

# WEST DUNBARTONSHIRE COUNCIL

## Report by Joint Secretaries to the LNCT

Local Negotiating Committee for Teachers: 20 December 2011

---

**SUBJECT: Review of the Procedures for the Voluntary / Compulsory Transfer of Surplus Promoted and Unpromoted Teachers in Primary and Secondary Schools**

**1. Purpose**

- 1.1 This report seeks approval from the Committee on the reviewed procedures to be followed by Educational Services in transferring surplus staff.

**2. Background**

- 2.1 At the LNCT held on 15<sup>th</sup> March 2011 it was agreed that the Voluntary/ Compulsory Transfer of Surplus staff policy would be reviewed to include promoted posts. This has now been done in partnership between the joint chairs and the attached report is submitted for approval.

**3. Main Issues**

- 3.1 The transfer policy has been updated to include promoted posts. As part of this process it has also been agreed that guidance will be pulled together established. This is particularly relevant with promoted posts where there may be specialist requirements. The joint chairs are currently working through a few transfers of promoted staff and this will provide practical examples for the development of this guidance.

**4. Personnel Issues**

- 4.1 An agreed procedure would ensure that all surplus employees are managed in a fair, clear and transparent manner ensuring that the specific requirements of the service and employees are met.

**5. Financial Implications**

- 5.1 Any surplus post is considered as an additionally which is not required within staffing standards. These incurs additional costs for the department

## **6. Risk Analysis**

If no agreement is reached on the procedures there is a risk that the Authority could incur additional unbudgeted costs due to the non-resolution of dealing with surplus staff. Similarly, clarity on the procedure enables employees to familiarise themselves with a procedure which alleviates their anxiety

## **7. Equalities Impact**

The majority of teachers in West Dunbartonshire Council are female However a screening has concluded that there is no indication that this report has a detrimental effect on this group or any other identified group within the Act.

## **8. Strategic Assessment**

In terms of strategic assessment this procedure incorporates the SNCT guidance regarding terms and conditions which is service focused and directly related to the best use of council money and the best use of our human assets.

The intention is to ensure that the appropriate people are within the appropriate positions with the relevant expertise required for the post thus ensuring the best possible service to our children and young people.

## **9. Conclusions and Recommendations**

- 9.1** The Committee is asked to approve the reviewed procedures outlined in Appendix 1.

---

Laura Mason, Head of Service (Quality)      Stewart Paterson, Teachers' Convenor

---

**Person to Contact:**      Laura Mason, Head of Service (Quality)  
[Laura.mason@west-dunbarton.gov.uk](mailto:Laura.mason@west-dunbarton.gov.uk)  
01389 737304

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

Tel 07812034389

e-mail [westdunbartonshire@eis.org.uk](mailto:westdunbartonshire@eis.org.uk)

**Appendices:**

- Appendix 1            Procedures for the Voluntary / Compulsory Transfer of  
Surplus Promoted and Unpromoted teachers in Primary &  
Secondary Schools
- Appendix 2            JS/11/26 Advice on Mechanisms to Minimise Costs in Relation  
to Conservation

**Background Papers:**        SNCT Handbook,

**Wards Affected:**            all Council Wards.