

Notice of Meeting and Agenda

Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 11 June 2019	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, Acting Director of Children's Services; G McKinlay, Head of Schools; J Trainer, Head of Child Care and Criminal Justice; L McAllister, Acting Head of Early Years and Broad General Education; M Dewar, Head Teacher, Parkmain High School; A Hall, Education Manager (Development); G Hannigan, Head Teacher, St Charles' Primary School; and L Mullin, Principal HR & OD Adviser (Finance & Resources).

Representing Renfrewshire council Teaching Staff

K Fella, A Howie, J McCusker, M McGlynn, JP Tonner J Welsh and H Whittle, (all EIS); M Greenlees (SSTA); J Stead (NAS/UWT); and S McCrossan (Adviser to the Teachers' side).

Further Information

This meeting is held in private and is not open to members of the 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 <http://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

Consider the appointment of a Chairperson for this meeting.

2 Minute of Previous Meeting

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Minute of previous meeting held on 14 May 2019.

3 JNC Membership 2019/20

Report by Joint Secretary (Management Side).

4 Annual Report 2018/19

Report by Joint Secretary (Management Side).

5 Absence Statistics - 1st October 2018 to 31st March 2019

7 - 14

Report by Director of Finance & Resources.

6 Job Sizing Co-ordinators

15 - 16

Report by Joint Secretaries.

7 Dates for Future Meetings Session 2019/20

17 - 18

Report by Joint Secretaries.

Minute of Meeting

Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 14 May 2019	14:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Representing Renfrewshire Council Management

G McKinlay, Head of Schools, L McAllister, Acting Head of Early Years and Broad General Education and A Hall, Education Manager (Development) (all Children's Services).

Representing Renfrewshire Council Teaching Staff

K Fella, A Howie, M McGlynn, J Welsh and H Whittle (all EIS).

In Attendance

A McNaughton, Senior Committee Services Officer (Finance & Resources).

Apologies

Provost L Cameron, Councillor J Paterson, S Quinn, Acting Director of Children's Services, M Dewar, Head Teacher (Parkmain High School), L Mullin, Principal HR Adviser, J McCusker and J P Toner (both EIS), S Dargie (SSTA) and S McCrossan (Adviser to the Teachers' Side).

Declarations of Interest

There were no declarations of interest intimated prior to commencement of the meeting.

1 Appointment of Chairperson

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, in the absence of both Provost Cameron and Councillor Paterson, John Welsh would chair this meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff.

It was noted that the next meeting would be the AGM at which both Renfrewshire Council and the Teachers' Side would confirm membership of the Joint Negotiating Committee.

DECIDED:

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

(b) That it be noted that membership of the Joint Negotiating Committee by both Renfrewshire Council and the Teachers' Side would be confirmed at the AGM.

2 Minute of Previous Meeting

There was submitted the Minute of meeting held on 19 March 2019.

In relation to item 3 of the Minute – Homework Apps – the Head of Schools advised that positive discussion between both sides had resolved concerns relating to the use of homework apps. Head Teachers had been advised not to use homework apps as a monitoring tool and any specific instances were to be notified to the Acting Head of Early Years and Broad General Education. This matter would continue to be monitored.

DECIDED:

(a) That the update be noted; and

(b) That the Minute be approved.

3(a) SNCT Pay Agreement 2018/21

There was submitted a report by the Head of Schools relative to the SNCT Pay Agreement 2018/21. A copy of SNCT 18/70 setting out full details of the pay agreement was appended to the report.

The Head of Schools advised that Renfrewshire Council was committed to implementing the pay agreement in full and to ensuring that teachers received both elements of the pay award; back pay and uplift, in their June salary.

As each element of the pay award required to be processed independently using two separate payment systems, including Business World, the content of pay advice notices would appear somewhat different and teachers would be advised to expect

this change of content layout.

The complexity of the exercise to ensure all salary payments were made correctly, including to new staff and to staff who had left, changed post or retired was acknowledged. The Teachers' Side would be informed timeously, and before the payroll cut-off point, of any technical difficulties that might impact on the timescale for delivery of the pay award.

In terms of Job-sizing, the Head of Schools advised that a report on training would be submitted to the next meeting (AGM) by the Education Manager (Development).

In terms of Workload, the Head of Schools advised that Renfrewshire Council was committed to working with the Teachers' Side to reduce the workload of teachers and to undertake joint activity to assist in reducing and preventing unnecessary workload through increasing teacher agency and school empowerment. It was noted that a sampling exercise would be undertaken to work through any issues and would conclude in the Autumn.

In terms of additional In-Service Days, the Head of Schools advised that, before the end of June, Renfrewshire Council would consult with all stakeholders on proposals for additional In-Service Days. It was recognised that, to minimise the likely impact on parents, the two additional days could be added to current long weekends.

DECIDED: That the report and information provided be noted.

3(b) SNCT Pay Agreement 2018/21

There was submitted a report by the Joint Secretary (Teachers' Side) relative to the SNCT Pay Agreement 2018/19. The Teachers' Side sought a guarantee that the uplift in pay along with the associated back pay would be processed in time for teachers to receive the award in the June 2019 salary. Agreement was also sought in relation to moving forward with the range of other factors outlined in the agreement.

Having heard K Fella (EIS), it was noted that:

- Renfrewshire Council was committed to ensuring that teachers would receive their back pay and uplift in June salaries and the Teachers' Side would be informed timeously of any issues that might impact on the timescale for delivery;
- the Teachers' Side would be involved in discussions about job-sizing/workload issues and would meet with the Education Manager (Development) about these matters after this meeting;
- although Head Teachers and the EIS had agreed that the programme of In-Service days would be agreed at a local level, the Teachers' Side was concerned that two additional In-Service days would not resolve the workload issues and suggested that a more strategic approach be taken to resolving workload issues.

DECIDED: That both Renfrewshire Council and the Teachers' Side were in broad agreement about how the pay agreement would be implemented and ongoing dialogue between both sides would ensure a constructive and collegiate approach to the other factors set out in the agreement.

4 Date of Next Meeting

The next meeting was scheduled to take place on Tuesday, 11 June 2019 at 2.00 pm in Corporate Meeting Room 2.

DECIDED: That it be noted that the next meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff would take on Tuesday, 11 June 2019 at 2.00 pm in Corporate Meeting Room 2.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: Tuesday 11 June 2019

**Report by
Director of Finance and Resources**

Absence Statistics – 1st October 2018 to 31st March 2019

1. Summary

- 1.1 The purpose of this report is to advise the Renfrewshire Joint Negotiating Committee for Teachers of the absence statistics for the period 1st October 2018 to 31st March 2019. 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.

2. Recommendations

- 2.1 It is recommended that the Renfrewshire Joint Negotiating Committee for Teachers notes the content of this report and that this report reflects the absence statistics for the period 2018/19 1st October 2018 to 31st March 2019.

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 - Ending 31st March 2019

- 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 March 2017	Quarter Ending June 2017	Quarter Ending Sept. 2017	Quarter Ending Dec. 2017	Quarter Ending March 2018	Quarter Ending June 2018	Quarter Ending Sept. 2018	Quarter Ending Dec. 2018	Quarter Ending March 2019
Chief Executive's Services	3.41	1.78	2.90	2.16	2.78	1.57	0.80	2.18	2.60*
Children's Services	2.17	2.07	1.35	2.35	2.71	2.13	1.29	2.97	1.68
Environment & Infrastructure	3.34	3.67	3.28	4.33	4.49	3.75	3.18	3.42	3.53
Finance and Resources	2.37	2.29	2.16	2.20	2.59	2.56	2.62	2.78	3.40*
Communities, Housing and Planning	2.18	1.73	2.40	2.63	1.88	2.04	2.72	2.61	3.81*
Health and Social Care Partnership	3.65	2.36	3.88	5.13	4.34	4.02	4.64	4.64	4.13
Council Overall	2.68	2.54	2.32	3.32	3.23	2.80	2.36	3.25	2.84
Council Overall targets	2.69	1.79	1.79	2.69	2.69	1.79	1.79	2.69	2.69

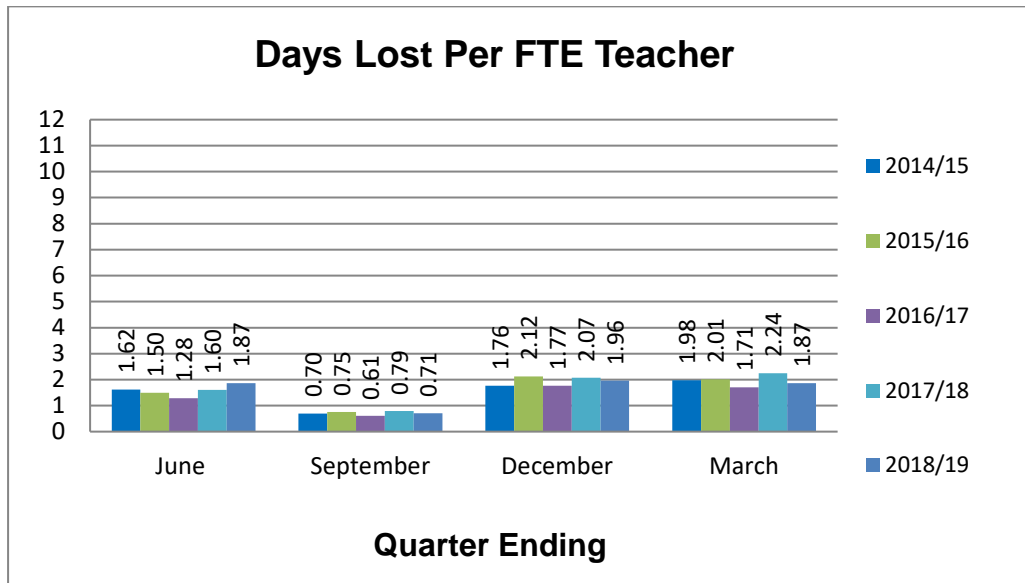
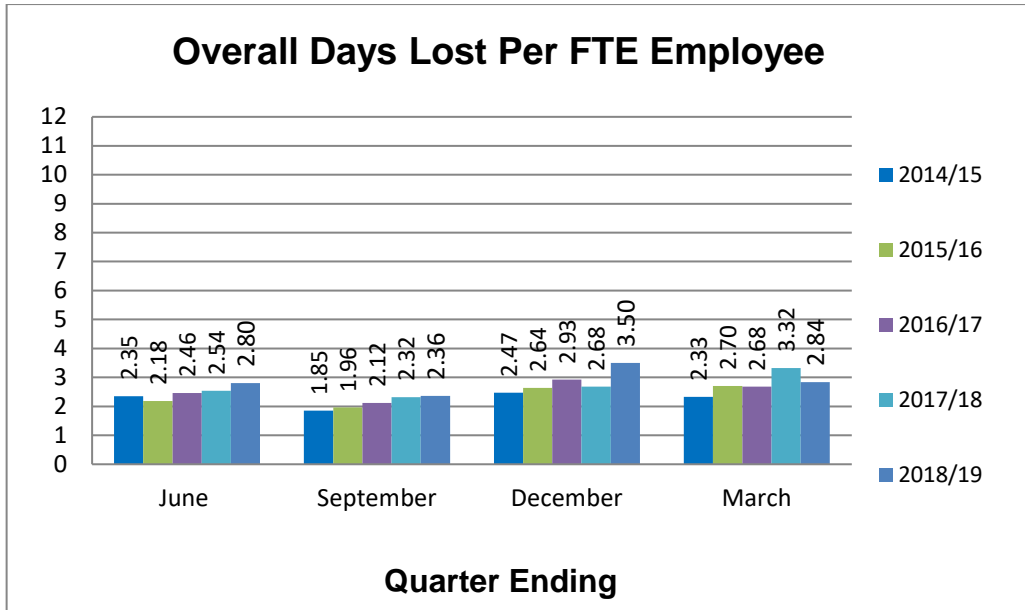
* These figures are provisional and subject to further verification following the ongoing transition to new absence management systems.

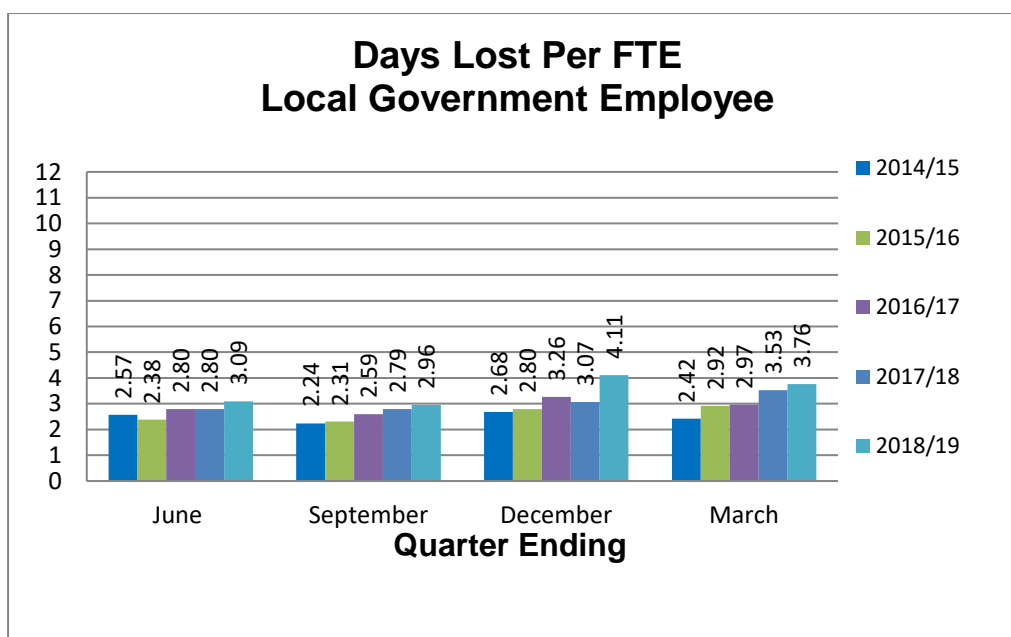
5. Analysis and Trends - Ending 31st March 2019

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
March 2017	2.68	March 2018	3.23	+0.55
June 2017	2.54	June 2018	2.80	+0.26
September 2017	2.32	September 2018	2.36	+0.04
December 2017	3.32	December 2018	3.25	-0.07
March 2018	3.23	March 2019	2.84	-0.39

5.2 The following tables detail the percentage absence levels by employee category for the quarter ending 31st March 2019 namely: overall, teachers and local government employees.





6. Absence Targets Analysis: ending 31st March 2019.

- 6.1 The Council has recorded an overall absence rate of 2.84 days lost per FTE employee, which is 0.15 days **above** the target figure of 2.69 days.

In addition, the Teacher absence level of 1.87 days lost per FTE employee is 0.43 below the target of 2.30 days.

Local Government employee absence level of 3.76 days lost per FTE employee is 1.84 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
March 2018	Psychological (non-work related) Musculoskeletal and Joint Disorders
March 2019	Psychological (non-work related) Musculoskeletal and Joint Disorders

- 7.2 To address Psychological (non-work related) absences the Council 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. The consistent 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 following table details the employee usage of the service and the types of appointments

Total Referrals	200
Referrals Male	47
Referrals Female	153
Self-Referrals	149
Management Referrals	51
Face to Face Counselling	160
Telephone Counselling	13
No contact	20
Client didn't engage	7

Further to this, the Council continues to deliver Mindfulness Courses and Mental Health First Aider courses. Courses are open to all employees and have been planned until June 2019.

Training for both courses has been undertaken over the past 6 months as part of our development of preventative approach to employee well-being. The mindfulness course training has been successful with over 40 attendees, and The Mental Health First Aider Course attracted 49 delegates. Feedback from those employees who have attended the courses has been very positive. HR and OD are working with the counselling service to provide other types of training which can be delivered, for example personal resilience. 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 promote the NHS Choose Life team, who 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.

- 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.

HR and OD continue to investigate the practical options for further training and interventions available that may reduce the impact of musculoskeletal and joint disorders.

A successful pilot programme of providing a physiotherapy service specifically to Environment and Infrastructure based at the Underwood Rd depot has resulted in the service being made a permanent feature. This involves the physiotherapist being onsite 2 days per month and is a blend of fixed appointments and drop in sessions.

Environment and Infrastructure have undertaken a review programme of all existing employees training, this includes manual handling, and are starting a refresher programme with the road workers.

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 on supporting attendance activity, 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. This approach has been very successful in assisting and supporting employees back to work, particularly those who have been on restricted duties.
- Within the Renfrewshire Health and Social Care Partnership, a leadership development day was dedicated to supporting attendance. Both the Council and NHS HR teams presented statistics and held interactive sessions that allowed managers the opportunity to discuss and share good practice.
- 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.
- 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.
- HR have introduced a supportive call back service, initially within Environment and Infrastructure. An HR Adviser contacts employees when they report their absence due to sickness and ensures that they are being supported properly throughout the absence. The HR Adviser also contacts the employee's line manager to ensure the correct process is being followed and that all support mechanisms have been offered. This additional support is fully endorsed by the Trades Unions.

- HR and the Businessworld teams 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;
- Meetings continue with Directors and their management teams to discuss their service's supporting attendance performance.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: Tuesday 11 June 2019

**Report by
Joint Secretaries**

Job Sizing Co-ordinators

1. Background

- 1.1. Consideration of the current position by key personnel who are involved in the job sizing process for promoted teaching posts took place recently
- 1.2. It was identified that due to a number of staffing changes there was a requirement to replace several people who carry out the role of job sizing co-ordinator on both the management and teachers' sides of the JNC.
- 1.3. Both the management and teachers' sides have secured additional job sizing co-ordinators and a full list of names for 2019/20 session is detailed on Appendix 1.
- 1.4. Training will be provided for all past and new co-ordinators – scheduled for Monday 17 June 2019.
- 1.5. It was agreed by both the management and teachers' sides that an identified experienced former coordinator from each side could undertake a consultative role in support of the process.
- 1.6. It was further agreed that a named children's services colleague, involved in progressing recruitment documents and who has undertaken nationally provided job sizing training, will review job sizing documentation prior to it being submitted to the job sizing coordinators.
- 1.7. It should also be emphasised that for any post undergoing the job sizing process, a job sizing co-ordinator for the management side and teachers' side must sign it off at an appropriate pointage.

2. Recommendation

- 2.1. JNC is asked to:
 - a) approve the appointment of the co-ordinators for session 2019/20; and
 - b) affirm that both a job size co-ordinator from the management and teachers' side sign it off at an appropriate pointage.

List of Job Size Co-ordinators 2019/20

Management Side

Graham Munro	Johnstone HS (Secondary)
Lynne Bain	St Andrew's Academy (Secondary)
Susan Dalrymple	Wallace PS (Primary)
Grace Hannigan	St Charles' PS (Primary)
Review of completed documentation	Carol Wright (Children's Services)

Teachers' Side

John Paul Toner	St Benedict's HS (Secondary)
Greg Morris	St Benedict's HS (Secondary)
Joan McCusker	Rashielea PS (Primary)
Yasmin Murray	Williamsburgh PS (Primary)

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 11 June 2019

**Report by
Joint Secretaries**

Dates for Future Meetings Session 2019/20

1. Background

- 1.1. Meetings of the Joint Negotiating Committee for Teachers (JNC) can be held as and when required by either side with the proviso that there are 6 scheduled meetings in each calendar year, one of which shall be designated the annual general meeting for the purpose of approving the membership of the JNC and reviewing any standing sub committees.
- 1.2. Attached is a proposed list of dates for the meetings from September 2019 to June 2020 as approved by Council.

2. Recommendation

- 2.1. Members of the JNC are asked to note the schedule of meetings for session 2019/20.

Schedule of Meetings Session 2019/20

All Meetings at 2.00 pm

Tuesday 3 September 2019

Tuesday 12 November 2019

Tuesday 28 January 2020

Tuesday 24 March 2020

Tuesday 2 June 2020 (Annual General Meeting)