

Notice of Meeting and Agenda

Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 12 November 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 L Cameron; Councillor J Paterson; G McKinlay, Head of Schools (Joint Secretary); L McAllister, Acting Head of Early Years and Broad General Education; G Hannigan, Head Teacher, St Charles' Primary School; M A Renfrew, Head Teacher, Trinity High School; J Colquhoun, Education Manager (Development); A Hall, Education Manager (Development); M Thomas, Education Manager (Development); and L Mullin, Principal HR and OD Adviser (Finance & Resources).

Representing Renfrewshire Council Teaching Staff

K Fella (Joint Secretary), J Welsh, JP Tonner, A Howie, J McCusker, M McGlynn and C Carson (all EIS); S Dargie (SSTA); L Gibson (NASUWT); tbc (Voice); 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 1 - 6

Minute of previous meeting held on 3 September 2019.

3 Parental and Flexible Working Applications 7 - 8

Report by Joint Secretary (Management Side).

4 Workplace Health and Safety Committees 9 - 10

Report by Joint Secretary (Teachers' Side).

5 Regional Collaboratives 11 - 12

Report by Joint Secretary (Teachers' Side).

6 Additional In-Service Days 13 - 14

Report by Joint Secretary (Teachers' Side).

7 Date of Next Meeting

Note that the next meeting will be held on 28 January 2020.

Minute of Meeting

Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 03 September 2019	14:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Representing Renfrewshire Council Management

Councillor Paterson, G McKinlay, Head of Schools, M A Renfrew, Head Teacher, Trinity High School, J Colquhoun, Education Manager (Development), A Hall, Education Manager (Development), M Thomas, Education Manager (Development) (all Children's Services); and L Mullin, Principal HR & OD Advisor (Finance & Resources).

Representing Renfrewshire Council Teaching Staff

K Fella, JP Tonner, C Carson (all EIS); S Dargie (SSTA); A Newton (NASUWT); and S McCrossan (Adviser to Teachers' Side).

In Attendance

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

Apologies

Provost Cameron; L McAllister, Acting Head of Early Years and Broad General Education, G Hannigan, Head Teacher, St Charles' Primary School (both Children's Services); and J Welsh (EIS).

Welcome

Councillor Paterson welcomed returning and new members to the first meeting of the Committee following the summer break.

Declarations of Interest

There were no declarations of interest intimated prior to the 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 J Welsh from the Teachers' Side, 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 Minutes of Previous Meeting

There was submitted the Minute of meeting held on 11 June 2019. It was noted that the Minute required to be amended in relation to item 3 to remove S Quinn, Director of Children's Services from the management side of the JNC membership and add A Hall, Education Manager (Development).

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

3 Amendments to School Holiday Arrangements School Session 2019/20

There was submitted a report by the Head of Schools relative to proposals to amend school holiday arrangements for school session 2019/2020.

The report advised that, on 25 April 2019, the Scottish Negotiating Committee for Teachers (SNCT) agreed a three-year pay deal for teachers. As part of the package of wider measures, it was agreed that two additional in-service days should be made available within the academic year 2019/2020 to support professional learning. Following a consultation exercise, the additional in-service days were identified as Wednesday, 12 February 2020 and Thursday, 30 April 2020.

Subsequently, the UK Government announced that the May Day 2020 public holiday should be changed from Monday, 4 May 2020 to Friday, 8 May 2020 to support VE Day celebrations. Should the change to the May Day public holiday be approved by the Council, there would be an impact on the April and May 2020 in-service days.

At its meeting on 22 August 2019, the Education and Children's Services Policy Board agreed proposals, attached as Appendix 1 to the report, to authorised the Director of Children's Services to amend the school holiday arrangements for the academic year 2019/2020, as outlined in Appendix 1 to the Policy Board report, should the May Day

2020 public holiday remain as Monday, 4 May 2020, or as outlined in Appendix 2 to the Policy Board report, should the May Day 2020 public holiday be moved to Friday, 8 May 2020.

This would be dependent on the decision of the Finance, Resources and Customer Services Policy Board which would consider the public holidays for 2020 at its meeting on 4 September 2019.

The report highlighted that, should any change to the May Day 2020 holiday impact on previously agreed and booked holiday arrangements, those arrangements would be honoured.

DECIDED: That the content of the report and appendix be noted.

4 Business World

There was submitted a report by the Joint Secretary (Teachers' Side) relative to ongoing issues with payroll and the detrimental impact that this was having on the correct administration of Teachers' salaries.

The report advised that the introduction of Business World had not improved the situation and Renfrewshire Teachers were still experiencing difficulties and hardship arising from this.

G McKinlay apologised for any hardship faced by Teachers as a consequence of administrative errors related to pay, recognised the duty the Council had as an employer and acknowledged that there had been challenges around the implementation of Business World.

Following discussion, it was proposed that K Fella, G McKinlay and L Mullin meet with the Business World representatives to look at the issues experienced by Teachers and that consideration be given to including a brief introduction to Business World at a future in-service day.

DECIDED:

(a) That the difficulties experienced by Teachers in relation to the administration of their salaries through Business World be noted; and

(b) That K Fella, G McKinlay and L Mullin meet with Business World representatives to consider the issues raised and the proposal to include a brief introduction to Business World at a future in-service day.

5 Devolved School Management

There was submitted a report by the Joint Secretary (Teachers' Side) relative to the new guidelines issued by the Scottish Government on Devolved School Management as part of its drive to create an empowered school system.

The guidelines stated that there would be meaningful consultation and engagement at all levels, involving local authorities, Head Teachers and all stakeholders and the Teachers' Side requested to be included in any review and amendment of the current Devolved School Management scheme.

G McKinlay advised that the timeline for the review was being developed and a short-life working group would be established which would include Teacher representation.

DECIDED: That it be agreed that the Teachers' Side be included in any review of the current Devolved School Management scheme.

6 Bi-Level and Tri-Level Courses

There was submitted a report by the Joint Secretary (Teachers' Side) relative to the practice in Renfrewshire secondary schools of Teachers being timetabled to teach Bi-Level and Tri-Level SQA courses.

The report advised that this had taken place without any consultation or discussion on the pedagogical merits of such a practice, or the resource and workload implications involved.

G McKinlay confirmed that this was not a new practice, however, he would be happy to agree to the proposed action and would raise the issue of the timetabling of Bi-Level and Tri-Level SQA courses, as part of ongoing discussions on reducing Teacher workload, with Headteachers.

DECIDED: That the inclusion of the timetabling of Bi-Level and Tri-Level SQA courses, as part of ongoing discussions on reducing Teacher workload, be raised with Headteachers.

7 Teacher Workload

There was submitted a report by the Joint Secretary (Teachers' Side) relative to the recent teachers' pay agreement, which had the issue of tackling Teacher workload included within the agreement.

The report advised that the Education Secretary had approved an additional two in-service days to address this issue and the Teachers' Side was seeking clarification on how the issue of reducing Teacher workload would be tackled through the use of the extra in-service days.

G McKinlay advised that, following agreement at a previous meeting of the Committee, he had written to Headteachers to request that Teacher workload be placed on the agenda for in-service days early in the school session. It was further explained that the local authority did not instruct the content of in-service days, however, it was expected that the SNCT agreement be followed.

It was also noted that any areas of good practice noted by Education Managers were shared and signposted.

DECIDED: That the position be noted.

8 SNCT 19/72 Job Sizing of Promoted Posts - Operational Review

There was submitted a report by the Joint Secretaries relative to the completion of an operational review of job sizing of promoted posts.

The aims of the review were to update and improve the guidance and identify areas for the SNCT to consider when undertaking a more in-depth review as part of the

Teachers' pay award.

The report advised that the revised Job Sizing Questionnaire and Notes of Guidance were agreed by the SNCT at its meeting on 30 May 2019. This involved updated terminology and improved clarity and consistency of language used. Revised guidance documentation received from SNCT, attached as appendices 1 and 2 to the report, had been forwarded to Renfrewshire Job Sizing Co-ordinators.

DECIDED: That the revised guidance documentation, attached as appendices 1 and 2 to the report, be noted.

Order of Business

The Chair intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 10 of the agenda prior to item 9 of the agenda.

9 Absence Statistics – 2019/20 Quarter 1

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period 26 March to 24 June 2019.

The report provided information in relation to absence targets and how Services and categories of staff had performed against them. An analysis of the reasons for absence for the period was included in the report. Information was also provided on supporting attendance activity levels by Service, costs of sick pay and overall number of days lost.

DECIDED: That the report be noted.

10 Date of Next Meeting

The next meeting was scheduled to take place on Tuesday, 12 November 2019 at 2.00pm 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 place on Tuesday 12 November 2019 at 2.00pm in Corporate Meeting Room 2.

Any Other Business

Following discussion on John Welsh's position as a member of the Committee following his retirement from full-time teaching, it was agreed that he could continue to be a member and joint Chair of the Committee.

It was proposed that an additional date be added to the timetable of meetings for the Committee in early May 2020. It was agreed that the clerk would look at the meeting schedule and confirm whether an additional date could be added in May 2020 at the next meeting of the Committee on 12 November 2019.

DECIDED:

(a) That John Welsh continue as a member and joint Chair of the Committee; and

(b) That confirmation be provided at the next meeting of the Committee on 12 November 2019 on whether an additional date could be added to the meeting schedule for early May 2020.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 12 November 2019

**Report by
Head of Schools**

Parental and Flexible Working Applications**1. Background**

- 1.1. The attached SNCT circular relating to parental leave and flexible working applications was issued to all local authorities on 26 September 2019.
- 1.2. Renfrewshire Council continues to adhere to all such requirements. As such, it is accepted that no employee will automatically be turned down because they hold a leadership or guidance position.

2. Recommendation

- 2.1. JNC is asked to note the contents of this report.

26 September 2019

JS/19/75

Parental Leave and Flexible Working Applications

Dear Colleague

The Joint Secretaries have been asked to issue advice on Parental Leave and Flexible Working Applications.

Following the introduction of the Employment Rights Act 1996 to allow all employees the right to apply for a better work/life balance, employers must give serious consideration to all applications for Flexible Working including from those occupying promoted posts.

No employee should automatically be turned down because they hold a leadership or guidance position. Due consideration should be given to alternative ways of working with the balance of the decision on trying to accommodate the employee wherever possible.

This will ensure that valuable and experienced employees are retained in education whilst acknowledging they may have other commitments and/or circumstances outside of their employment which do not allow them to work on a full-time basis.

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

Tom Young (Employers' Side)
Louise Wilson (Teachers' Panel)
Stephanie Walsh (Scottish Government)

3. Joint Secretaries

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To: Renfrewshire Joint Negotiating Committee for Teachers

On: 12th of November 2019

Workplace H&S Committees

Report by

NASUWT LAS (Teachers' side)

Background

The Corporate Health, Safety and Wellbeing Strategy was published in November 2018.

Under the heading **“Where we want to get to”** this documents gives the stated goal; “Revitalise the ownership of health, safety and wellbeing at all levels within services through consultation and communication.”

Under the heading **“Key Areas of the Health, Safety and Wellbeing Strategy”** the document states-

“An organisation’s greatest asset is its workforce. Employees are often best able to spot issues and bring about real improvements. They can also influence health and safety through their own actions and by accepting personal responsibility. Trade union workplace health and safety representatives operating in partnership with management are an important part of realising health and safety benefits. We recognise their valuable contribution. We need to expand the base of employee involvement in health and safety management to cover the whole workforce.”

One of the **seven key themes** of this strategy is “audits and inspection”

Actions

The Teachers’ side requests;

An audit to determine which education workplaces have/do not have effectively functioning H&S Committees formed under HSE “brown book” regulations.

Safety Representatives and Safety Committee Regulations 1977

Advice/training be provided to managers of education workplaces to raise/refresh awareness of their responsibilities with regard to *Safety Representatives and Safety Committee Regulations 1977*.

An audit to determine which education workplaces are carrying out **regular** H&S inspections.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 12 November 2019

Regional Collaboratives

Report by
Joint Secretary (Teachers' Side)

Background

On the advent of the West Partnership Regional Collaborative, Renfrewshire JNC agreed that any initiatives arising from the partnership would take cognisance of the primacy of the SNCT and Renfrewshire JNC in the decision making process and that the Management and Teachers' Sides would work collaboratively to monitor any recommendations around the operation of the West Partnership Improvement Plan and how it impacts on schools. Initiatives are emerging from the West Partnership which have not been following the principles of this agreement.

Action

The Teachers' Side is seeking reassurance around the original agreement as outlined above.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 12 November 2019

Additional In-Service Days

Report by
Joint Secretary (Teachers' Side)

Background

As part of the recent teachers' pay award, tackling workload was written in to the agreement. The Education Secretary has approved two extra in-service days to address this issue amongst others. The agreement states that 'issues and activities for such days should be decided at school level and by collegiate process.'

Action

Agreement is being sought by the Teachers' Side for school plans for the additional in-service days to be submitted to the Joint Secretaries for information as a means to ensuring best practice.

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