

**WEST DUNBARTONSHIRE COUNCIL**

**Report by Joint Secretaries to the LNCT**

**Local Negotiating Committee for Teachers: 18 May 2010**

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**SUBJECT: Procedures for the voluntary / compulsory transfer of unpromoted teaching staff from an establishment where a surplus has been identified**

**1. Purpose**

- 1.1 This report seeks agreement from the Committee on the procedures to be followed when an establishment has a surplus staffing in relation to the agreed staffing standard. The procedures are shown in Appendix 1

**2. Background**

- 2.1 At the LNCT on 16 February 2010 a report was tabled by the Joint Secretary (Teachers side) on Procedures for the voluntary / compulsory transfer of unpromoted teaching staff from an establishment where a surplus has been identified.
- 2.2 This report was remitted to the LNCT subgroup for consideration. The subgroup has considered the report. The revised report is as shown in Appendix 1

**3. Main Issues**

- 3.1 Schools and other educational establishments are staffed in accordance with agreed staffing standards
- 3.2 Schools rolls are falling within the Authority, this may result in more schools having surplus staffing.
- 3.3 It has been normal practice that if a school has a surplus of less than 0.5 FTE then the teacher would not be transferred to another school.
- 3.4 If there is no vacant post for a surplus teacher to be transferred into, the teacher has been given a collapsible timetable or has been given the opportunity to undertake development work in the school or for the Authority.
- 3.5 The Authority no longer operates a permanent supply pool. In the past teachers who were surplus to an establishment could be transferred into this pool, given a base school and be transferred to any school where they were required.
- 3.6 Teachers who are declared surplus in an establishment should not be used as "general supply" teachers as this will limit their professional development.

**3.7** Probationer teachers allocated to the Council are not included in the staffing complement and therefore should not have any effect on a school or establishment being in a surplus situation.

#### **4. People Implications**

**4.1** Where a school is in a surplus staffing situation it is a stressful time for all involved. The procedures in Appendix 1 should be carried out in a sympathetic way so that the dignity of staff declared surplus is assured. It is also imperative that there is an agreed procedure for identification of staff who may be declared surplus. It is essential that schools and other educational establishments are staffed in accordance with the agreed staffing standards. These must be adhered to rigidly to ensure the most efficient use of staff.

#### **5. Financial Implications**

**5.1** For each teacher that is surplus to requirements in an establishment the cost is approximately £40,000

#### **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.

#### **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. Conclusions and Recommendations**

**8.1** The Committee is asked to agree that the procedures outlined in Appendix 1 "Procedures for voluntary/compulsory transfer of unpromoted teaching staff" are used for the identification and transfer of unpromoted staff from establishments who have surplus staffing.

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**Background Papers** Report on 'Procedures for the Voluntary / Compulsory Transfer  
of Unpromoted Teaching Staff from an Establishment Where a  
Surplus Has Been Identified', submitted to the 16 February  
2010 meeting of the LNCT.

Appendices Appendix 1: "Procedures for voluntary/compulsory  
transfer of unpromoted teaching staff"

**Wards Affected** All Wards