

Notice of Meeting and Agenda

Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 28 January 2020	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 - 4

Minute of previous meeting held on 12 November 2019.

3 Membership of the Joint Negotiating Committee for Teachers 2019/20 5 - 6

Report by the Joint Secretaries.

4 Absence Statistics - 2019/20 Quarter 2 7 - 16

Report by Joint Secretary (Management Side).

5 Value Education, Value Teachers 17 - 18

Report by Joint Secretary (Teachers' Side).

6 Date of Next Meeting

Note that the next meeting will be held on 24 March 2020.

Minute of Meeting

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

Representing Renfrewshire Council Management

Councillor Paterson, L McAllister, Acting Head of Early Years and Broad General Education, G McKinlay, Head of Schools, 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, J Welsh (all EIS); S Dargie (SSTA); L Gibson (NASUWT); and S McCrossan (Adviser to Teachers' Side).

In Attendance

T Slater, Senior Committee Services Officer (Finance & Resources).

Apologies

Provost Cameron; 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) (all Children's Services); and C Carson, A Howie and J McCusker (all EIS).

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 John Welsh would chair this meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff.

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

2 Minute of Previous Meeting

There was submitted the Minute of meeting held on 3 September 2019.

In relation to 3 of the Minute – Amendments to School Holiday Arrangements School Session 2019/20 – the Head of Schools advised that the Finance, Resources and Customer Services Policy Board, at its meeting on 4 September 2019, agreed the change to the May Day 2020 public holiday and the school holiday arrangements for the academic year 2019/20 had been amended accordingly.

In relation to item 4 of the Minute – Business World - the Head of Schools advised that an initial meeting had been held with the Business World team and there would be further discussions on the practical implications of a workshop session being included in in-service day training.

In relation to item 5 of the Minute – Devolved School Management – the Head of Schools advised that a working group had now been established which included teacher representation.

In relation to the inclusion of an additional date within the timetable of meetings for early May 2020, the Clerk advised that Council had approved the inclusion of an additional meeting of the Committee to take place on Tuesday, 12 May 2020.

DECIDED:

(a) That the updates be noted; and

(b) That the Minute be approved.

3 Parental and Flexible Working Applications

There was submitted a report by the Head of Schools advising that an SNCT circular had been issued to all local authorities on 26 September 2019 relative to parental leave and flexible working applications.

The circular advised of the provisions of the Employment Rights Act 1996 that stated that all employees had the right to apply for a better work/life balance and that employers must give serious consideration to all applications for flexible working, including those occupying promoted posts. The Head of Schools advised that Renfrewshire Council would continue to adhere to all such requirements.

DECIDED: That the content of the report be noted.

4 Workplace Health and Safety Committees

There was submitted a report by the NASUWT LAS representative (Teachers' Side) relative to the Corporate Health, Safety and Wellbeing Strategy published in November 2018 which had a stated goal under the heading 'Where we want to get to', to 'Revitalise the ownership of health, safety and wellbeing at all levels within the service through consultation and communication' and requested that:

- (a) An audit be undertaken to determine which education workplaces had/did not have effectively functioning Health and Safety Committees, formed under HSE 'brown book' regulations (Safety Representatives and Safety Committee Regulations 1977);
- (b) 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; and
- (c) An audit be undertaken to determine which education workplaces were carrying out regular health and safety inspections.

The Head of Schools advised that he welcomed any health and safety focus in schools, however, was unsure of the reason for the request as there was teacher representation on the Health and Safety Committee and the minutes of that Committee were shared. He further advised that every school was expected to undertake an annual health and safety inspection and report back on the outcome of that inspection.

The Head of Schools also advised that, should there be issues at any specific schools, he would be happy to investigate.

Following discussion, it was proposed that this report be referred to the Health and Safety Committee for consideration. This was agreed.

DECIDED: that the report be referred to the Health and Safety Committee for consideration.

5 Regional Collaboratives

There was submitted a report by the Joint Secretary (Teachers' Side) relative to the West Partnership Regional Collaborative.

The report advised that it had been agreed that any initiatives arising from the Collaborative 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 impacted on schools. The report intimated that there were initiatives emerging from the Partnership which had not followed the principles of this agreement.

Following discussion on how information could be collated and provided to trade union representatives, it was proposed that Education Managers discuss at their next management meeting how information could be collated and distributed. It was also noted that there was an unfilled position for a trade union representative on the Collaborative.

DECIDED:

(a) That the issue of collating and distributing information on the initiatives of the West Partnership Regional Collaborative be considered at the next Education Managers' meeting; and

(b) that the Joint Secretary (Teachers' Side) consider nominating a trade union representative to sit on the Collaborative.

6 Additional In-Service Days

There was submitted a report by the Joint Secretary (Teachers' Side) relative to the two extra in-service days that had been approved as part of the tackling workload component of the recent teachers' pay award.

It was requested that school plans for the additional in-service days be submitted to the Joint Secretaries for information and to ensure best practice.

The Head of Schools advised that he would be happy to consider this proposal, however, would not want this to add to the administrative burden of Headteachers.

DECIDED: That the submission of school plans for the two additional in-service days to tackle workload to the Joint Secretaries for information and as a means of ensuring best practice be explored by the Head of Schools.

7 Date of Next Meeting

The next meeting was scheduled to take place on Tuesday, 28 January 2020 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, 28 January 2020 at 2.00pm in Corporate Meeting Room 2.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 28 January 2020

**Report by
Joint Secretaries**

Membership of the Joint Negotiating Committee for Teachers 2019/20**1. Background**

- 1.1. This report seeks approval to update the management side of membership of the JNC for session 2019/20. The composition of each side is determined by the sides separately and will not exceed 10 members on each side.
- 1.2. Following the appointment of Julie Calder as head of service, it is proposed to amend the management side representatives as noted below.

2. Recommendation

- 2.1. Members of the JNC are asked to agree the revised management membership.

Management Side:

Councillor Jim Paterson
Provost Lorraine Cameron
Gordon McKinlay, Head of Schools
Julie Calder, Head of Quality & Curriculum
Grace Hannigan, Head Teacher, St Charles' Primary School
Margaret Ann Renfrew, Head Teacher, Trinity High School
Linda Mullin, Principal HR and OD Adviser
Amilia Hall, Education Manager
Mairi Thomas, Education Manager
Julie Colquhoun, Education Manager

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 28th January 2020

Report Heading: Absence Statistics – 2019/20 Quarter 2

1. Background

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

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

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

2. Recommendation

2.1 It is recommended that the Board notes the content of the report and that this report reflects the absence statistics for the period.

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 28th January 2020

Report by: Director of Finance and Resources

Heading: Absence Statistics – 2019/20 Quarter 2

1. Summary

- 1.1 The purpose of this report is to advise the Board of the absence statistics for the period 1 July to 30th September 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.
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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 to 30th September 2019.
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3. Background

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

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

4. Absence Statistics

- 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.

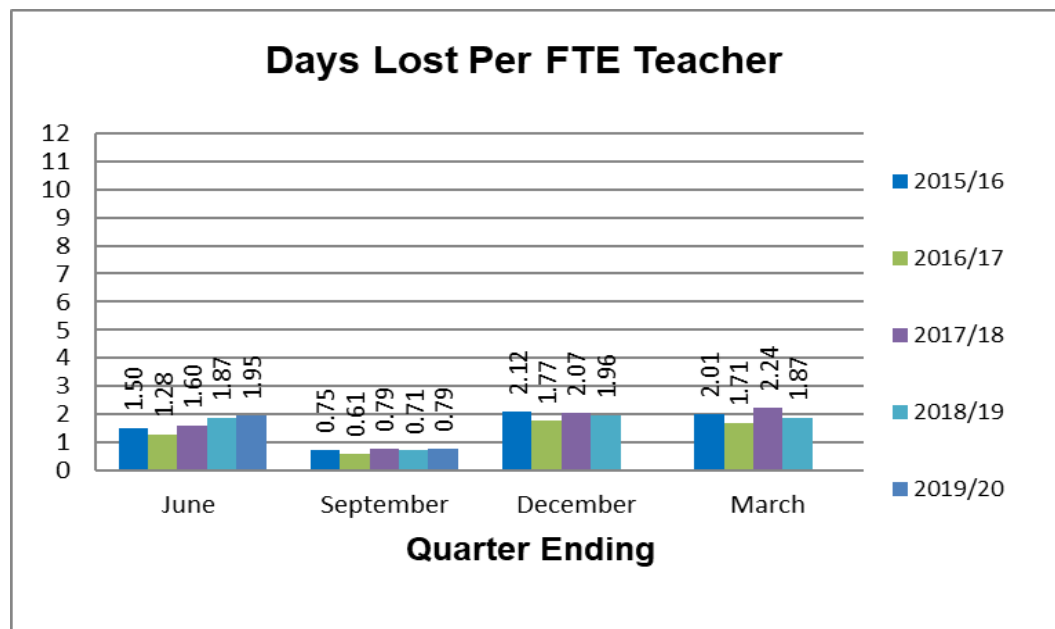
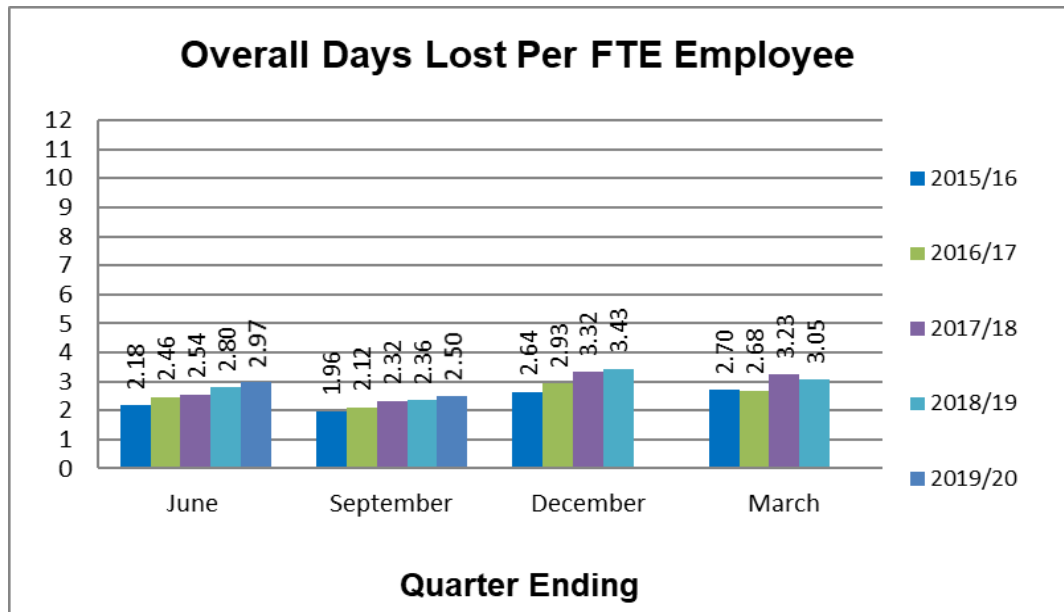
Service/Area	Quarter Ending Sept. 2017	Quarter Ending Dec. 2017	Quarter Ending March 2018	Quarter Ending June 2018	Quarter Ending Sept. 2018	Quarter Ending Dec. 2018	Quarter Ending March 2019	Quarter Ending June 2019	Quarter Ending Sept. 2019
Chief Executive's Services	2.90	2.16	2.78	1.57	1.05	2.18	2.12	2.6	1.46
Children's Services	1.35	2.74	2.71	2.13	1.29	2.97	2.78	2.56	1.64
Environment & Infrastructure	3.28	4.33	4.49	3.75	3.18	4.51	3.53	3.22	3.29
Finance and Resources	2.16	2.20	2.59	2.56	2.62	2.78	2.42	2.49	2.10
Communities, Housing and Planning	2.40	2.63	1.88	2.04	2.72	2.61	2.36	2.55	2.88
Health and Social Care Partnership	3.88	5.13	4.34	4.02	4.64	4.64	4.13	4.64	4.61
Council Overall	2.32	3.32	3.23	2.80	2.36	3.43	3.05	2.97	2.50
Council Overall targets	1.79	2.69	2.69	1.79	1.79	2.69	2.69	2.40	2.10

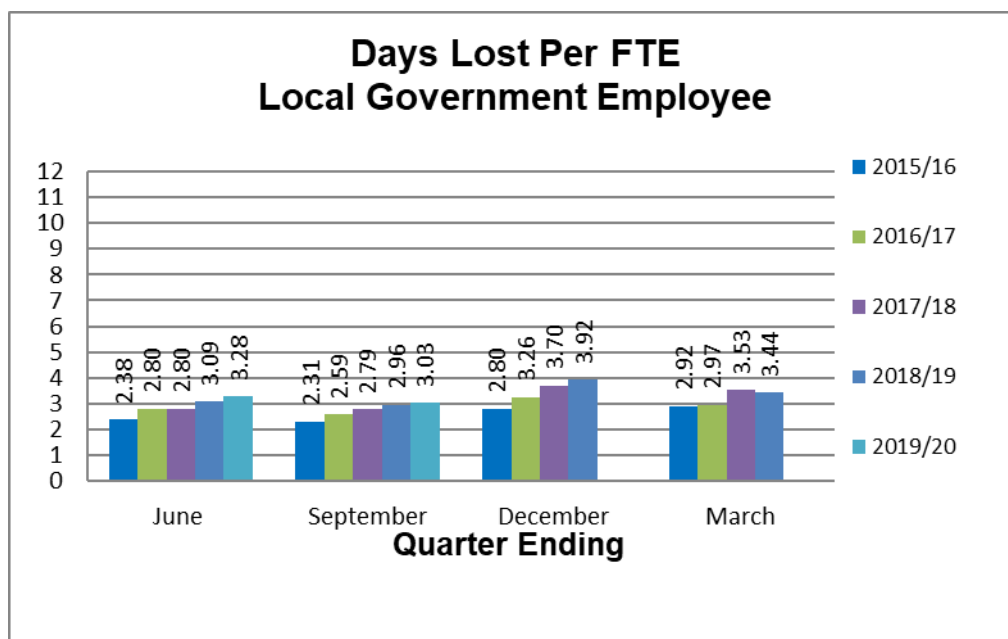
5. Analysis and Trends - Ending September 2019

- 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
September 2017	2.32	September 2018	2.36	+0.04
December 2017	3.32	December 2018	3.43	+0.11
March 2018	3.23	March 2019	3.05	-0.18
June 2018	2.80	June 2019	2.97	+0.17
September 2018	2.36	September 2019	2.50	+0.14

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





6. Absence Targets Analysis: ending September 2019.

- 6.1 The Council has recorded an overall absence rate of 2.50 days lost per FTE employee, which is 0.4 days **above** the target figure of 2.1 days.

In addition, the Teacher absence level of 0.79 days lost per FTE employee is 0.41 **below** the target of 1.20 days.

Local Government employee absence level of 3.03 days lost per FTE employee is 0.63 days **above** the target of 2.40 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
Sept 2018	Psychological (non-work related) Musculoskeletal and Joint Disorders
Sept 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.

Over the reporting period, the Timefortalking service utilisation was as follows:

- 58 referrals, of which, 11 were male and 47 female.
- 44 self referrals
- 14 management referrals.

The consistent presenting issues to the service relating to Psychological (non-work related) include;

- Loss/Bereavement
- Stress/anxiety/panic (which has been the top presenting issue)
- 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 given time to speak to the mental health first aider and also provided with the timefortalking service information.

To support this, the Council continues to deliver Mindfulness Courses and Scottish Mental Health First Aider courses.

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. There are some wellbeing courses available on the I Learn system that anyone can access.

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. Within Environment and Infrastructure, the training for such roles is being reviewed and further training delivered.

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.

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, both the Council and NHS HR teams have presented statistics and held interactive sessions that allowed managers the opportunity to discuss and share good practice. Further training has taken place with the operational managers.
- 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; Most recently within Environmental and Infrastructure.
- Ongoing health promotion activities aimed at raising employee awareness of health issues continue.
- HR have introduced a supportive call back service, across all services. 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.

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
13. **Climate Risk** - none

List of Background Papers - none.

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Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 28 January 2020

Value Education, Value Teachers Report by **Joint Secretary (Teachers' Side)**

Background

It has recently been announced by the Scottish Government that there is going to be a full review of Broad General Education. This follows the review in to the Senior Phase of Curriculum for Excellence that has already been ordered. These reviews are predicated on the premise that the Scottish education system is failing.

Action

The Teachers' Side rejects the narrative that the Scottish education system is failing and wishes the ongoing raising of attainment in Renfrewshire and the continuing efforts of teachers in contributing to this achievement be noted.

