

WEST DUNBARTONSHIRE COUNCIL

Report by Joint Secretaries to the LNCT

Local Negotiating Committee for Teachers: 15 December 2009

SUBJECT : Guidance for Head Teachers on the Application of the Council's Maximising Attendance Policy in Relation to Teaching Staff

1. Purpose

- 1.1 This report seeks agreement from the Committee on the circulation of Guidance for Head Teachers on the application of the Council's Maximising Attendance Policy.

2. Background

- 2.1 In September 2007 Internal Audit carried out a review of the application of the Maximising Attendance Policy in Schools. They recommended that this policy be adopted as a matter of priority.

3. Main Issues

- 3.1 There are elements of the corporate policy that require amendment for it to be operationally feasible in schools.
- 3.2 A central issue for Schools is the definition of line manager. Historically this is perceived to have been the Head Teacher. However in larger schools it is not operationally feasible for Head Teachers to carry out all line management tasks. The difficulty is further compounded when internal escalation is necessary (i.e. where there is an appeal against any decision taken).
- 3.3 Internal Audit recommended that the delegation of return to work interviews / review meetings should be considered and agreed.
- 3.4 Over recent years this matter has been discussed and agreement has now been reached on the following definition of line management.

For teaching staff in a secondary school	- Principal Teacher
For teaching staff in a primary school	- Depute Head Teacher
In a primary school with no DHT	- Head Teacher

4. Personnel Issues

- 4.1 This guidance complements the Corporate Policy. It is not a replacement of the policy and it merely clarifies points and provides additional guidance. The Corporate Policy is a Council wide procedure and any review of this policy would also affect Educational Services Employees.

5. Financial Implications

5.1 There are no financial implications.

6. Risk Analysis

6.1 Not adhering to the Council Maximising Attendance policy leaves the Department open to challenge. It is essential that all managers follow Council procedures to ensure that all employees are treated equally when absent from work. The maximising attendance policy clearly details the supportive framework that should be used. Failure to adhere to this could be considered as neglecting the department's duty of care to its employees.

7. Conclusions and Recommendation

7.1 This report recommends that formal agreement is reached on the line management within schools with regard to carrying out the appropriate line management functions in line with the Maximising Attendance Policy.

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Appendices: Appendix 1: Guidance Notes for Head Teachers on the
application of the Maximising Attendance Policy

Wards Affected All Wards