

## **LOCAL NEGOTIATING COMMITTEE FOR TEACHERS**

At a Meeting of the Local Negotiating Committee for Teachers held in Meeting Room 2, First Floor, Council Offices, Garshake Road, Dumbarton on Tuesday, 13 March 2012 at 10.00 a.m.

**Present:** Councillors Jonathan McColl and May Smillie; Terry Lanagan\*, Executive Director of Educational Services; Laura Mason, Head of Service, Educational Services; Jacqui Lynam, Head Teacher, Dumbarton Academy; Julie McGroggan, Head Teacher, St Michael's Primary School; Stewart Paterson, Teachers' Convener, E.I.S.; Olean Allison, E.I.S.; Janice Wardrop, E.I.S.; Michael Dolan, E.I.S.; Karen Jakeman, E.I.S.; Gavin Corrigan, E.I.S.; James Halfpenny, E.I.S. (for Josephine McDaid, E.I.S.); and Alex McEwan, S.S.T.A.

\* Arrived later in the meeting.

**Attending:** Geraldine Lyden, Human Resources Business Partner, Educational Services; and Nuala Borthwick, Committee Officer, Legal, Democratic and Regulatory Services.

**Apologies:** Apologies for absence were intimated on behalf of Councillor George Black and Josephine McDaid, E.I.S.

**Councillor Jonathan McColl in the Chair**

### **CHAIR'S REMARKS**

Councillor J. McColl, Convener, welcomed Ms Jaqui Lynam, Head Teacher, Dumbarton Academy to her first meeting of the LNCT as the Secondary Schools' representative.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Local Negotiating Committee for Teachers held on 20 December 2011 were submitted and approved as a correct record subject to the undernoted correction:-

With reference to the item under the heading 'Minutes of Previous Meeting – Chair's Remarks', Councillor J. McColl requested that the Committee send a consultation response to the McCormac Review. It was noted that responses prepared by the Teachers' side and Management side would be sent off as soon as possible.

Having heard Mr Paterson in response concerning the expected delay for implementation of the McCormac Review and the implementation now being April 2013, the Committee noted that it was anticipated that the '35 Hour Working Week Agreement for 2012-13' would be submitted to the Committee for agreement at its meeting in June 2012 with a caveat that if changes were required to the guidelines, following the outcome of the McCormac Review, then this would require to be re-visited and reviewed at the meeting of the LNCT in August 2013.

Note: The Executive Director of Educational Services entered the meeting during consideration of the above item.

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

A report was submitted by the Joint Secretary, Management Side, LNCT seeking agreement on the review of guidance for head teachers on the application of the Council's Attendance Management Policy.

The Committee heard from Mr Paterson who advised of the concerns in relation to the Attendance Management Policy and in particular, the implementation of the Policy in schools.

A copy of a paper prepared by Mr Dolan outlining the volume of additional activities carried out by teachers at St. Peter the Apostle High School and the extent of which a teacher's time is spent beyond their teaching role was circulated to Members and officers in order to highlight the importance of good relationships within schools. Mr Dolan explained that he was of the view that the culture in schools was different to that in other areas of the Council and that he was sceptical about the effect the implementation of the corporate Attendance Management Policy would have on relationships with schools, in particular the issue of an Improvement Notice in circumstances where a teacher was returning to work following a period of ill health or bereavement.

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

(1) to the acceptance of the reviewed guidance as attached as Appendix 1 subject to an amended paragraph 4.4 as undernoted, being included in the guidance:-

4.4 Following an Attendance Review Meeting, where appropriate, an Improvement Notice may be issued at the discretion of the line manager. A copy of the document should be retained in the employee's personal record within the establishment. At the formal stages of the policy a copy should also be sent to HR Connect;

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- (2) that the Executive Director of Educational Services would raise the proposed amendment to the reviewed guidance as detailed at (1) above, with the Corporate Management Team given that the Attendance Management Policy was a corporate policy of the Council;
- (3) to note the concerns expressed by the Teachers' Side in relation to the detrimental effect the operation of the Attendance Management Policy may have on relationships between Principal Teachers and staff within schools;
- (4) to note that the Teachers' Side would raise its concerns in relation to the operation of the Policy, in particular the tone of the language used in the Attendance Management Policy, with the Head of Service and/or at the Attendance Management Review Group for review by the Corporate Management Team; and
- (5) to note the advice given by the Management Side that implementation of the Policy would be monitored on an ongoing basis and the concerns relating to staff confidence would be kept to face as the Policy develops.

**REVIEW OF THE PROCEDURES FOR THE  
RECRUITMENT OF SUPPLY STAFF AND FIXED TERM CONTRACTS  
FIRST APPROVED IN DECEMBER 2009**

A report was submitted by the Joint Secretaries to the LNCT seeking agreement on the reviewed procedures to be followed by Educational Services in the recruitment of staff for supply and fixed term contracts.

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

- (1) to approve the reviewed recruitment procedures to be followed by Educational Services in the recruitment of staff for supply and fixed term contracts together with the Guidance for secondary and primary schools and the short term supply and temporary cover report as detailed in appendices to the report;
- (2) to note that the Head of Service would write out to all head teachers to remind them of the requirement to complete the supply and temporary cover reports; and
- (3) that the Executive Director of Educational Services would remind Head Teachers of their requirement to complete the supply and temporary cover reports at the monthly meeting for Head Teachers.

**ANNUAL LEAVE AND SCHOOL CLOSURE DAYS**

A report was submitted by the Joint Secretaries to the LNCT seeking agreement on the proposed annual leave days and school closure days allocated for teachers and associated professionals for session 2012-2013.

Following discussion and having heard the Human Resources Business Partner in further explanation of the report, the Committee agreed:-

- (1) the calendar of annual leave and school closure days as shown in Appendix to these minutes;
- (2) that the calendar of annual leave and school closure days be sent to all schools and educational establishments for distribution to all staff affected by this change of conditions; and
- (3) that school closure days and days of annual leave could both count for the calculation of compensatory leave as detailed at Section 6.35 of the SNCT handbook.

### **DATE OF NEXT MEETING**

Having heard the Head of Service in relation to the suggested dates for the next meeting of the LNCT, it was noted that on the advice of the Head of Legal, Democratic and Regulatory Services, the date of the meeting would be set by the Clerk to the Committee in consultation with the Joint Secretaries.

### **VALEDICTORY**

The Chair, Councillor J. McColl, informed the Committee that this was the last meeting of the LNCT under the present Council prior to the Local Government Elections on 3 May 2012 and therefore took the opportunity to thank Members for their work and commitment to the work of the Committee during this period.

In response, Mr Patterson on behalf of the Committee, thanked Councillor J. McColl for his time as Chair of the Committee.

The meeting closed at 10.57 a.m.