

Notice of Meeting and Agenda

Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 14 November 2017	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 (Education); G McKinlay, Head of Schools; 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) and L McAllister, Education Manager (Curriculum & Early Years) (all Children's Services); and L Mullin, Principal HR & OD Adviser (Finance & Resources).

Representing Renfrewshire Council Teaching Staff

K Fella, 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

Please Note: 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** **3 - 6**
Minute of previous meeting held on 5 September 2017.
- 3 Absence Statistics - 2017/18 Quarter 1 and Quarter 2** **7 - 26**
Report by Joint Secretary (Management Side).
- 4 School Holiday Arrangements School Session 2018/19** **27 - 36**
Report by Joint Secretary (Management Side)
- 5 Standardised Testing** **37 - 38**
Report by Joint Secretary (Teachers' Side).
- 6 ICT Strategy** **39 - 40**
Report by Joint Secretary (Teachers' Side).
- 7 Date of Next Meeting**
Note that the next meeting will be held on Tuesday 6 February 2018 at 2.00 pm.

Minute of Meeting

Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 05 September 2017	14:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Representing Renfrewshire Council Management

Councillor Paterson; and S Quinn, Assistant Director - Schools, J Trainer, Head of Early Years & Inclusion, M Dewar, Head Teacher (Park Mains High School) and A Hall, Education Manager (Development) (all Children's Services).

Representing Renfrewshire Council Teaching Staff

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

In Attendance

K Brown, Committee Services Officer (Finance & Resources).

Apologies

Provost Cameron; M Convery, Head Teacher (St James Primary School), L McAllister, Education Manager and G McKinlay, Head of Schools (all Children's Services); L Mullin, Principal HR & OD Advisor (Finance & Resources); and M Greenlees (SSTA).

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.

It was also noted that P Fallow would be acting as the substitute for S McCrossan as the adviser to the teachers' side.

DECIDED:

(a) That Councillor Paterson chair this meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff; and

(b) That it be noted that P Fallow would be acting as the substitute for S McCrossan as the adviser to the teachers' side.

2 Minute of Previous Meeting

There was submitted the Minute of meeting held on 13 June 2017. It was noted that the Minute required to be amended in relation to item 5 to change the reference to Provost Hall to Provost Cameron. The Assistant Director–Schools also advised that his job title should be amended.

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

3 ASN Staffing

There was submitted a report by the Joint Secretary (Teachers' Side) relative to Additional Support Needs (ASN) staffing.

The report advised that at the end of the last academic session Head teachers were informed by the Head of Early Years and Inclusion that due to a number of factors a significant number of permanent Additional Support Needs Assistants (ASNAs) would need to be moved and that the pot of core hours would be reduced. The current allocation to schools would continue for the first six weeks of this session after which the new allocation would apply.

The report highlighted that at a time when the number of pupils with additional support needs was rising, it was imperative that there was a concomitant ASN teaching and support provision which aided the class teacher and supported the child with ASN to achieve their full potential. The Teachers' side sought assurance that there would be no reduction in ASN staffing provision and that the level of support provided by Renfrewshire Council be sufficient to meet the needs to every pupil with ASN.

The Head of Early Years and Inclusion advised that there was no reduction in ASNAs, however, there had been a move to a more needs based model with targeted support. There had been a number of ASNAs who had moved onto other roles and there was ongoing recruitment in place to ensure staff levels were maintained.

DECIDED: That the update from the Head of Early Years and Inclusion be noted.

4 Complaints Review

There was submitted a report by the Joint Secretary (Teachers' Side) relative to the complaints procedure.

The report intimated that as a result of an ongoing issue in relation to a Renfrewshire teacher, two Education Managers had stated that parents were free to make as many complaints as they wished on the same issue, even after the investigation had shown the complaints to be completely unfounded. This amounted to Renfrewshire Council refusing to recognise that a sequence of complaints from the same complainer on the same issue could be malicious and vexatious.

The Assistant Director - Schools confirmed that parents/carers had the right to make a complaint and advised of the procedure that should be followed in terms of the complaint. Following the final decision, a complaint from a parent on the same matter should not be accepted and if required the Council's policy for unacceptable behaviour for customers should be followed. The Joint Secretary (Teacher's Side) also advised that there was an EIS policy in relation to malicious and vexatious behaviour. It was agreed that a copy of the Council's policy be provided to the teachers' side and that a copy of the EIS policy be provided to the management side.

The Head of Early Years and Inclusion advised that within the Council there was currently a review of the complaints procedure. It was agreed that it would be raised with the complaints review group whether there was value in the creation of a specific procedure for schools.

DECIDED:

- (a) That the update from the Assistant Director - Schools be noted;
- (b) That it be agreed that a copy of the Council's policy for unacceptable behaviour for customer be provided to the teachers' side;
- (c) That it be agreed that a copy of the EIS policy be provided to the management side; and
- (d) That the potential for a specific policy in relation to schools be discussed with the Council's complaints review group.

5 Standardised Testing

There was submitted a report by the Joint Secretary (Teachers' Side) relative to the Scottish Government launch of the Scottish National Standardised Assessments for use with P1, P4, P7 and S3 for this session and beyond.

The report intimated that the EIS remained firm in its position that all assessments should support learning, should be timed appropriately as determined by a teachers' professional judgement and should not be conducted with whole cohorts at once.

The Assistant Director – Schools advised that he had a Joint Head teachers meeting on 6 September 2017 and this item was on the agenda. It was agreed that a meeting would be arranged between the Management and Teachers' side in relation to this matter.

DECIDED: That it be agreed that a meeting be arranged between the Management and Teachers' side in relation to this matter.

6 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 14 November 2017 at 2.00 p.m.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 14th November 2017

Report Heading: Absence Statistics – 2017/18 Quarter 1 and Quarter 2

1. Background

1.1 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

2. Recommendation

2.1 It is recommended that the Board notes the content of the reports and that this report reflects the absence statistics for the periods 1 April 2017 to 30 June 2017 and 1 July to 30th September 2017.

To: Audit, Risk and Scrutiny Board

On: 28 August 2017

Report by: Director of Finance and Resources

Heading: Absence Statistics – 2017/18 Quarter 1

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 1 April 2017 to 30 June 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 1 April 2017 to 30 June 2017.
-

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 30th June 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 September 2015	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
Chief Executive's Services	1.70	0.67	0.77	1.17	1.82	1.72	3.41	1.78
Education and Leisure Services	1.04	0	0	0	0	0	0	0
Children's Services	0	2.20	2.50	1.85	1.16	2.29	2.17	2.07
Community Resources	2.26	2.88	2.79	2.96	2.49	3.75	3.34	3.67
Finance and Resources	2.25	2.69	2.73	2.02	2.29	2.59	2.37	2.29
Development and Housing Services	1.26	1.73	1.93	1.79	2.78	1.75	2.18	1.73
Health and Social Care Partnership	0	4.15	3.68	4.29	3.95	5.03	3.65	2.36
Social Work Services	3.48	0	0	0	0	0	0	0
Council Overall	1.96	2.64	2.70	2.46	2.12	2.93	2.68	2.54
Council Overall targets	1.79	2.69	2.69	1.79	1.79	2.69	2.69	1.79

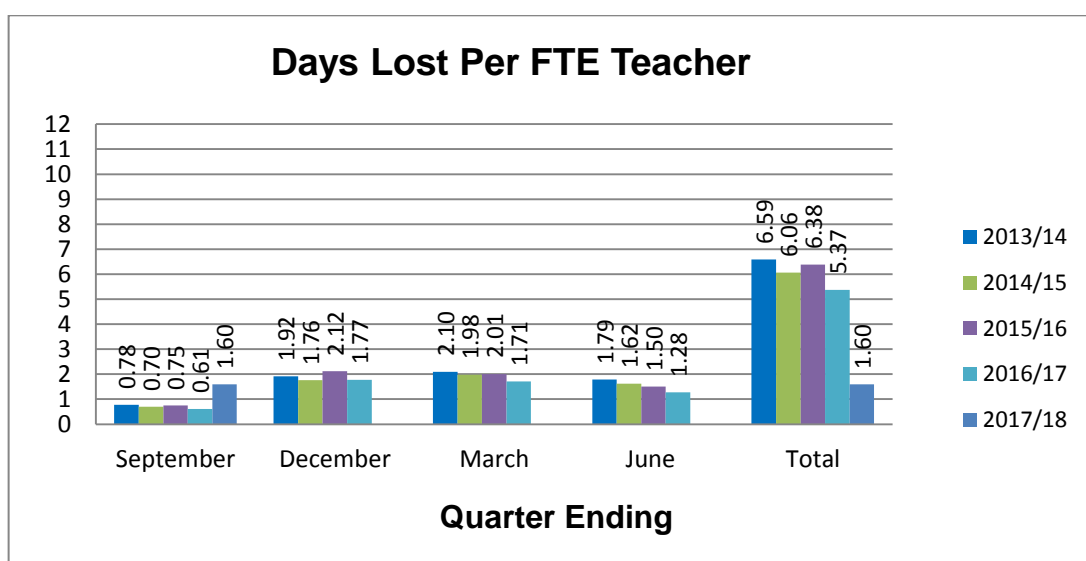
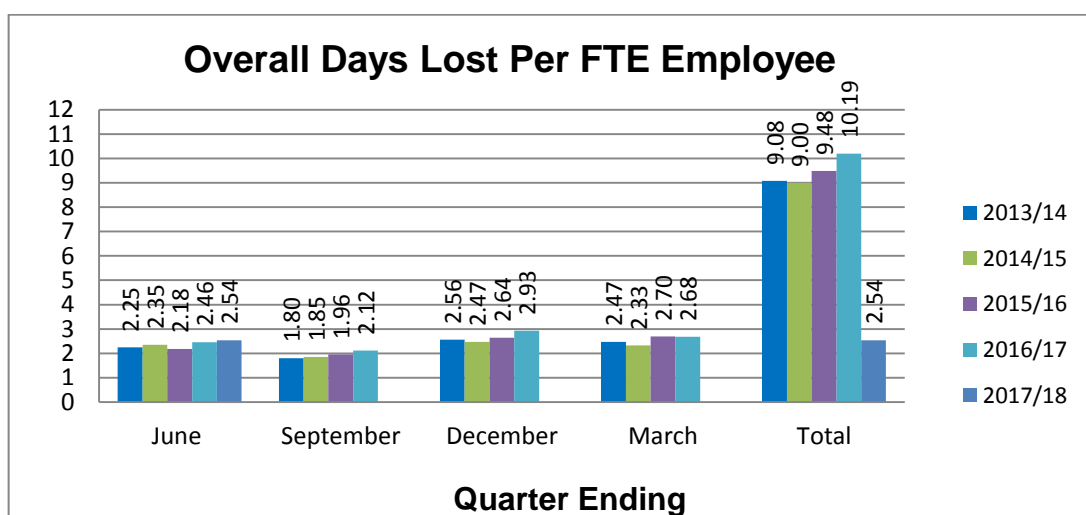
* Education and Leisure/ Social work services no longer exist, they are now within Children's Services and The Health and Social Care Partnership.

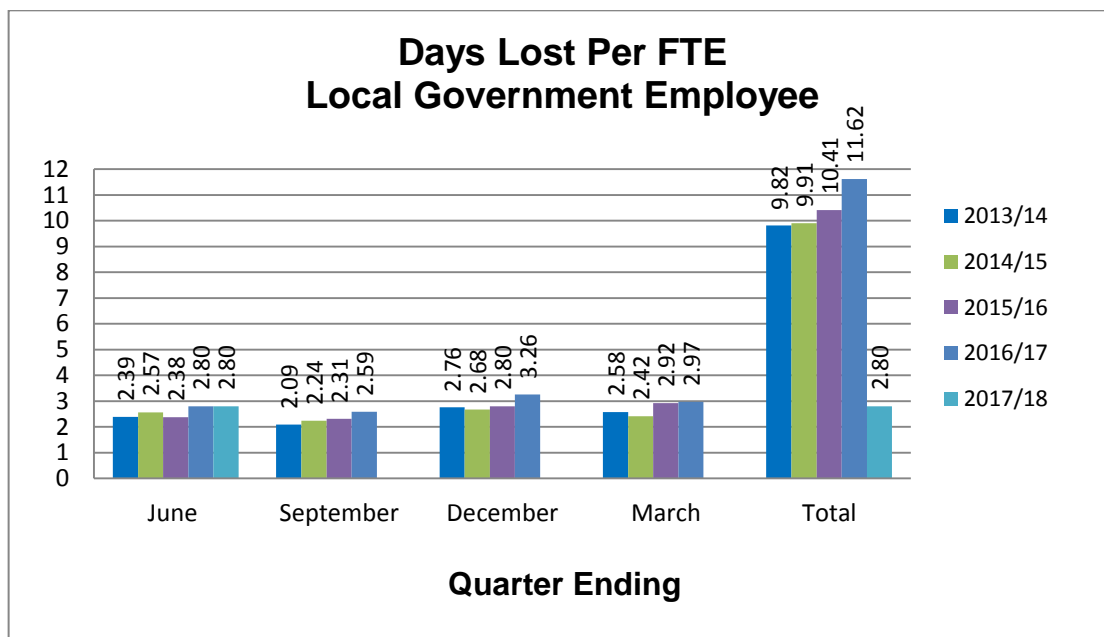
5. Analysis and Trends - Quarters Ending 30th September 2015 to 30 June 2017

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
September 2015	1.96	September 2016	2.12	+0.16
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

5.2 The following tables detail the percentage absence levels by employee category for the quarter ending 30th June 2017 namely: overall, teachers and local government employees.





6. Absence Targets Analysis: Quarter 1, ending 30 June 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 30th June 2017.

6.2 The Council has recorded an overall absence rate of 2.54 days lost per FTE employee, which is 0.75 days **above** the target figure of 1.79 days.

In addition the Teacher absence level of 1.60 days lost per FTE employee is 0.06 days above the target of 1.54 days.

The absence performance of Local Government employees at 2.80 days lost per FTE employee is 0.88 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
June 2016	Musculoskeletal and Joint Disorders – 26.3%. Psychological (non work related) – 23.6%,
June 2017	Psychological (non work related) – 24.7%, Musculoskeletal and Joint Disorders – 23.6%.

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

The current Mental Health and Well-being in the Workplace policy is under review and, where appropriate, will reflect the outcomes within the Scottish Government's Mental Health Strategy 2017 -2027.

HR and OD are currently exploring the option to deliver the mental health first aid course to services across the council. This will equip the officers with the skills to identify the early stages of an employee who may be suffering from mental health issues and also provide them with support mechanisms in the workplace.

- 7.3 In relation to addressing musculoskeletal and joint disorders the Council offers a physiotherapy service through the Council's Occupational Health Provider, 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 have been reviewed and as part of their ongoing training a number of courses and interventions 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 have been working 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, is under way. 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, the latest campaign focused upon diabetes;
- 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 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, Scrutiny and Petitions Board. The table below outlines the costs of sick pay by employee group and overall, with a comparison to the same quarters in previous years:

Quarter/Year	Teachers (includes Supply Teachers)	All Other Employees	Overall
Quarter 1 of 2015/2016	£490,739	£1,085,444	£1,576,183
Quarter 1 of 2016/2017	£393,394	£935,284	£1,328,678
Quarter 1 of 2017/2018	£519,866	£1,323,694	£1,843,560

* Total number of employees that contributed to the overall cost in this quarter was 1731.

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

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 Corporate Services,
telephone 0141 618 7284,
e-mail steven.fanning@renfrewshire.gov.uk

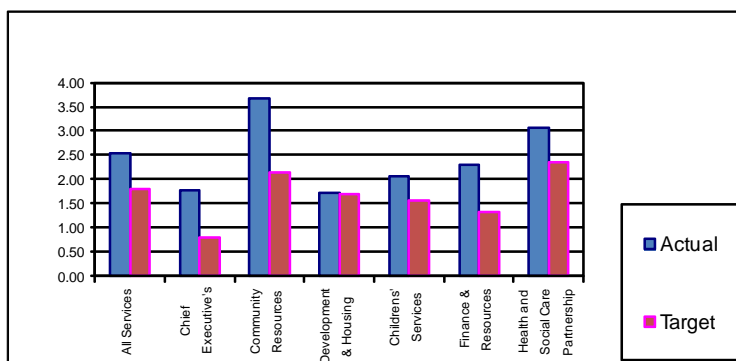
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Appendix A

Graphs detailing trends in service, Council overall and employee group absence levels against targets for 2017/18

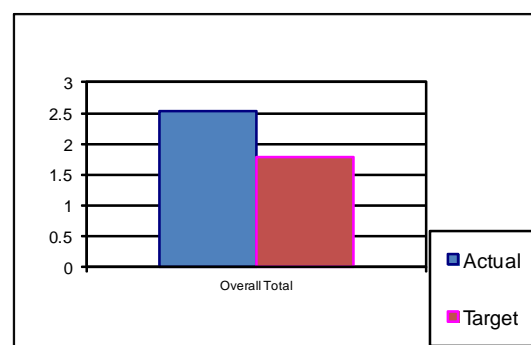
'PERFORMANCE V TARGETS 2017/2018

Quarter 1 MARCH 2017 - JUNE 2017



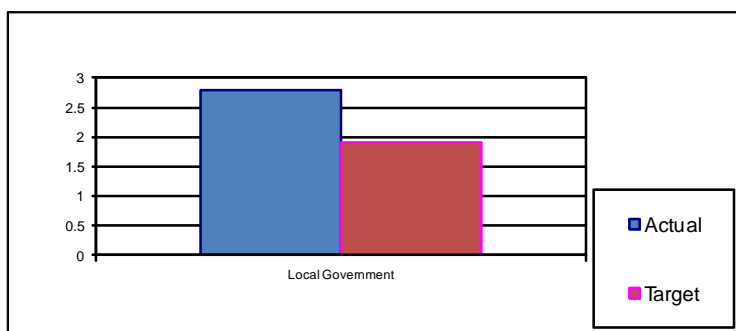
	Actual	Target	Difference
All Services	2.54	1.79	0.75
Chief Executive's	1.78	0.80	0.98
Community Resources	3.67	2.15	1.52
Development & Housing	1.73	1.69	0.04
Children's Services	2.07	1.56	0.51
Finance & Resources	2.29	1.34	0.95
Health and Social Care Partnership	3.06	2.36	0.70

Quarter MARCH 2017 - JUNE 2017



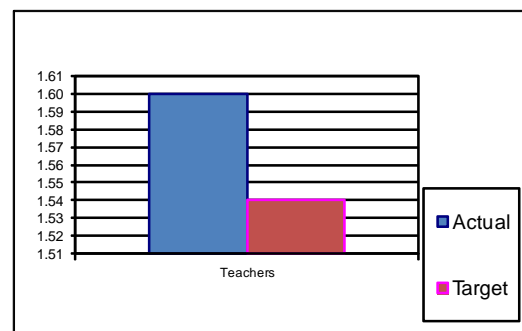
	Actual	Target	Difference
Overall Total	2.54	1.79	0.75

Quarter 1 MARCH 2017 - JUNE 2017



	Actual	Target	Difference
Local Government	2.80	1.92	0.88

Quarter MARCH 2017 - JUNE 2017



	Actual	Target	Difference
Teachers	1.60	1.54	0.06

To: Audit, Risk and Scrutiny Board

On: 06 November 2017

Report by: Director of Finance and Resources

Heading: Absence Statistics – 2017/18 Quarter 2

2. Summary

- 1.1 The purpose of this report is to advise the Audit, Risk and Scrutiny Board of the absence statistics for the period 1 July 2017 to 30 September 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 1 July 2017 to 30 September 2017.
-

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 30th September 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.

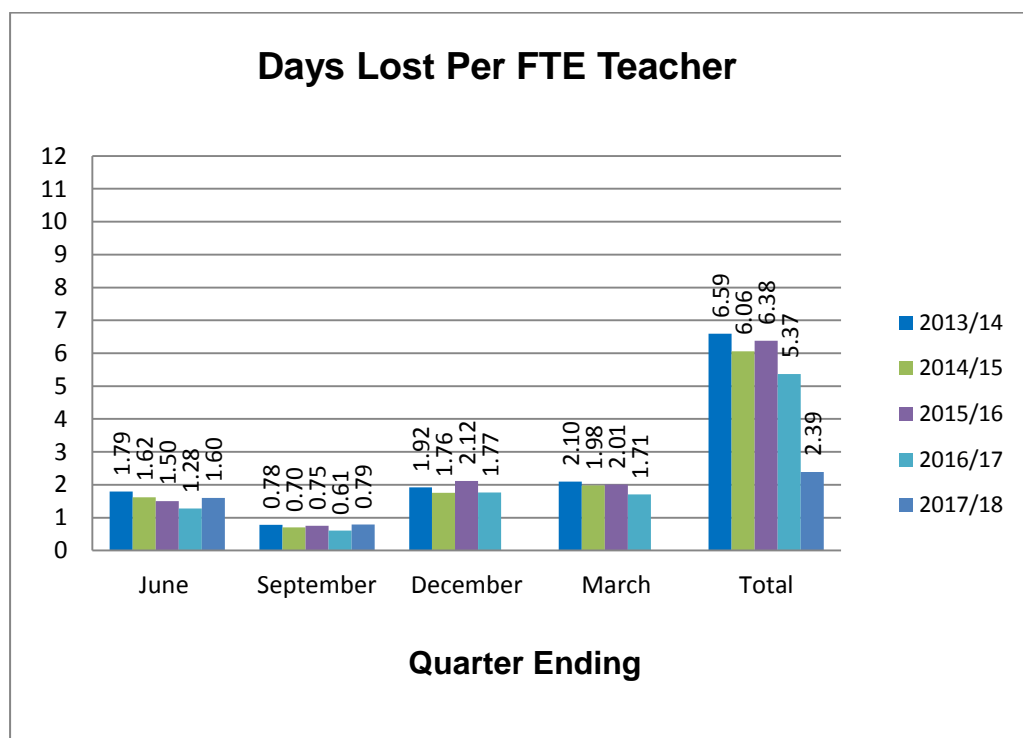
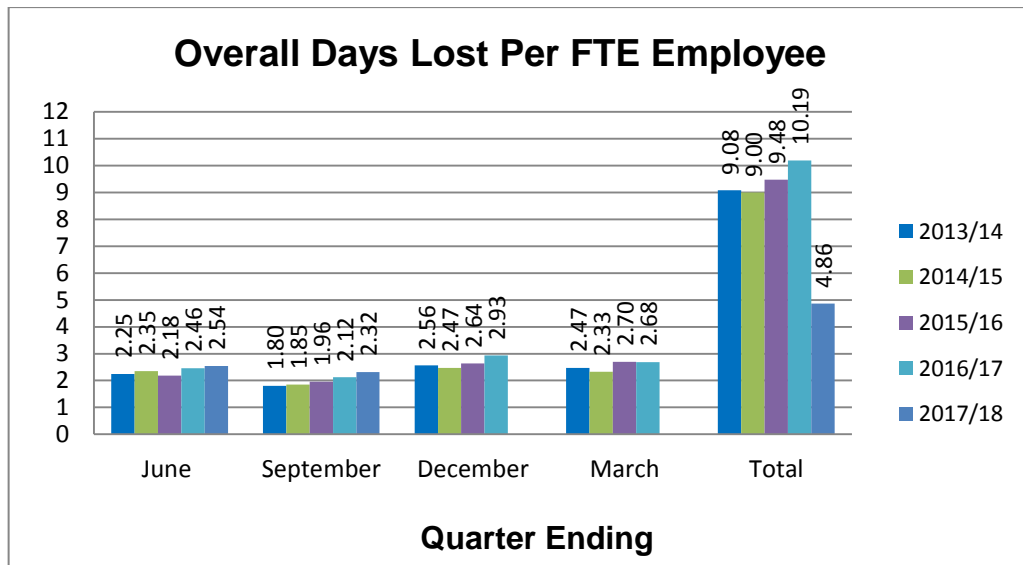
Service/Area	Quarter Ending September 2015	Quarter Ending December 2015	Quarter Ending 23 March 2016	Quarter Ending June 2016	Quarter Ending September 2016	Quarter Ending December 2016	Quarter Ending March 2017	Quarter Ending June 2017	Quarter Ending September 2017
Chief Executive's Services	1.70	0.67	0.77	1.17	1.82	1.72	3.41	1.78	2.90
Children's Services	0	2.20	2.50	1.85	1.16	2.29	2.17	2.07	1.35
Community Resources	2.26	2.88	2.79	2.96	2.49	3.75	3.34	3.67	3.28
Finance and Resources	2.25	2.69	2.73	2.02	2.29	2.59	2.37	2.29	2.16
Development and Housing Services	1.26	1.73	1.93	1.79	2.78	1.75	2.18	1.73	2.40
Health and Social Care Partnership	0	4.15	3.68	4.29	3.95	5.03	3.65	2.36	3.88
Council Overall	1.96	2.64	2.70	2.46	2.12	2.93	2.68	2.54	2.32
Council Overall targets	1.79	2.69	2.69	1.79	1.79	2.69	2.69	1.79	1.79

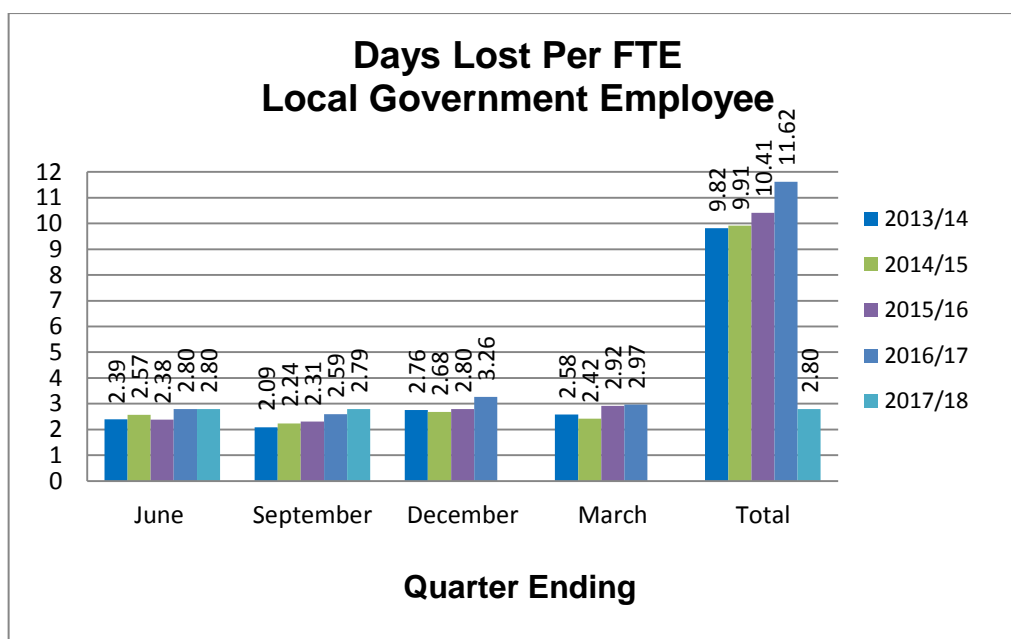
5. Analysis and Trends - Quarters Ending 31st December 2015 to 30th September 2017

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

- 5.2 The following tables detail the percentage absence levels by employee category for the quarter ending 30th September 2017 namely: overall, teachers and local government employees.





6. Absence Targets Analysis: Quarter 2, ending 30 September 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 30th September 2017.

6.2 The Council has recorded an overall absence rate of 2.32 days lost per FTE employee, which is 0.53 days **above** the target figure of 1.79 days.

In addition the Teacher absence level of 0.79 days lost per FTE employee is 0.75 days below the target of 1.54 days.

The absence performance of Local Government employees at 2.79 days lost per FTE employee is 0.87 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
September 2016	Musculoskeletal and Joint Disorders – 25.9%. Psychological (non work related) – 24%,
September 2017	Psychological (non work related) – 30.8%, Musculoskeletal and Joint Disorders – 23.1%.

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

HR and OD have investigated 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 been explored include, but not limited to;

- Using our current counselling provider to deliver mindfulness and personal resilience courses;
- Using our current occupational health provider to deliver personal resilience courses;
- Working with RAMH 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.

Further to this, HR and OD are working with our NHS colleagues to promote the “doing well” service which helps people with depression and low moods, This service is delivered by a team from various professional backgrounds such as psychiatry, occupational therapy, psychiatric nursing and psychology. Appointments are through the persons own GP Practice.

- 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. Flu jabs are being organised across the council.
- 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, Scrutiny and Petitions Board. The table below 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
Year to date	£724,031	£2,451,703	£3,175,735

* Total number of employees that contributed to the overall cost in this quarter was 1581

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

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

Index of Appendices

Appendix A Graphs detailing trends in service, Council overall and employee group absence levels against targets for 2017/18

Appendix A

PERFORMANCE V TARGETS 2017/2018

Quarter 2

June 2017 - September 2017

Service	Actual	Target
All Services	2.32	1.79
Chief Executive's	2.90	0.80
Community Resources	3.28	2.15
Development & Housing	2.40	1.69
Children's Services	1.35	1.56
Finance & Resources	2.16	1.34
Renfrewshire Health and Social Care Partnership	3.88	2.36

	Actual	Target	Difference
All Services	2.32	1.79	0.53
Chief Executive's	2.90	0.80	2.10
Community Resources	3.28	2.15	1.13
Development & Housing	2.40	1.69	0.71
Children's Services	1.35	1.56	-0.21
Finance & Resources	2.16	1.34	0.82
Renfrewshire Health and Social Care Partnership	3.88	2.36	1.52

Quarter 2

June 2017 - September 2017

Category	Actual	Target
Overall Total	2.32	1.79

	Actual	Target	Difference
Overall Total	2.32	1.79	0.53

Quarter 2

June 2017 - September 2017

Category	Actual	Target
Local Government	2.79	1.92

	Actual	Target	Difference
Local Government	2.79	1.92	0.87

Quarter 2

June 2017 - September 2017

Category	Actual	Target
Teachers	0.79	1.54

	Actual	Target	Difference
Teachers	0.79	1.54	-0.75

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 14 November 2017

**Report by
Head of Schools**

School Holiday Arrangements School Session 2018/19

1. Background

- 1.1. Each year the education and children's services policy board is asked to determine a framework for school holiday arrangements for the session beginning in August of the following year.
- 1.2. Consultation has taken place with teaching and other unions, parent councils, pupil councils, head teachers and staff on four possible proposals. The preferred proposal is attached as appendix 3 to this report, which was approved at the education and children's services policy board on 2 November 2017.

2. Recommendation

- 2.1. It is recommended that the JNC notes the school holiday arrangements for academic year 2018/2019 in line with appendix 3 of this report.



To: Education and Children's Services Policy Board

On: 2 November 2017

Report by: Director of Children's Services

Heading: School Holiday Arrangements School Session 2018/2019

1. Summary

- 1.1. The education and children's services policy board is asked to determine the pattern of school holiday arrangements for the school session beginning August 2018.
 - 1.2. In line with consultation arrangements, three possible proposals were circulated to staff, parent councils, pupil councils, teaching and other trade unions for consideration.
 - 1.3. The school holiday proposal preferred by the majority of consultees is detailed in appendix 3 to this report with appendices 1 and 2 showing the holiday patterns less favoured.
-

2. Recommendations

- 2.1. Members of the education and children's services policy board are asked to authorise the director of children's services to set school holiday arrangements for academic year 2018/2019 in line with appendix 3 to this report.
-

3. Background

- 3.1. Each year the education and children's services policy board is asked to determine a framework for school holiday arrangements for the session beginning in August of the following year.
- 3.2. Consultation has taken place with staff, parent councils, pupil councils, teaching and other trade unions for consideration on three possible proposals. The preferred proposal is attached as appendix 1 to this report.

- 3.3. The recommended arrangements attached are the best match possible to those being considered by neighbouring councils given the varying fair holiday arrangements.
- 3.4. The proposed patterns meet, where possible, the majority of the desirable features which are:
- aligning the dates of major holidays with those of neighbouring councils;
 - providing a two week break at Christmas, including Christmas eve;
 - providing a mid-term break in February; and
 - providing a two week school holiday in spring.
-

Implications of this report

1. Financial Implications

None.

2. HR and Organisational Development Implications

None.

3. Community Plan/Council Plan Implications

None.

4. Legal Implications

None.

5. Property/Assets Implications

None.

6. Information Technology Implications

None.

7. Equality and Human Rights Implications

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. Health and Safety Implications

None.

9. Procurement Implications

None.

10. Risk Implications

None.

11. Privacy Impact

None.

12. Cosla Policy Position

None.

List of Background Papers

- (a) Background Paper 1: Proposed School Holiday Arrangements – 2017/2018

The foregoing background papers will be retained within children's services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is (Laura Baillie, Resources Support Manager, 0141 618 7185, laura.baillie@renfrewshire.gov.uk)

*Children's Services
GM/LB
4 October 2017*

Author: Laura Baillie, Resources Support Manager, 0141 618 7185,
laura.baillie@renfrewshire.gov.uk

Appendix 1

Appendix

Renfrewshire Council				
			2 in-service days on return in August	
Proposed School Holiday Arrangements			1 Day St Andrews Day	
			Finish 21 December 2018	
2018/19			2 Day February Break	
			2 Day End of May Break	
			Finish 28 June 2019	
			Inservice days before holidays	
Option A				
Term	Break	Dates of Attendance		
First		In-Service Day - Closed for Pupils Only	Monday 13 August 2018 (IS)	
		In-Service Day - Closed for Pupils Only	Tuesday 14 August 2018 (IS)	
		Schools Re-Open	Wednesday 15 August 2018	
	Local Holiday/Closed	Schools Closed	Friday 21 September 2018	
		Schools Closed	Monday 24 September 2018	
		Schools Re-Open	Tuesday 25 September 2018	
	Mid Term	In-Service Day - Closed for Pupils Only	Friday 12 October 2018 (IS)	
		Schools Closed	Monday 15 October 2018	
		Schools Closed	Tuesday 16 October 2018	
		Schools Closed	Wednesday 17 October 2018	
		Schools Closed	Thursday 18 October 2018	
		Schools Closed	Friday 19 October 2018	
		Schools Re-Open	Monday 22 October 2018	
	St Andrew's Day	Schools Closed	Friday 30 November 2018	
Schools Re-open		Monday 3 December 2018		
	Christmas	Schools Closed	Monday 24 December 2018	
Second		Schools Closed	Tuesday 25 December 2018	
		Schools Closed	Wednesday 26 December 2018	
		Schools Closed	Thursday 27 December 2018	
		Schools Closed	Friday 28 December 2018	
		Schools Closed	Monday 31 December 2018	
		Schools Closed	Tuesday 1 January 2019	
		Schools Closed	Wednesday 2 January 2019	
		Schools Closed	Thursday 3 January 2019	
		Schools Closed	Friday 4 January 2019	
		Schools Re-Open	Monday 7 January 2019	
	Mid-Term	In-Service Day - Closed for Pupils Only	Friday 8 February 2019 (IS)	
		Schools Closed	Monday 11 February 2019	
		Schools Closed	Tuesday 12 February 2019	
		Schools Re-Open	Wednesday 13 February 2019	
	Spring	Schools Closed	Monday 1 April 2019	
		Schools Closed	Tuesday 2 April 2019	
		Schools Closed	Wednesday 3 April 2019	
		Schools Closed	Thursday 4 April 2019	
		Schools Closed	Friday 5 April 2019	
		Schools Closed	Monday 8 April 2019	
		Schools Closed	Tuesday 9 April 2019	
		Schools Closed	Wednesday 10 April 2019	
		Schools Closed	Thursday 11 April 2019	
Schools Closed		Friday 12 April 2019		
Schools Re-Open		Monday 15 April 2019		
Easter Weekend	Schools Closed	Friday 19 April 2019		
	Schools Closed	Monday 22 April 2019		
	Schools Re-Open	Tuesday 23 April 2019		
Third	May Day	In-Service Day - Closed for Pupils Only	Friday 3 May 2019 (IS)	
		Schools Closed	Monday 6 May 2019	
		Schools Re-Open	Tuesday 7 May 2019	
	Local Holiday/Closed	Schools Closed	Friday 24 May 2019	
		Schools Closed	Monday 27 May 2019	
		Schools Re-Open	Tuesday 28 May 2019	
		End of session	Schools Closed	Monday 1 July 2019
Teachers Return - Wednesday 12 August 2020				
(IS) - In-Service Day				
In-Service Days	(Only Staff Attend on these days - No Pupils)			
	Monday	13/08/18		
	Tuesday	14/08/18		
	Friday	12/10/18		
	Friday	08/02/19		
	Friday	03/05/19		

Appendix 2

Renfrewshire Council			
			2 in-service days on return in August
			1 Day St Andrew's Day
			Finish 21 December 2018
	Proposed School Holiday Arrangements		2 Day February Break
			1 day May break at end of May
			Finish 27 June 2019
	2018/19		Inservice days before holidays
	Option B		
Term	Break	Dates of Attendance	
First		In-Service Day - Closed for Pupils Only	Monday 13 August 2018 (IS)
		In-Service Day - Closed for Pupils Only	Tuesday 14 August 2018 (IS)
		Schools Re-Open	Wednesday 15 August 2018
	Local Holiday/Closed	Schools Closed	Friday 21 September 2018
		Schools Closed	Monday 24 September 2018
		Schools Re-Open	Tuesday 25 September 2018
	Mid Term	In-Service Day - Closed for Pupils Only	Friday 12 October 2018 (IS)
		Schools Closed	Monday 15 October 2018
		Schools Closed	Tuesday 16 October 2018
		Schools Closed	Wednesday 17 October 2018
		Schools Closed	Thursday 18 October 2018
		Schools Closed	Friday 19 October 2018
		Schools Re-Open	Monday 22 October 2018
Second	St Andrew's Day	Schools Closed	Friday 30 November 2018
		Schools Re-open	Monday 3 December 2018
	Christmas	Schools Closed	Monday 24 December 2018
		Schools Closed	Tuesday 25 December 2018
		Schools Closed	Wednesday 26 December 2018
		Schools Closed	Thursday 27 December 2018
		Schools Closed	Friday 28 December 2018
		Schools Closed	Monday 31 December 2018
		Schools Closed	Tuesday 1 January 2019
		Schools Closed	Wednesday 2 January 2019
		Schools Closed	Thursday 3 January 2019
		Schools Closed	Friday 4 January 2019
		Schools Re-Open	Monday 7 January 2019
Third	Mid-Term	In-Service Day - Closed for Pupils Only	Friday 8 February 2019 (IS)
		Schools Closed	Monday 11 February 2019
		Schools Closed	Tuesday 12 February 2019
		Schools Re-Open	Wednesday 13 February 2019
	Spring	Schools Closed	Monday 1 April 2019
		Schools Closed	Tuesday 2 April 2019
		Schools Closed	Wednesday 3 April 2019
		Schools Closed	Thursday 4 April 2019
		Schools Closed	Friday 5 April 2019
		Schools Closed	Monday 8 April 2019
		Schools Closed	Tuesday 9 April 2019
		Schools Closed	Wednesday 10 April 2019
		Schools Closed	Thursday 11 April 2019
		Schools Closed	Friday 12 April 2019
		Schools Re-Open	Monday 15 April 2019
Third	May Day	In-Service Day - Closed for Pupils Only	Friday 3 May 2019 (IS)
		Schools Closed	Monday 6 May 2019
		Schools Re-Open	Tuesday 7 May 2019
	Local Holiday/Closed	Schools Closed	Monday 27 May 2019
		Schools Re-Open	Tuesday 28 May 2019
	End of session	Schools Closed	Friday 28 June 2019
Teachers Return -	Tuesday 13 August 2019		
(IS) - In-Service Day			
In-Service Days	(Only Staff Attend on these days - No Pupils)		
	Monday	13/08/18	
	Tuesday	14/08/18	
	Friday	12/10/18	
	Friday	08/02/19	
	Friday	03/05/19	

Renfrewshire Council			
			2 in-service days on return in August
			1 Day St Andrews Day
	Proposed School Holiday Arrangements		Finish 21 December 2018
			2 Day February Break
	2018/19		2 Day End of May Break
			Finish 28 June 2019
			In-Service Days After Break (except August)
Option C			
Term	Break	Dates of Attendance	
First		In-Service Day - Closed for Pupils Only	Monday 13 August 2018 (IS)
		In-Service Day - Closed for Pupils Only	Tuesday 14 August 2018 (IS)
		Schools Re-Open	Wednesday 15 August 2018
	Local Holiday/Closed	Schools Closed	Friday 21 September 2018
		Schools Closed	Monday 24 September 2018
		Schools Re-Open	Tuesday 25 September 2018
	Mid Term	Schools Closed	Monday 15 October 2018
		Schools Closed	Tuesday 16 October 2018
		Schools Closed	Wednesday 17 October 2018
		Schools Closed	Thursday 18 October 2018
		Schools Closed	Friday 19 October 2018
		In-Service Day - Closed for Pupils Only	Monday 22 October 2018 (IS)
		Schools Re-Open	Tuesday 23 October 2018
Second			
	St Andrew's Day	Schools Closed	Friday 30 November 2018
		Schools Re-open	Monday 3 December 2018
	Christmas	Schools Closed	Monday 24 December 2018
		Schools Closed	Tuesday 25 December 2018
		Schools Closed	Wednesday 26 December 2018
		Schools Closed	Thursday 27 December 2018
		Schools Closed	Friday 28 December 2018
		Schools Closed	Monday 31 December 2018
		Schools Closed	Tuesday 1 January 2019
		Schools Closed	Wednesday 2 January 2019
		Schools Closed	Thursday 3 January 2019
		Schools Closed	Friday 4 January 2019
		Schools Re-Open	Monday 7 January 2019
	Mid-Term	Schools Closed	Monday 11 February 2019
		Schools Closed	Tuesday 12 February 2019
		In-Service Day - Closed for Pupils Only	Wednesday 13 February 2019 (IS)
		Schools Re-Open	Thursday 14 February 2019
	Spring	Schools Closed	Monday 1 April 2019
		Schools Closed	Tuesday 2 April 2019
		Schools Closed	Wednesday 3 April 2019
		Schools Closed	Thursday 4 April 2019
		Schools Closed	Friday 5 April 2019
		Schools Closed	Monday 8 April 2019
		Schools Closed	Tuesday 9 April 2019
		Schools Closed	Wednesday 10 April 2019
		Schools Closed	Thursday 11 April 2019
		Schools Closed	Friday 12 April 2019
		Schools Re-Open	Monday 15 April 2019
Third			
	Easter Weekend	Schools Closed	Friday 19 April 2019
		Schools Closed	Monday 22 April 2019
		Schools Re-Open	Tuesday 23 April 2019
	May Day	Schools Closed	Monday 6 May 2019
		In-Service Day - Closed for Pupils Only	Tuesday 7 May 2019 (IS)
		Schools Re-Open	Wednesday 8 May 2019
	Local Holiday/Closed	Schools Closed	Friday 24 May 2019
Teachers Return -		Schools Closed	Monday 27 May 2019
		Schools Re-Open	Tuesday 28 May 2019
	End of session	Schools Closed	Monday 1 July 2019
	Tuesday 13 August 2019		
(IS) - In-Service Day			
In-Service Days			
	(Only Staff Attend on these days - No Pupils)		
	Monday	13/08/18	
	Tuesday	14/08/18	
	Monday	22/10/18	
	Wednesday	13/02/19	
	Tuesday	07/05/19	

Appendix 4

	Option A			Option B			Option C		
Secondary schools	School	Parent Council	Pupil Council	School	Parent Council	Pupil Council	School	Parent Council	Pupil Council
Castlehead High School							Yes		
Gleniffer High School	Yes	Yes	Yes						
Gryffe High School							Yes	Yes	Yes
Johnstone High School							Yes		
Linwood High School	Yes							Yes	Yes
Paisley Grammar							Yes		
Park Mains High School	Yes								
Rentfrew High School	Yes	Yes	Yes						
St Andrew's Academy	Yes	Yes	Yes						
St Benedict's High School	Yes	Yes	Yes						
Trinity High School				Yes					
Primary schools									
Arkleston Primary School							Yes	Yes	Yes
Auchenlodment Primary School - Nursery									
Bargarran Primary School	Yes				Yes				
Barsail Primary School				Yes	Yes	Yes			
Bishopton Primary School							Yes	Yes	Yes
Bredland Primary School	Yes	Yes	Yes						
Bridge of Weir Primary School - Nursery				Yes	Yes	Yes			
Bushes Primary School - Nursery							Yes		
Cochrane Castle Primary School							Yes	Yes	
East Fulton Primary School - Nursery							Yes	Yes	Yes
Fordbank Primary School	Yes	Yes	Yes						
Gallowhill Primary School - Nursery							Yes	Yes	Yes
Glencoats Primary School									
Heriot Primary School - Nursery				Yes	No PC	Yes			
Houston Primary School - Nursery				Yes	Yes	Yes			
Howwood Primary School							Yes	Yes	Yes
Inchinnan Primary School	Yes		Yes						
Kibbarchan Primary School							Yes	Yes	Yes
Kirklandneuk Primary School				Yes	Yes	Yes			
Langbank Primary School		Yes					Yes		
Langcraigs Primary School							Yes	Yes	Yes
Lochfield Primary School								Yes	
Lochwinnoch Primary School - Nursery				Yes		Yes		Yes	
Mossvale Primary School - SA Nursery							Yes	Yes	Yes
Newmains Primary School				Yes	Yes	Yes			
Our Lady of Peace Primary School - Nursery	Yes	Yes	Yes						
Ralston Primary School - Nursery							Yes		
Rashielea Primary School									
St Anne's Primary School - Nursery	Yes	Yes	Yes						
St Anthony's Primary School	Yes	Yes	Yes						
St Catherine's Primary School - Nursery	Yes	Yes	Yes						
St Charles' Primary School - Nursery									
St David's Primary School	Yes	Yes	Yes						
St Fergus' Primary School							Yes	Yes	Yes
St Fillan's Primary School							Yes	Yes	
St James' Primary School (Paisley)				Yes	Yes	Yes			
St James' Primary School (Rentfrew) - Nursery	Yes	Yes	Yes						
St John Bosco Primary School - SA Nursery							Yes	Yes	Yes
St John Ogilvie Primary School				Yes	Yes	Yes			
St Margaret's Primary School - SA Nursery							Yes	Yes	Yes
St Mary's Primary School - Nursery	Yes	Yes	Yes						
St Paul's Primary School	Yes	Yes	Yes						
St Peter's Primary School - Nursery							Yes	Yes	Yes
Thorn Primary School							Yes	Yes	Yes
Todholm Primary School - Nursery	Yes		Yes		Yes				Yes
Wallace Primary School - Nursery									
West Primary School	Yes	Yes							
Williamsburgh Primary School - SA Nursery	Yes								Yes
Woodlands Primary School				Yes	Yes	Yes			
ASN schools									
Riverbrae							Yes	Yes	
Mary Russell School	Yes	Yes	Yes						
Pre-5 Centres									
Douglas Street Pre-5 Centre									
Ferguslie Pre-5 Centre									
Foxlea Pre-5 Centre									
Glenburn Pre-5 Centre				Yes	Yes				
Glendee Pre-5 Centre				Yes					
Glenfield Pre-5 Centre	Yes								
Hollybush Pre-5 Centre									
Hugh Smiley Pre-5 Centre									
Moorpark Pre-5 Centre					Yes				
Paisley Pre-5 Centre							Yes	Yes	Yes
Spateston Pre-5 Centre									
West Johnstone Pre-5 Centre	Yes								
	24	17	17	13	10	10	24	21	18
Overall Option Totals	58			33			63		

Renfrewshire Joint Negotiating Committee for Teachers**To:** Renfrewshire Joint Negotiating Committee for Teachers**On:** 14 November 2017**Standardised Testing**

Report by
Joint Secretary (Teachers' Side)

Background

At the JNC of 5 September 2017 a Teachers' Side paper addressed the issue of the implementation of Standardised Testing in schools within Renfrewshire. The paper reiterated the EIS position that all assessment should support learning, should be timed appropriately and should not be conducted with whole cohorts at once.

Action

Reassurance is being sought by the Teachers' Side as to the model of Standardised Testing being adopted within Renfrewshire schools with regard to EIS policy, the position on the status of the previous model of Renfrewshire testing and the SNCT guidance on teacher workload.

Renfrewshire Joint Negotiating Committee for Teachers**To:** Renfrewshire Joint Negotiating Committee for Teachers**On:** 14 November 2017**ICT Strategy**

Report by
Joint Secretary (Teachers' Side)

Background

In seeking to access online material for the enhancement of learning and teaching, teachers are frequently frustrated that the ICT systems in use in their schools universally prohibit access to such resources. While blocks and filters are often applied in the interests of internet safety for children and young people, their blanket nature means that teachers are significantly restricted in their ability to exercise their professional judgement in the selection and deployment of suitable digital resources for the benefit of learners.

Action

In order that all learners can benefit from an education enhanced by digital technology, engagement is sought with the Management Side to facilitate a review of Renfrewshire's ICT policy so that the aims of the Scottish Government's Digital Learning and Teaching Strategy for Scotland can be achieved.

