXED TERM CONTRACTS**

A report was submitted by the Joint Secretaries to the LNCT seeking agreement on the procedures to be followed by Educational Services in the recruitment of staff for Supply and Fixed Term Contracts.

After discussion and having heard Ms Lyden and Mr Paterson in answer to Members' questions, the Committee agreed:-

- (1) that the document 'Guidance for the Recruitment Process for Supply and Fixed Term Contracts' (attached as Appendix 1 to the report) be issued to all schools for use with immediate effect;
- (2) that the document 'Short Term Supply and Temporary Cover Report' (attached as Appendix 2 to the report) be delegated to the LNCT Sub Group for further consideration and approval and thereafter issued to all schools for use; and
- (3) that the procedures for the recruitment of staff for Supply and Fix Term Contracts be reviewed after 6 months and that a report in this respect should be submitted to a future meeting of the LNCT.

### **PROCEDURES FOR PART TIME TEACHING STAFF**

A report was submitted by the Joint Secretaries to the LNCT seeking agreement on the procedures to be followed by part time teaching staff to ensure that their pro rated contract is fulfilled and that they receive the appropriate entitlement to leave.

After discussion and having heard both Sides, the Committee agreed that the matter be delegated to the LNCT Sub Group for further consideration and approval.

Note: Ms McDaid left at this point in the meeting.

### **GUIDANCE FOR HEAD TEACHERS ON THE APPLICATION OF THE COUNCIL'S MAXIMISING ATTENDANCE POLICY IN RELATION TO TEACHING STAFF**

A report was submitted by the Joint Secretaries to the LNCT seeking agreement on the circulation of Guidance for Head Teachers on the application of the Council's Maximising Attendance Policy.

After discussion and having heard both Sides, the Committee agreed to approve the document 'Guidance for Head Teachers on the use of the Maximising Attendance Policy in Relaton to Teaching Staff' (attached as the Appendix to the report), subject to the following amendments:-

- (1) that the word 'normally' would be inserted after the word 'will' in the first sentence of paragraph 3.3;
- (2) that in the second sentence of paragraph 3.3 the word 'agreed' would replace the words 'positioned and escalated' and that the words 'and management' would be inserted between the word 'individual' and the comma;

- (3) that the full stop in the second sentence of paragraph 4.3 would be replaced with a comma and that the sentence continue with the words 'having due regard for individual circumstances.';
- (4) that a new sentence would be inserted after the third sentence in paragraph 4.3 and would read, 'However, in certain circumstances, parties may agree to make contact less frequently.'; and
- (5) that in the fourth bullet point in paragraph 6.1 the word 'referral' would be replaced with the word 'self-referral' and that the words 'or the' would be replaced with the words 'and / or the referral to the'.

After further discussion and having heard Ms Lyden in answer to Members' questions, the Committee also agreed:-

- (a) that Principal Teachers would receive training in the application of the Council's Maximising Attendance Policy; and
- (b) to delegate the decision on the appropriate means of delivering the training referred to in (a) (above) to the LNCT Sub Group.

The meeting closed at 3.30 p.m.