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Renfrewshire Council

Notice of Meeting and Agenda
Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 20 March 2018	14:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Representing Renfrewshire Council Management

Provost Cameron; Councillor Paterson; S Quinn, Assistant Director - Schools; G McKinlay, Head of Service; J Trainer, Head of Early Years & Inclusion; M Convery, Head Teacher, St James Primary School; M Dewar, Head Teacher, Parkmains High School; A Hall, Education Manager (Development); L McAllister, Education Manager (Curriculum & Early Years); and L Mullin, Principal HR & OD Adviser (Finance & Resources).

Representing Renfrewshire Council Teaching Staff

K Fella, R Hannah, A Howie, J McCusker, M Russell, JP Tonner J Welsh and H Whittle, (all EIS); M Greenlees (SSTA) and S McCrossan (Adviser to the Teachers' side).

Further Information

This meeting is held in private and is not open to members of the press or public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

1   Appointment of Chairperson for Meeting

2   Minute of Previous Meeting

Minute of previous meeting held on 6 February 2018.

3   Absence Statistics - 2017/18 Quarter 3

Report by Joint Secretary (Management Side).

4   SQA Teachers' Duties

Report by Joint Secretary (Teachers' Side).

5   Teacher Workload

Report by Joint Secretary (Teachers' Side).

6   Recruitment Protocol

Report by Joint Secretary (Teachers' Side).

7   Renfrewshire Payroll

Report by Joint Secretary (Teachers' Side).

8   Date of Next Meeting

Note that the next meeting will be held on Tuesday 24 April 2018 at 2.00 pm.

Minute of Meeting
Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 06 February 2018	14:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Representing Renfrewshire Council Management

Councillor Paterson, S Quinn, Assistant Director - Schools, G McKinlay, Head of Schools, J Trainer, Head of Early Years & Inclusion, M Convery, Head Teacher (St James' Primary School), L McAllister, Education Manager (Curriculum and Early Years) and A Hall, Education Manager (Development) (all Children's Services); and L Mullin, Principal HR & OD Advisor (Finance & Resources).

Representing Renfrewshire Council Teaching Staff

K Fella, M Russell, JP Tonner, J Welsh and H Whittle (all EIS); S Dargie (SSTA) and S McCrossan (Adviser to Teachers' Side).

Apologies

Provost Cameron; M Dewar, Head Teacher (Park Mains High School) (Children's Services); R Hannah, A Howie and J McCusker (all EIS); and M Greenlees (SSTA).

In Attendance

S Fanning, Principal OD and HR Adviser and D Low, Senior Committee Services Officer (both Finance & Resources).

1   Appointment of Chairperson for Meeting

In accordance with the terms of the local recognition and procedure agreement, which stated that the Chair of the Committee should alternate between the two sides comprising the Renfrewshire Council Joint Negotiating Committee for Teaching Staff, it was agreed that Councillor Paterson would chair this meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff.

DECIDED: That Councillor Paterson chair this meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff.

2   Minute of Previous Meeting

There was submitted the Minute of meeting held on 14 November 2017.

The Assistant Director – Schools proposed that 'testing' be replaced with 'assessment' where this occurred in item 4 of the Minute. This was agreed.

DECIDED: That the Minute, as amended, be approved.

3   Additional Absence Information

With reference to item 2 of the Minute of meeting of the JNC held on 14 November 2017 there was submitted a report by the Joint Secretary (Management Side) relative to work-related psychological sickness absences by teachers.

The report detailed the days lost by teachers through work-related psychological sickness absences expressed as a percentage against overall absence and highlighted the support mechanisms in place to help remove or reduce the work-related psychological issues.
DECIDED: That the report be noted.

4   School Holiday Arrangements School Session 2019/12

There was submitted a report by the Joint Secretary (Management Side) relative to the proposed local school holiday arrangements for the school session commencing in August 2019.

The report intimated that in line with the normal consultation arrangements, three potential options had been circulated to staff, parent councils, pupil councils, teaching and other trade unions for consideration. These proposals were detailed in appendices to the report. The school holiday proposal preferred by the majority of those who had submitted responses to the consultation was detailed in appendix 1 to the report with appendices 2,3 and 4 showing the holiday patterns less favoured and appendix 5 providing an analysis of the responses.

DECIDED: That the school holiday arrangements for academic year 2019/20 as detailed in Appendix 1 to the report be noted.

5 SNCT Pay Agreement

There was submitted a report by the Joint Secretary (Management Side) relative to the SNCT pay agreement for teachers and other associated professions for 2017/18. A copy of the agreement and revised salary scales was appended to the report.

The report intimated that payroll was taking the necessary action to ensure that staff would be paid according to the new scales and that it was anticipated that this work would be completed in time for the payroll exercise at the end of February 2018.

DECIDED: That the report be noted.

6 Teachers' Pay Award 2017/18

There was submitted a report by the Joint Secretary (Teachers' Side) relative to the SNCT pay agreement for teachers for 2017/18.

The report expressed disappointment that the award had not been processed in time for the January 2018 salary and sought an assurance that the 2017/18 pay award and associated back-dated pay would be included in the February 2018 salary. The Joint Secretary (Management Side) set out the actions being taken to ensure that the pay award and associated back-dated pay were included in the February 2018 salary.

DECIDED: That the report be noted.

7 Pupil Voice

There was submitted a report by the Joint Secretary (Teachers' Side) relative to the increasing use of pupil voice in the day-to-day running of schools.

While welcoming the input of pupils to school life he expressed concern that pupils' views were being taken into consideration on operational matters such as recruitment, school inspections and the framework of competence.

The Assistant Director – Schools set out the role played by pupil voice in Renfrewshire schools and agreed to meet with the Joint Secretary (Teachers' Side) to discuss the matter further.

DECIDED: That the Assistant Director – Schools meet with the Joint Secretary (Teachers' Side) to discuss the matter further.

8 Regional Collaboratives

There was submitted a report by the Joint Secretary (Teachers' Side) relative to the establishment of Regional Improvement Collaboratives as part of the Scottish Government's review into the governance of Scottish education and the future role of LNCTs and LNCT agreements.

The report sought assurances that Management and Teachers' sides in Renfrewshire would work collaboratively to monitor the impact of the West Partnership Collaborative in Renfrewshire and that any engagement with the Collaborative would recognise fully the primacy of SNCT and Renfrewshire LNCT in the decision-making process.

The Joint Secretary (Management Side) confirmed the primacy of the SNCT in Renfrewshire and advised that he would brief the Joint Secretary (Teachers' Side) on the matter. The Assistant Director – Schools provided further information on the operation of the Collaborative which would work at Convener level. In this connection, Councillor Paterson emphasised his support for the SNCT.

DECIDED:

(a) That the Management and Teachers' sides in Renfrewshire work collaboratively to monitor the impact of the West Partnership Collaborative in Renfrewshire;

(b) That any engagement with the Collaborative would recognise fully the primacy of SNCT and Renfrewshire LNCT in the decision-making process;

(c) That the Joint Secretary (Management Side) prepare a briefing for the Joint Secretary (Teachers' Side) on the West Regional Improvement Collaborative.

9   Date of Next Meeting

It was noted that the next meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff would be held on 20 March 2018 at 2.00 p.m.

Agenda Item ....

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: **20 March 2018**

Report Heading: Absence Statistics – 2017/18 Quarter 3

1.   Background

1.1   The Audit and Scrutiny Board agreed that absence levels will be reported on a quarterly basis. It was agreed that the report will include the following information relating to supporting attendance:-

- Absence statistics broken down by service and category of staff.
- Reasons for absence broken down by service and category of staff.
- Progress made by services in relation to their supporting attendance action plans

1.2   Further to this, it was agreed that the reports be shared across other Trades Unions forums, (JNC and JCB non-teaching) which promotes transparency and supports collaborative working.

2.   Recommendation

2.1   It is recommended that the Board notes the content of the report and that this report reflects the absence statistics for the periods1 October 2017 to 31st December 2017

Renfrewshire Council

Report to: **Audit, Risk and Scrutiny Board**

On: **19 March 2018**

By: **Director of Finance and Resources**

Heading: **Absence Statistics – 2017/18 Quarter 3**

1.   **Consultation Checklist**

Implications	None	Minor	Significant	Officer/Partner Organisation Consulted
Financial			**x**	
HR & Organisational Dev*			**x**	
Community Planning	x			
(a)	x			
(b)	x			
(c)	x			
Legal	x			
Property	x			
Information Technology	**x**			
Equality & Human Rights	x			
Health and Safety		**x**		
Procurement	x			
Risk		**x**		
Privacy Impact	x			
Cosla Policy Position	x			
**Details of Council Service				

(*consideration should be given to implications for business support staff)

**The appropriate officers within relevant Council services and community planning partners have been consulted and have approved the contents of the report for their own interest.

2.

This report has been authorised for inclusion in the agenda of the above meeting by:

Director of Finance and Resources   and   **Councillor Binks (Convener)**

Signed

To: **Audit, Risk and Scrutiny Board**

On: **19 March 2018**

Report by: **Director of Finance and Resources**

Heading: **Absence Statistics – 2017/18 Quarter 3**

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1. Summary

1.1 The purpose of this report is to advise the Audit, Risk and Scrutiny Board of the absence statistics for the period 1st October 2017 to 31st December 2017. The report details the absence statistics by service and by category of staff.

1.2 The report provides information in relation to absence targets and how services have performed against them. An analysis of the reasons for absence has also been compiled and details are included within the report. Information is also provided on supporting attendance activity and the costs of sick pay.

2. Recommendations

2.1 It is recommended that the Board notes the content of this report and that this report reflects the absence statistics for the period 1st October 2017 to 31st December 2017.

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3. Background

3.1 The Scrutiny Board agreed that absence levels will be reported on a quarterly basis. It was agreed that the report will include the following information relating to supporting attendance:-
  • Absence statistics broken down by service and category of staff.
  • Reasons for absence broken down by service and category of staff.

- Progress made by services in relation to their supporting attendance action plans.

4. Absence Statistics - Quarter Ending 31st December 2017

4.1 Service and Council overall absence performance for the quarters are detailed in the table below. In line with the reporting requirements for Scottish Councils, absence is expressed as a number of work days lost per full time equivalent (FTE) employee.
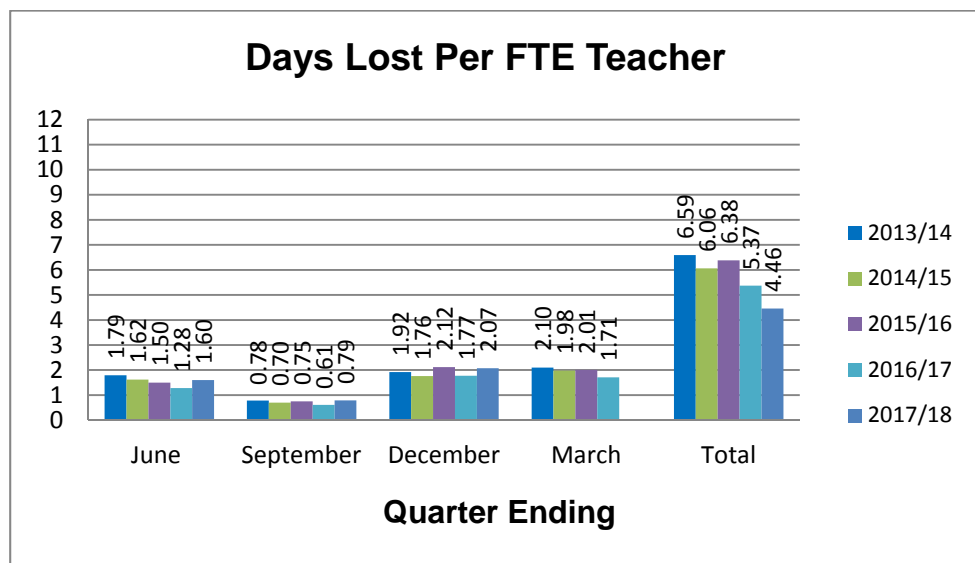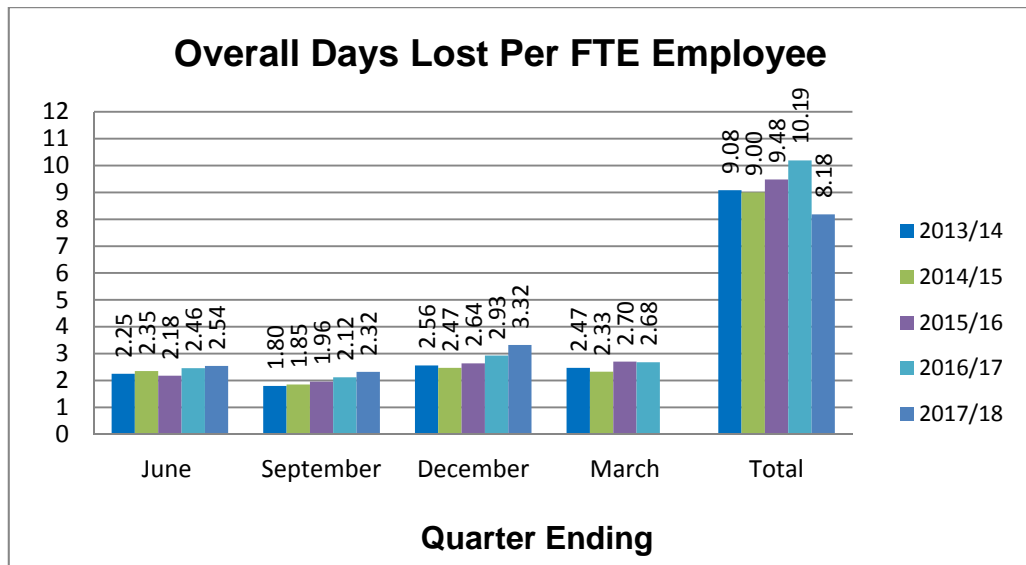
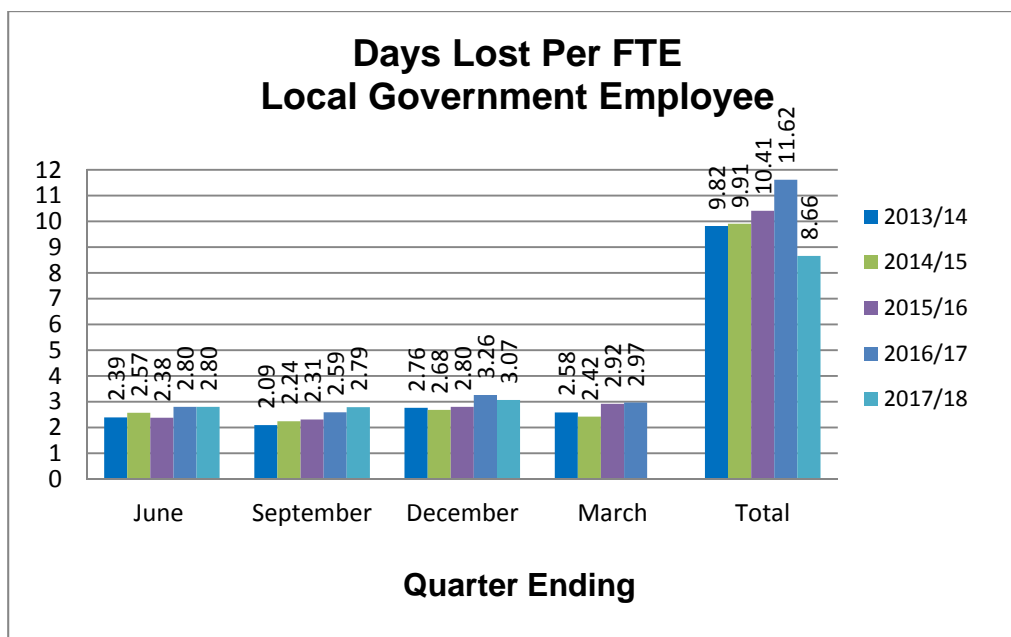| Service/Area	Quarter Ending December 2015	Quarter Ending 23 March 2016	Quarter Ending June 2016	Quarter Ending September 2016	Quarter Ending December 2016	Quarter Ending March 2017	Quarter Ending June 2017	Quarter Ending September 2017	Quarter Ending December 2017
Chief Executive's Services	0.67	0.77	1.17	1.82	1.72	3.41	1.78	2.90	2.16
Children's Services	2.20	2.50	1.85	1.16	2.29	2.17	2.07	1.35	2.35
Environment & Communities	2.88	2.79	2.96	2.49	3.75	3.34	3.67	3.28	4.33
Finance and Resources	2.69	2.73	2.02	2.29	2.59	2.37	2.29	2.16	2.20
Development and Housing Services	1.73	1.93	1.79	2.78	1.75	2.18	1.73	2.40	2.63
Health and Social Care Partnership	4.15	3.68	4.29	3.95	5.03	3.65	2.36	3.88	5.13
Council Overall	**2.64**	**2.70**	**2.46**	**2.12**	**2.93**	**2.68**	**2.54**	**2.32**	**3.32**
Council Overall targets	**2.69**	**2.69**	**1.79**	**1.79**	**2.69**	**2.69**	**1.79**	**1.79**	**2.69**

5. Analysis and Trends - Quarters Ending 31st December 2015 to 31st December 2017

5.1 The number of days lost per FTE employee due to absence is as follows:-

Quarter ended	Days lost per FTE	Quarter ended	Days lost per FTE	Variance
December 2015	2.64	December 2016	2.93	+0.29
March 2016	2.70	March 2017	2.68	- 0.02
June 2016	2.46	June 2017	2.54	+0.08
September 2016	2.12	September 2017	2.32	+0.20
December 2016	2.93	December 2017	3.32	+0.39

5.2 The following tables detail the percentage absence levels by employee category for the quarter ending 3^{1st} December 2017 namely: overall, teachers and local government employees.

Overall Days Lost Per FTE Employee

Quarter Ending	2013/14	2014/15	2015/16	2016/17	2017/18
June	2.25	2.35	2.18	2.46	2.54
September	1.80	1.85	1.96	2.12	2.32
December	2.56	2.47	2.64	2.93	3.32
March	2.47	2.33	2.70	2.68	
Total	9.08	9.00	9.48	10.19	8.18

Days Lost Per FTE Teacher

Quarter Ending	2013/14	2014/15	2015/16	2016/17	2017/18
June	1.79	1.62	1.50	1.28	1.60
September	0.78	0.70	0.75	0.61	0.79
December	1.92	1.76	2.12	1.77	2.07
March	2.10	1.98	2.01	1.71	
Total	6.59	6.06	6.38	5.37	4.46

Days Lost Per FTE
Local Government Employee

A bar chart titled "Days Lost Per FTE Local Government Employee" showing Days Lost Per FTE for quarters ending June, September, December, March and Total, with series for 2013/14, 2014/15, 2015/16, 2016/17 and 2017/18.

Quarter Ending	2013/14	2014/15	2015/16	2016/17	2017/18
June	2.39	2.57	2.38	2.80	2.80
September	2.09	2.24	2.31	2.59	2.79
December	2.76	2.68	2.80	3.26	3.07
March	2.58	2.42	2.92	2.97	
Total	9.82	9.91	10.41	11.62	8.66

6.   Absence Targets Analysis: Quarter 2, ending 31st December 2017.

6.1   **Appendix A** details the absence performance of services, the Council overall and employee groups against the set absence targets for quarter ending 31st December 2017.

6.2   The Council has recorded an overall absence rate of 3.32 days lost per FTE employee, which is 0.63 days **above** the target figure of 2.69 days.

In addition the Teacher absence level of 2.07 days lost per FTE employee is 0.23 days below the target of 2.30 days.

The absence performance of Local Government employees at 3.70 days lost per FTE employee is 1.87 days **above** the target of 1.92 days.

7.   Reasons for Absence overview

7.1   The illness categories with the highest level of absence, compared to the same quarter in the previous year are as follows:

Quarter Ending	Illness categories
December 2016	Musculoskeletal and Joint Disorders Psychological (non work related)
December 2017	Psychological (non work related) Musculoskeletal and Joint Disorders

7.2   To address Psychological (non work related) absences the Council continue to provide a range of support services that employees can be referred to at an early stage for assistance.

'timefortalking' , the council's employee counselling service provider, continues to be utilised. The service operates a flexible approach to appointments offering telephone consultations in the early mornings or evenings as well as throughout the day and face to face sessions at their offices in Paisley. Some of the presenting issues to the service relating to Psychological (non work related) include;

- Loss/Bereavement
- Stress/anxiety/panic
- Depression/Self-worth
- Family Relationships

If an employee suggests to their manager that they are experiencing Psychological (non work related) issues then they should be provided with the timefortalking service information. The intention is to relaunch the service globally across the council to raise awareness amongst managers and employees that the service can be accessed, confidentially by telephone, 24 hours a day 365 days a year. We will do this by working in partnership with the communications team to ensure we can utilise all the mediums available, for example Renfo, Email, posters, payslips.

There are also Council policies, guidance and training to assist managers and employees that are specific to stress related issues.

HR and OD continue to investigate the possible options for further training and interventions available, which could be offered to employees as a proactive measure or for those who are currently experiencing non work related stress.

Areas which we have explored include, but not limited to;

- Using our current counselling provider to continue to deliver mindfulness courses;
- Working with RAMH and the Project Management Unit to deliver the Scottish Mental Health First Aider courses; and
- Working with the NHS Choose Life team to offer safeTalk and ASIST on suicide awareness and prevention.

HR and OD continue to work with our NHS colleagues to promote the "doing well" service which helps people with depression and low moods. Addiction Awareness Training will also be considered as part of the council's induction programme for managers.

7.3   In relation to addressing musculoskeletal and joint disorders the Council offers a physiotherapy service through the Council's Occupational Health Provider, and this service can be accessed by all employees.

As part of the Council's Health and Safety Management system, occupations which include manual handling activities as part of the role, the task risk assessments are reviewed on an ongoing basis to ensure that safe working practices are maintained.

8.   Supporting Attendance Activity

8.1   Recent and planned actions to improve absence performance include the following:-

- HR operational teams continue to work closely with service's management teams to identify areas that require greater support. This will result in strategies to support the employees in those areas to return to work.

- A review of the current supporting attendance policies covering all staff, including teachers continues. Meetings have taken place with the respective trades unions to ensure this is a fully collaborative process.

- HR operational teams continue to proactively contact and support managers who have absence cases of 2 to 4 weeks in duration, to monitor action taken to date and proposed next steps.

- Continued delivery of supporting attendance training at a corporate level for managers, with the provision of tailored training for managers and employees at a service level on request;

- Ongoing health promotion activities aimed at raising employee awareness of health issues continue.

- Ongoing work to improve the absence information available to managers and to streamline supporting attendance related processes to facilitate prompt absence reporting, recording and updating of relevant systems;

- Monthly meetings continue with Directors and their management teams to discuss their service's supporting attendance performance**.**

9.   Costs of Sick Pay

9.1   The costs associated with sick pay are provided to the Audit, Risk and Scrutiny Board. The table outlines the costs of sick pay by employee groups and overall:

Quarter/Year	Teachers (includes Supply Teachers)	All Other Employees	Overall
Quarter 1 of 2017/2018	£519,866	£1,323,694	£1,843,560
Quarter 2 of 2017/2018	£204,165	£1,128,009	£1,332,175
Quarter 3 of 2017/2018	£538,635	£1,470,938	£2,009,573
Year to date	£1,262,666	£3,922,641	£5,185,308

Implications of this Report

1   **Financial Implications** - Improvement in attendance impacts on the financial costs of absence.

2   **HR and Organisational Development Implications** - HR and Organisational Development Practitioners will continue to work with service managers and consult with the Trade Unions, on the implementation of the Supporting Attendance at Work Policy and Guidance and initiatives detailed in this report.

3   **Community Planning**

     Children and Young People - none.

     Jobs and the Economy - none.

     Community care, health and wellbeing - provides for continuous improvement in health and attendance.

     Safer and Stronger - provides for improved service performance across the Council.

     Greener - none.

     Empowering our Communities - none.

4   **Legal Implications** - none.

5   **Property/Asset Implications** - none.

6   **Information Technology Implications** - none.

7   **Equality and Human Rights Implications** - none.

8   **Health and Safety Implications** - it is integral to the Council's aim of securing the health and well being of employees.

9   **Procurement Implications** - none.

10   **Risk Implications** - Without continued effective supporting attendance focus, there is a risk that sickness absence levels will adversely impact on the Council both financially and in terms of service delivery. Consequently supporting attendance activities are monitored via the Corporate Risk Register.

11   **Privacy Impact Implications** - none.

12.   **Cosla Policy Position -** none

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List of Background Papers - none.

The contact officer within the service is Steven Fanning, Principal HR and OD Adviser, telephone 0141 618 7284, e-mail steven.fanning@renfrewshire.gov.uk

Author: Steven Fanning, Principal HR and OD Adviser,
             Finance and Resources,
             telephone 0141 618 7284,
             e-mail steven.fanning@renfrewshire.gov.uk

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PERFORMANCE V TARGETS 2017/2018

Quarter 3 **September 2017 - December 2017**
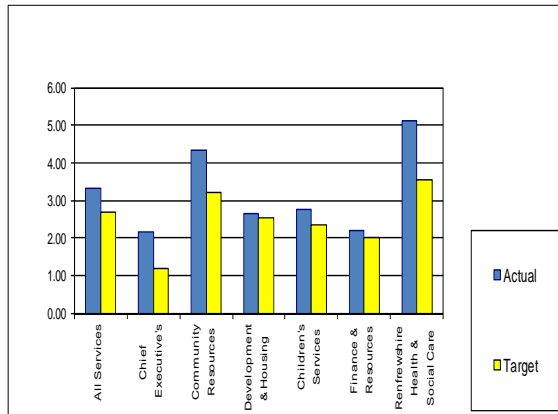
	Actual	Target	Difference
All Services	**3.32**	**2.69**	**0.63**
Chief Executive's	2.16	1.20	**0.96**
Community Resources	4.33	3.22	**1.11**
Development & Housing	2.63	2.53	**0.10**
Children's Services	2.74	2.35	**0.39**
Finance & Resources	2.20	2.00	**0.20**
Renfrewshire Health & Social Care	5.13	3.54	**1.59**

Quarter 3 **September 2017 - December 2017**
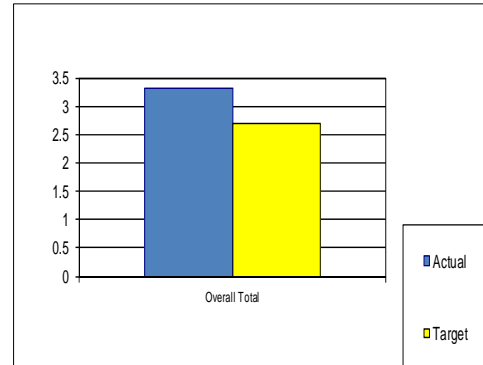
	Actual	Target	Difference
Overall Total	**3.32**	**2.69**	**0.63**

Quarter 3 **September 2017 - December 2017**
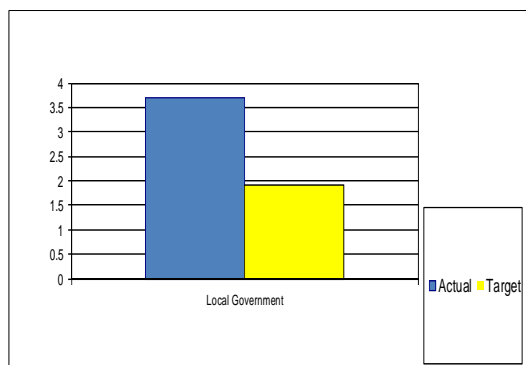
	Actual	Target	Difference
Local Government	**3.70**	**1.92**	**1.78**

Quarter 3 **September 2017 - December 2017**
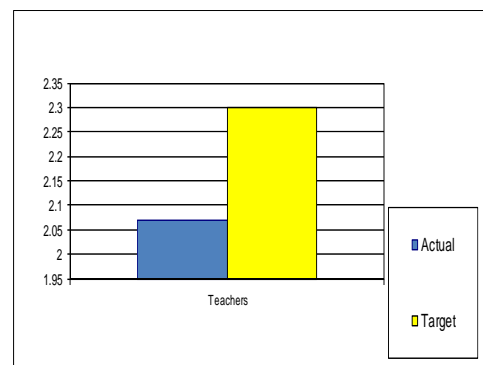
	Actual	Target	Difference
Teachers	**2.07**	**2.30**	**-0.23**

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 20 March 2018

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SQA Teacher Duties

Report by
Joint Secretary (Teachers' Side)

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Background

An established element of SQA procedures is the use of teachers as exam script markers and other roles related to SQA protocols. There are issues emerging around the ability of schools to release teachers to carry out these duties and issues of consistency of practice across schools.

Action

Discussion to take place between the Management and Teachers' Sides with a view to establishing a consistent approach across schools around the issue of teacher release for SQA duties.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 20 March 2018

Teacher Workload

Report by
Joint Secretary (Teachers' Side)

Background

In August 2016 John Swinney, Cabinet Secretary for Education, issued a statement in which he reaffirmed his commitment to reduce teacher workload. As an adjunct to this, a Statement for Practitioners was issued by HM Chief Inspector of Education outlining what teachers are required to do and what to avoid in order to 'maximise the precious time teachers have to teach young people.' Recent developments in some schools within Renfrewshire seem to be running counter to this advice.

Action

The Head of Schools to remind all Headteachers of John Swinney's statement and the HMIE Statement for Practitioners, and to advise that any changes to school policy should be underpinned by the SNCT policy on Collegiality and each schools Working Time Agreement.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 20 March 2018

Recruitment Protocol

Report by
Joint Secretary (Teachers' Side)

Background

In this time of teacher shortage the Teachers' Side welcomes the efforts by Renfrewshire Council to retain as many of its teachers as possible through its recruitment practices. In the primary sector, Renfrewshire teachers were given the opportunity to secure a permanent position through interview before the available posts went to open advert nationally. However, this process was not replicated in the secondary sector and all posts in this sector were advertised nationally.

Action

Discussion to take place between the Teachers' and Management Side with a view to establishing a consistent approach to teacher recruitment which will afford Renfrewshire teachers in the secondary sector the same opportunity as their primary colleagues to continue to teach within Renfrewshire.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 20 March 2018

Renfrewshire Payroll

Report by
Joint Secretary (Teachers' Side)

Background

As contracted employees of Renfrewshire Council the expectation of Renfrewshire Teachers is that they will receive the appropriate salary due to them at the end of each month. The Joint Secretary Teachers' Side is spending a disproportionate amount of time dealing with errors in teachers' salaries which is leading to financial detriment and creating stress for already overworked teachers.

Action

Renfrewshire Council to conduct an urgent review of the payroll department with a view to creating a department that meets the demands of the service.