

**WEST DUNBARTONSHIRE COUNCIL**

**Council Offices, Garshake Road, Dumbarton, G82 3PU**

4 December 2009

**MEETING: LOCAL NEGOTIATING COMMITTEE  
FOR TEACHERS**

**TUESDAY 15 DECEMBER 2009  
MEETING ROOM 3  
FIRST FLOOR  
COUNCIL OFFICES  
GARSHAKE ROAD  
DUMBARTON**

Dear Member

Please attend the Meeting of the Local Negotiating Committee for Teachers to be held in Meeting Room 3, First Floor, Council Offices, Garshake Road, Dumbarton on Tuesday, 15 December 2009 at 2.00 p.m.

The business is shown on the enclosed Agenda.

Yours faithfully

**DAVID McMILLAN**

Chief Executive

**Distribution List:**

Councillor M. Smillie (Vice-Chair)  
Councillor J. McColl  
Councillor P. McGlinchey  
Councillor G. Black  
Terry Lanagan, Executive Director of Educational Services  
Dave Clarke, Head of Service (Resources)  
Tricia O'Neill, Head of Human Resources and Organisational Development  
Rae Strang, Head Teacher, Bonhill Primary School  
Stewart Paterson, Teachers' Convener, E.I.S.  
Josephine McDaid, E.I.S. (Chair)  
Janice Wardrop, E.I.S.  
Olean Allison, E.I.S.  
Charles Docherty, E.I.S.  
Colin Galletley E.I.S.  
Alex McEwan, S.S.T.A.  
Vacancy E.I.S.

For information: -

All other Councillors  
Chief Executive

Adviser: -

Lachlan Bradley, E.I.S.

Substitutes: -

James Moore, E.I.S.  
Michael Dolan, E.I.S.  
Brian Clark, SSTA  
Lesley Robertson, Head Teacher, Aitkenbar Primary School  
Margaret Mackay, Quality Improvement Officer, Personnel, Education and Cultural Services  
Geraldine Lyden, Personnel Adviser, Educational Services  
Graham Hutton, Head Teacher, Dumbarton Academy

**LOCAL NEGOTIATING COMMITTEE  
FOR TEACHERS**

**TUESDAY 15 DECEMBER 2009**

**AGENDA**

**1. APOLOGIES**

**2. MINUTES OF PREVIOUS MEETING (pages 1 – 4)**

Submit, for approval as a correct record, the Minutes of Meeting of the Local Negotiating Committee for Teachers (AGM) held on 22 September 2009.

**3. TEACHER WORKLOAD (pages 5 – 26)**

Submit report 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 SNCT.

**4. SWINE FLU PANDEMIC: MAINTAINING THE CONTINUITY OF EDUCATION (pages 27 – 37)**

Submit report 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.

**5. PROCEDURES FOR THE RECRUITMENT OF SUPPLY STAFF AND FIXED TERM CONTRACTS (pages 39 – 46)**

Submit report 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.

**6./**

**6. PROCEDURES FOR PART TIME TEACHING STAFF**

**(copy to follow)**

Submit report 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.

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

**(pages 47 – 53)**

Submit report 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.

For information on the above agenda please contact Scott Kelly, Committee Officer, Legal, Administrative and Regulatory Services, Council Offices, Garshake Road, Dumbarton. G82 3PU Tel: (01389) 737205  
Email: [scott.kelly@west-dunbarton.gov.uk](mailto:scott.kelly@west-dunbarton.gov.uk)