

# Notice of Meeting and Agenda

## Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 26 April 2022	10:00	Remotely via MS Teams,

MARK CONAGHAN  
Head of Corporate Governance

### Membership

#### Representing Renfrewshire Council Management

Provost L Cameron; Councillor J Paterson; T McGillivray, Head of Service (Inclusion and Quality Improvement)(Joint Secretary); J Calder, Head of Service (Curriculum and School Estate); J Colquhoun, Education Manager (Development); K Henry, Head Teacher, St Andrews Academy; H Paterson, Head Teacher, Heriot Primary School; 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), C Carson, T Millar, Y Murray, M Russell, D Tolland, JP Toner (all EIS); J Liston (SSTA); L Gibson (NASUWT); tbc (Voice); and S McCrossan (Adviser to the Teachers' side).

### Further Information

A copy of the agenda and reports for this meeting will be available online at:

<http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards>.

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto: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 Chair Person

Consider the appointment of a Chairperson for this meeting.

#### 2 Minute of Previous Meeting 3 - 6

Minute of Previous Meeting, on 22 March 2022, approved by the Joint Secretaries.

#### 3 Matters Arising

Matters arising from previous Minute of meeting 22 March 2022.

#### 4 SNCT Pay Agreement 2021 - 2022 7 - 13

Report by Head of Education.

#### 5 SNCT Covid-19 Related Absences 14 - 15

Report by Head of Education.

#### 6 Education Recovery and Staffing 16 - 16

Report by Joint Secretary (Teachers' Side).

#### 7 EAL Provision 17 - 19

Report by Joint Secretary (Teachers' Side).

#### 8 Trade Union Facility Time for school reps - reminder of current arrangements 20 - 22

Report by Joint Secretary (Teachers' Side).

#### 9 Date of Next Meeting

Members are asked to note that the next meeting will be held on 07 June 2022.

## Minute of Meeting

### Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 22 March 2022	14:00	Remotely via MS Teams,

#### MEMBERSHIP

##### REPRESENTING RENFREWSHIRE COUNCIL MANAGEMENT

Provost L Cameron; Councillor J Paterson; T McGillivray, Head of Service (Inclusion and Quality Improvement (Joint Secretary)); J Calder, Head of Service (Curriculum and School Estate); K Henry, Head Teacher, St Andrews Academy; A Hall, Education Manager (Development) and M Thomas, Education Manager (Development).

##### REPRESENTING RENFREWSHIRE COUNCIL TEACHING STAFF

K Fella (Joint Secretary), M Russell, Y Murray, D Tolan, T Millar (all EIS); J Liston (SSTA); L Gibson (NASUWT) and S McCrossan (Adviser to EIS).

#### IN ATTENDANCE

D Gilles, Head of Facilities Management, E Scott, Operations Manager (Building Services)(both Environment and Infrastructure); L Mullin, Principal HR Adviser, G Campbell, Principal HR & OD Adviser, R Devine, Senior Committee Services Officer, K O'Neill, Assistant Democratic Services Officer, D Cunningham, Assistant Committee Services Officer and D Pole, End User Technician (all Finance & Resources).

#### APOLOGIES

H Paterson, Head Teacher, Heriot Primary School; C Carson and JP Tonner (both EIS).

#### DECLARATIONS OF INTEREST

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

## 1 **APPOINTMENT OF CHAIR PERSON**

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 Jim Paterson would chair this meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff.

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

## 2 **MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the previous meeting held on 8 February 2022.

**DECIDED:** That the minute be approved subject to the points noted at Item 3, Matters Arising.

## 3 **MATTERS ARISING**

The following points were raised in connection with the Minute of the previous meeting held on 8 February 2022:

**DECIDED:**

(a) That the spelling of the names of Mr D Tollan and Mr JP Tonner be corrected;

(b) Item 5, CO2 Monitoring, that it was highlighted that the meeting referred to in the previous minute had not yet taken place. Assurances were provided that a meeting would be convened in connection with this matter prior to the school Spring Break;

(c) Item 6, Health & Wellbeing, that decision (b) be deleted and replaced with discussions were to take place between the Management and Teachers' side around school improvement plans. It was noted that the Corporate Health Improvement Group Meetings would be made to include SSTA in future discussions; and

(d) Item 8, Lead Teacher, that decision (b) be deleted and replaced with that working groups be established to progress the areas of (i) sabbaticals; and (ii) lead teachers.

## 4 **CO2 MONITORING**

There was submitted a joint report by the Head of Education and Head of Facilities Management (Hard & Soft Services) relative to the Scottish Government requirement to assess CO2 levels in all teaching and learning spaces within schools, children's houses, private nurseries and 'out of school' clubs and provided an update on action taken to comply.

The report provided details of funding, monitoring requirements, analysis of the readings recorded and proposed future action, together with recommendations agreed by the Council's Corporate Management Team.

E Scott, Operations Manager (Building Services) delivered a presentation relative to the CO2 Monitoring which covered the associated funding, guidance issued by the Scottish Government and arrangements made by Renfrewshire Council to ensure compliance with the monitoring requirements. An update was provided as to the current position in terms of the recommendations agreed by the Council's Corporate Management Team.

**DECIDED:**

(a) That the report be noted;

(b) That it be noted the CO2 Monitoring Programme of work would continue and that further discussions on aspects of the programme would be undertaken with particular reference to how teachers would be able to monitor the quality of air in their teaching space on a daily basis;

(c) That a meeting would be convened prior to schools stopping for Spring Break; and

(d) That it be noted that discussions would be undertaken with Amey regarding the delivery of a permanent CO2 monitoring solution across PPP schools.

**SEDERUNT**

D Gilles and E Scott left the meeting.

**5 JNC EIS MANIFESTO 2022**

There was submitted a report by the Joint Secretary (Teacher's side) regarding the EIS Manifesto 2022 which had been published ahead of the Scottish Local Government elections to be held during May 2022.

The report stated that the EIS had no party political links but recognised the importance of education to pupils, parents and local communities. The manifesto outlined EIS policy in key areas including Early Years education, teacher recruitment, additional support needs, teacher workload and the impact of poverty and tackling inequality.

**DECIDED:** That the report be noted.

**6 JNC COUNCIL BUDGET**

There was submitted a report by the Joint Secretary (Teacher's side) regarding the proposals contained in the Council's recent budget which was agreed on 3 March 2022.

The report highlighted that the Teachers' side welcomed the commitments to increase teacher numbers in line with Scottish Government national commitments and expressed concern and sought further discussion in relation to how this commitment would be realised. It was stated there remained areas of concern which required further discussion in relation to the loss of £1,026,000 of funding to Early Learning and Childcare and the loss of £41,000 to 1+2 languages.

It was agreed that a meeting be held to discuss how these reductions in funding would impact pupils and teachers.

**DECIDED:**

(a) That a meeting be held to discuss how the abovementioned reductions in funding would impact pupils and teachers and how the increase in teacher numbers and support staff would be achieved.

**7 COVID HEALTH AND SAFETY**

There was submitted a report by the Joint Secretary (Teacher's side).

The report stated that the Covid Education Recovery Group (CERG) had been disbanded and that officials would meet monthly to look at data, that there would be no further national guidance on mitigations and it would be for local authorities to determine mitigations.

The Teachers Side expressed concerns around the recent record levels of Covid transmission in Scotland and sought reassurance regarding the continuing use of risk assessments to offer protection to teachers particularly those in the most vulnerable category.

**DECIDED:**

(a) That the report be noted; and

(b) That fortnightly meetings be resumed to discuss COVID mitigations in place to protect staff and pupils and to minimise disruption to educational provision.

**SEDERUNT**

M Russell left the meeting.

**8 DATE OF NEXT MEETING**

**DECIDED:** That arrangements be made to convene the next meeting of JNC Teachers during week commencing 25 April 2022 at a date and time to be agreed.

## **Renfrewshire Joint Negotiating Committee for Teachers**

**To: Renfrewshire Joint Negotiating Committee for Teachers**

**On: 26 April 2022**

**Report by  
Head of Education**

### **SNCT Pay Agreement 2021 - 2022**

#### **1. Summary**

- 1.1. The SNCT has now agreed the pay award for teachers and associated professionals arising from the teachers' side claim for 2021-2022. A copy of SNCT 22/88 is attached for reference.
- 1.2. The purpose of this paper is to highlight this agreement and note that Renfrewshire Council will implement this in full.

#### **2. Recommendation**

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

4 April 2022

**SNCT 22/88**

**Pay Agreement 2021 – 2022**

Dear Colleague

The SNCT has agreed a new pay agreement for teachers and associated professionals.

The pay agreement for teachers and associated professionals covers the period from 1 April 2021 to 31 March 2022.

The terms of the agreement are given below.

For those with current salaries below £80,000:

Effective Date	% Increase
1/4/2021	1.22%
1/1/2022	1.00%

For those with current salaries of £80,000 or more a £800 increase.

In addition, there is one-off non-consolidated payment of £100 to each SNCT member of staff (pro-rated for part-time and taking account of service in the period 1/4/21 to 31/3/22).

Full details are set out in the revised Appendix 2.1 and Appendix 2.5 Annex A of the SNCT Handbook (attached). The replacements for the existing Appendices should be included in the SNCT Handbook and the SNCT website with immediate effect.

Yours sincerely

Simon Cameron (Employers' Side)  
Louise Wilson (Teachers' Panel)  
Stephanie Walsh (Scottish Government)

**Joint Secretaries**

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**PART 2**



## APPENDIX 2.1

### SNCT SALARY TABLES

#### Main Grade Scale

Point	Annual Salary 1.4.20	Annual Salary 1.4.21	Annual Salary 1.1.22
0 (Probationer)	£27,498	£27,834	£28,113
1	£32,994	£33,396	£33,729
2	£34,863	£35,289	£35,643
3	£36,891	£37,341	£37,713
4	£39,231	£39,711	£40,107
5	£41,412	£41,916	£42,336

#### Chartered Teacher Spine

Point	Annual Salary 1.4.20	Annual Salary 1.4.21	Annual Salary 1.1.22
1	£42,696	£43,218	£43,650
2	£44,133	£44,670	£45,117
3	£45,150	£45,702	£46,158
4	£47,013	£47,586	£48,063
5	£48,897	£49,494	£49,989
6	£50,772	£51,390	£51,903

#### Lead Teacher Spine

Point	Lead Teacher Role	Annual Salary 1.4.21	Annual Salary 1.1.22
1	School based Lead Teacher	£47,586	£48,063
2	Local authority Lead Teacher	£60,579	£61,185
3	Regional or national Lead Teacher	£67,596	£68,271

#### Principal Teacher Spine

Point	Annual Salary 1.4.20	Annual Salary 1.4.21	Annual Salary 1.1.22
1	£45,150	£45,702	£46,158
2	£47,013	£47,586	£48,063
3	£48,897	£49,494	£49,989
4	£50,772	£51,390	£51,903
5	£52,653	£53,295	£53,829
6	£54,522	£55,188	£55,740
7	£56,400	£57,087	£57,657
8	£58,269	£58,980	£59,571

### **Depute Headteachers and Headteachers**

Point	Annual Salary 1.4.20	Annual Salary 1.4.21	Annual Salary 1.1.22
1	£51,207	£51,831	£52,350
2	£52,785	£53,430	£53,964
3	£54,522	£55,188	£55,740
4	£56,400	£57,087	£57,657
5	£58,269	£58,980	£59,571
6	£59,850	£60,579	£61,185
7	£61,590	£62,340	£62,964
8	£63,321	£64,095	£64,737
9	£65,046	£65,841	£66,498
10	£66,780	£67,596	£68,271
11	£69,669	£70,518	£71,223
12	£72,555	£73,440	£74,175
13	£75,438	£76,359	£77,124
14	£78,321	£79,278	£80,070
15	£82,644	£83,445	£83,445
16	£86,970	£87,771	£87,771
17	£90,411	£91,212	£91,212
18	£94,608	£95,409	£95,409
19	£98,808	£99,609	£99,609

### **Music Instructor Scale**

Point	Annual Salary 1.4.20	Annual Salary 1.4.21	Annual Salary 1.1.22
1	£28,809	£29,160	£29,451
2	£30,525	£30,897	£31,206
3	£32,250	£32,643	£32,970
4	£34,131	£34,548	£34,893
5	£36,288	£36,732	£37,098
6	£38,292	£38,760	£39,147

### **Educational Psychologist Scale**

Point	Annual Salary 1.4.20	Annual Salary 1.4.21	Annual Salary 1.1.22
0	£46,467	£47,034	£47,505
1	£48,237	£48,825	£49,314
2	£50,037	£50,646	£51,153
3	£52,320	£52,959	£53,490
4	£55,326	£56,001	£56,562
5	£57,075	£57,771	£58,350
6	£59,106	£59,826	£60,423

### **Senior Educational Psychologist**

Point	Annual Salary 1.4.20	Annual Salary 1.4.21	Annual Salary 1.1.22
1	£62,787	£63,552	£64,188

### **Depute Principal Educational Psychologist and Principal Educational Psychologist Spine**

Point	Annual Salary 1.4.20	Annual Salary 1.4.21	Annual Salary 1.1.22
1	£62,787	£63,552	£64,188
2	£63,990	£64,770	£65,418
3	£65,259	£66,054	£66,714
4	£66,513	£67,323	£67,995
5	£67,764	£68,592	£69,279
6	£69,000	£69,843	£70,542
7	£70,230	£71,088	£71,799
8	£71,505	£72,378	£73,101
9	£72,759	£73,647	£74,382

### **Education Support Officer Scale**

Point	Annual Salary 1.4.20	Annual Salary 1.4.21	Annual Salary 1.1.22
1	£47,013	£47,586	£48,063
2	£48,897	£49,494	£49,989
3	£50,772	£51,390	£51,903

### **Quality Improvement Officer Scale**

Point	Annual Salary 1.4.20	Annual Salary 1.4.21	Annual Salary 1.1.22
1	£59,850	£60,579	£61,185
2	£63,321	£64,095	£64,737
3	£66,780	£67,596	£68,271

### **Quality Improvement Manager**

Point	Annual Salary 1.4.20	Annual Salary 1.4.21	Annual Salary 1.1.22
1	£69,669	£70,518	£71,223

Administrative Note: Each annual rate of salary shown has been increased or reduced to the nearest multiple of £3.

## PART 2

### APPENDIX 2.5: ANNEX A

#### REMOTE SCHOOLS ALLOWANCE

The Remote Schools Allowance from 1 April 2021 is:

- £1,614 per annum for payments in accordance with paragraph 1.3(a)
- £3,024 per annum for payments in accordance with paragraph 1.3(b)

#### DISTANT ISLANDS ALLOWANCE

The Distant Islands Allowance from 1 October 2021 is £2,397 per annum.

**Note:** *The allowance is based on the ONS figure for the increase in Average Weekly Earnings (total pay) over a three-month average. The months April and October will continue to be used for the Remote Schools Allowance and Distant Islands Allowance respectively. In calculating three monthly averages the three months directly preceding will be used.*

#### RESIDENTIAL SPECIAL SCHOOLS

The Residential Special School Allowances are as follows;

Residential Responsibility Allowance:

- |                      |                     |                   |
|----------------------|---------------------|-------------------|
| • Headteacher        | From 1 April 2021   | £20,778 per annum |
|                      | From 1 January 2022 | £20,985 per annum |
| • Depute Headteacher | From 1 April 2021   | £16,743 per annum |
|                      | From 1 April 2020   | £16,911 per annum |

Extra-Curricular Activities Allowance:

From 1 April 2021	£9,570 per annum
From 1 January 2022	£9,666 per annum

## **Renfrewshire Joint Negotiating Committee for Teachers**

**To: Renfrewshire Joint Negotiating Committee for Teachers**

**On: 26 April 2022**

**Report by  
Head of Education**

### **SNCT Covid-19 Related Absences**

#### **1. Summary**

- 1.1. Attached as an appendix to this report is SNCT 22/89 which was issued on 13 April 2022 regarding new temporary arrangements which have been introduced with regard to Covid-19 related absences caused by illness, infection or requirement to isolate.
- 1.2. Renfrewshire Council will continue to ensure all aspects of the SNCT handbook are implemented as per these agreements.

#### **2. Recommendation**

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

13 April 2022

**SNCT 22/89****COVID-19 Related Absences**

Dear Colleague

The SNCT Circular SNCT 21/84 (as extended by SNCT 22/87) will no longer be in effect from 19 April 2022. In its place new temporary arrangements have been introduced with regard to Covid-19 related absences caused by illness, infection or requirement to isolate.

The temporary changes to the SNCT Handbook previously agreed under SNCT/21/84 are now amended as follows:

**COVID-19**

6.36.1 Absence from work caused by COVID-19 will be treated as paid special leave for the duration that the person is unable to work, or 10 days, whichever is shorter.

6.36.2 If an employee is asked to self-isolate through test and protect, medical advice, by the employer or similar arrangements and can work at home, they should do so and be paid normally. If they are unable to work, they should be paid normally for the period they are required to isolate under the provisions in paragraph 6.34 of the SNCT Handbook (Infectious Diseases).

The absences under 6.36.1 above should not be counted within absence management procedures locally.

These temporary arrangements come into effect on 19 April 2022, will be reviewed in June 2022, and will be withdrawn on 1 July 2022 unless there is agreement to continue or amend.

Yours sincerely

Simon Cameron (Employers' Side)  
Louise Wilson (Teachers' Panel)  
Stephanie Walsh (Scottish Government)

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**Joint Secretaries**

## **Renfrewshire Joint Negotiating Committee for Teachers**

**To:** Renfrewshire Joint Negotiating Committee for Teachers

**On: 26 April 2022**

### **Education Recovery and Staffing** Report by **Joint Secretary (Teachers' Side)**

#### **Background**

It has been common practice in Renfrewshire secondary schools for temporary teachers to have their contracts terminated to coincide with the start of senior phase exam leave. Given Renfrewshire Council's stated commitment to education recovery, the Teachers' Side is seeking a commitment from the Management Side to use additional Scottish Government funding to retain these teachers during exam leave. Areas where these teachers could be utilised could include additional SQA exam support, S1-S3 additional support, enhanced ASN provision and pastoral support for health and wellbeing issues.

#### **Action.**

The Teachers' Side is calling on Renfrewshire Council to assist education recovery by maintaining teacher numbers in secondary schools through the exam leave period and beyond.

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## **Renfrewshire Joint Negotiating Committee for Teachers**

**To:** Renfrewshire Joint Negotiating Committee for Teachers

**On:** 26 April 2022

### **EAL Provision Report by Joint Secretary (Teachers' Side)**

#### **Background**

At the full Council meeting in March, 2022 Renfrewshire Council publicly stated its concern at the worsening crisis in Afghanistan and generously donated £10,000 to the Disasters Relief Fund. It has also subsequently publicly condemned the war in Ukraine and pledged support for the thousands of people fleeing the conflict.

The EIS has made similar declarations in support of the people of Ukraine who are affected by the current crisis and also made a donation of £50,000 at its March Council meeting, contributing to the Solidarity Fund in support of Ukrainian refugees. The EIS has also published a suite of educational packs to welcome young people from migrant and refugee families into Scottish schools entitled '*Welcome to Scotland*'. These are available for distribution.

With the backdrop of global conflict, a war on mainland Europe and with the rise in numbers of immigrants fleeing war in Ukraine, the teaching unions are concerned that there is a requisite increase in the number of young people in mainstream education facing additional barriers to learning as a result of their specific language difficulties. Many families have been relocated and are now resident in Renfrewshire and therefore have the same rights to access education as others. It is felt therefore that there is a pressing need to augment the number of EAL specialists and increase provision and support to young people to enable them to access the curriculum and improve their attainment.

It has been reported to the EIS that many teachers are dealing with increases in the numbers of multi-lingual classes with a corresponding impact in the related workload. More importantly there is a growing dissatisfaction that the

needs of learners are not able to be met despite the strenuous efforts of teachers. The resources available were inadequate prior to the recent crisis- they were already over-stretched but the recent influx of new learners with EAL needs has highlighted the gap in provision: within one primary school it is reported that there are nearly 40 languages spoken, whilst in others there are varying numbers of pupils for whom English is an additional language yet the level of support being provided is not keeping up with the increasing needs and numbers of learners. Teachers, many of whom feel ill-equipped to cope with the growing demands, are struggling to meet the needs of all learners and fulfil the legal obligation to include all learners.

Furthermore, the provision of EAL support to learners has been adversely affected due to Covid by some long-term staff absences within EAL services which has again had an adverse impact on learners. Teachers too are, in classes, having to teach many subjects to multi-lingual classes with very little training and attainment is affected by the language barriers.

Teachers within the current class contact constraints are receiving those pupils with English as an Additional or foreign Language arriving at various points throughout the year. However, many report a lack of specific training or adequate targeted support to meet the needs of EAL learners to ensure they are achieving, included and successful. The situation has an impact not only on teacher workload but on morale as well as on the attainment of our EAL learners.

Within Renfrewshire there is a diverse number of languages and nationalities and so the teachers' side believes the council has a responsibility to ensure that teachers have adequate EAL training opportunities and must ensure targeted support interventions are in place in all our schools across Renfrewshire. The teacher' side feels that the current EAL provision across Renfrewshire requires to be enhanced to meet the increasing language needs of children and young people in our schools.

### **Action.**

- It be noted that the trade unions are seeking an increase in the level of provision for EAL learners to address some of the imbalances and to

help in the inclusion of that particular group of learners in Renfrewshire's schools.

- That Renfrewshire Council agree to disseminate and distribute the EIS publications *Welcome to Scotland* packs to families in need as part of its inclusion and equality agenda. These can be downloaded from:

<https://www.eis.org.uk/Welcome-To-Scotland/EarlyYear>

<https://www.eis.org.uk/Welcome-To-Scotland/P5S3>

<https://www.eis.org.uk/Welcome-To-Scotland/SeniorSchool>

<https://www.eis.org.uk/Welcome-To-Scotland/Parents>

## **Renfrewshire Joint Negotiating Committee for Teachers**

**To:** Renfrewshire Joint Negotiating Committee for Teachers

**On: 26 April 2022**

### **Trade Union Facility Time for School Reps A reminder of current arrangements.**

Report by  
**Joint Secretary (Teachers' Side)**

#### **Background**

The extant agreement on facility time for school trade union reps is long-standing and pre-dates, by ten years, the break-up of Strathclyde Region into the 12 Local Authorities in 1996. The same agreement is in place despite the changing nature of education and the increasing obligations placed on trade unions in the intervening years as well as the restructuring of curriculum and working arrangements.

With changes in personnel over time it is useful to re-state the extant agreements that are in place and remind all users of the obligation to abide by agreements. An extract from the original agreement from 1986 is attached below for your information.

The teachers' side would also like to draw attention to the standing agreement that exists with the trade unions and Renfrewshire Council around time allowed for trade union meetings. That is stated in JNC 11 which states at point 3 that:

#### ***TRADE UNION MEETINGS***

*Two hours will be set aside for trade union meetings. Agreement on the duration and timing of individual meetings should be reached between head teachers and union representatives at school level at some time in the course of the five in-service days.*

It has also been custom and practice where the need arises to allow teachers to participate in collegiate Local Authority working groups and this has been facilitated using a Code 74 budget line to provide for cover.

Extract from 1986 agreement:

THE PROVISION OF TIME OFF FOR TEACHERS FOR TRADE UNION DUTIES (EXTRACTS)

1 SCHOOL REPRESENTATIVES

- 1.1 A school representative is a member of a teacher trade union elected by members of that union within a school's staff as a lay official to carry out trade union duties such as the following:-
- a informing union members in the school about negotiations or consultations with management;
  - b meetings with other lay officials or full-time union officers to discuss business of an industrial relations nature;
  - c interviews with and on behalf of union members at school level on grievance and disciplinary matters;
  - d explanations to new employees or new union members of the role of the union at school level;
  - e arranging for the balloting of school union members including the dissemination of related information to members prior to balloting.

- 1.2 To assist in essential preparation for and final discharge of these duties not all of which need necessarily be carried out during the school day for pupils, the following standing weekly allocation of time-off within the school day for pupils, to be spent within the school itself should be made.

No. of members represented	Amount of time off
8 - 20	40 minutes
21 - 40	60 minutes
41 - 60	80 minutes
61 and over	100 minutes

- 1.3 The above allocation of time-off within the school day for pupils additional to that amount of non-class contact time per week to which all teachers are entitled in terms of their conditions of service.

Union Learning Reps also have statutory recognition under the Employment Act 2002. This means they have got equivalent status to a health and safety representative, which includes a legal right to paid time off to carry out their duties. Currently there is no agreement in place and we seek to remedy this.

The ACAS Code of Practice (3) 2003 states that Union Learning Reps are permitted 'reasonable' time off to undertake their duties.

**Action.**

- That a reminder be issued to all schools of the current agreements to allow all school reps time within the pupil day to enable them to undertake their trade union duties.
- That a reminder be issued to all head teachers when planning in-service programmes of the requirement that time should be given to facilitate trade union meetings during in-service days.
- That a meeting be arranged to agree facility time that is allocated to our Trade Union Learning Reps.