

## Establishment Of The Local Negotiating Committee For Teachers

[SNCT/8]

Framework Local Recognition and Procedure Agreement between Glasgow City Council and The Educational Institute of Scotland, The Scottish Secondary Teachers' Association, The Professional Association of Teachers, The National Association of School Masters Union of Women Teachers, School Leaders Scotland and the Association of Head Teachers, and Deputies in Scotland.

1. Glasgow City Council hereby recognises The Educational Institute of Scotland, The Scottish Secondary Teachers' Association, The Professional Association of Teachers, The National Association of Schoolmasters/Union of Women Teachers, School Leaders Scotland and The Association of Head Teachers, and Deputies in Scotland as the sole representatives of the teaching staff, music instructors, advisers and educational psychologists employed by the Council on all matters relating to conditions of service as defined in paragraph 3 of this Recognition and Procedure Agreement and other matters not subject to national bargaining.
2. The Council and the recognised trade unions jointly affirm their commitment to the maintenance of good industrial relations and accept that this Recognition and Procedure Agreement and any formal agreements which arise from it will be binding on the signatory parties (subject to requirement of Paragraph 10 below).
3. All agreements, orders, settlements and determinations of the Scottish Negotiating Committee for Teaching Staff in School Education dealing with:
  - cover agreements
  - appointment procedures
  - particulars of employment
  - expenses of candidates for appointment

- transfer of temporary teachers to permanent staff
- promotion procedures
- staff development arrangements
- specific duties and job remits
- arrangements for school based consultation
- other leave and absence arrangements
- notice periods
- housing
- indemnification procedures
- other allowances
- working time arrangements
- monitoring of teacher workloads

shall be adopted as the base for negotiations under the procedures established by this Recognition and Procedure Agreement.

4. The purpose of this Recognition and Procedure Agreement is to establish bargaining machinery and a negotiating procedure between the Council and the signatory trade unions whereby relevant conditions of service can be determined for all teaching staff, music instructors, Quality Improvement Officers, educational psychologists and (insofar as employed within educational establishments) music instructors.
5. The Council hereby recognises the trade unions who are signatories to this Recognition and Procedure Agreement as the sole bargaining agents for the matters covered by this Recognition and Procedure Agreement.
6. The Council will negotiate through a Management Side appointed by itself. The recognised unions will negotiate through a joint union side appointed by them collectively which will reflect, on a pro-rata basis, the respective membership strengths of each organisation. The Management Side and the Joint Union Side will each appoint a secretary for their respective sides.
7. Negotiations between the two sides shall be conducted within a committee to be known as the Glasgow City Council Joint Negotiating Committee for Teaching Staff. Meetings of the

The Joint Negotiating Committee shall be held as and when requested by either side with the proviso that there will be at least four meetings in each calendar year. One of the meetings shall be designated the Annual General Meeting for the purpose of approving the membership of the Joint Negotiating Committee and reviewing any standing sub-committees. The joint secretaries shall be responsible for making the arrangements for meetings which shall be arranged within 14 days of a request being lodged, or otherwise by mutual agreement.

8. The composition of each side of the Committee shall be determined by the sides separately but shall not exceed 7 members. Three of the members of the management side will comprise of elected members of the Council, two from the administration and one from the official opposition. The Committee may, from time to time, appoint from among its own members a sub-committee or sub-committees to discharge such of the functions of the Committee as the Committee may specify.
9. The quorum for a meeting of the Committee shall be four from the Management Side and four from the Joint Union Side. In the case of a sub-committee, the quorum shall be determined by the Committee when the sub-committee is first established.
10. A matter shall be agreed by the Committee only if approved by both sides based on a majority of each side present and voting.
11. Agreements reached by the Committee shall be remitted to an appropriate Committee of Glasgow City Council for consideration and if necessary, ratification.
12. The Committee shall meet in private, but each side shall be entitled to authorise the presence of persons (not exceeding three in number in respect of each side) who are not members of the Committee to act as advisers. A person present as an adviser shall have no voting rights and shall be entitled to address a meeting only with the specific prior consent of the Committee.
13. Agreements reached between the two sides shall be set out in a text jointly approved by the two sides and the text will be subscribed by the joint secretaries. All local agreements shall be reported to the SNCT.
14. The joint secretaries will be available to advise their respective sides on matters relating to agreements reached by the Committee. In formulating such advice the joint secretaries may consult with each other whenever they think it appropriate.
15. Where agreement is not possible, either side may refer the failure to agree to the joint secretaries of the SNCT.
16. In addition to the principal function of constituting a forum for the negotiation of relevant conditions of service the functions of the Committee shall include consultation on other relevant matters, it being declared that, in the performance of such consultation function, any conclusion reached by the Committee shall have the status of, only, a recommendation and shall not be binding on the parties to this Agreement.
17. This Recognition and Procedure Agreement shall take effect as soon as it has been signed on behalf of the Council and on behalf of the Teachers' Side.
18. No variation to this Recognition and Procedure Agreement may be made except with the consent of the Sides to this agreement.
19. The Council hereby agrees to ensure that adequate paid time off work shall be granted to all trade union representatives on the Joint Negotiating Committee and that particular consideration shall be given to the amount of paid time off work required by the person appointed as union side joint secretary, as well as the necessary facilities covered by ACAS Code of Practice No. 3.
20. The signatory parties to this Recognition and Procedure Agreement acknowledge the importance of establishing and maintaining confidence in the negotiating arrangements established under this Agreement and recognise the need to negotiate in good faith.
21. In the event of any dispute being declared between the two sides or where there is a failure to agree at school level on any relevant matter, the Council and the signatory unions should seek to find a resolution, without delay through discussion in the Committee. The Council further agrees not to exercise its right to implement any change which is the subject of dispute until the matter has been considered by the Committee.

22. The signatory unions, likewise, further agree not to implement any form of industrial action unless and until the Committee has failed to achieve a resolution of the matter in dispute.
23. Where agreement between the two sides of the local negotiating committee is not possible, either side may refer the failure to agree to the Joint Chairs of the SNCT for conciliation. If the conciliation is unsuccessful the Joint Chairs of the SNCT may recommend further procedures for resolution of the difference, including external conciliation, mediation or binding arbitration.
24. In addition to the foregoing, both sides agree that the Glasgow City Council Joint Teachers' Consultative Forum Committee will be a forum for discussion and/ or consultation on a range of matters not subject to national bargaining.



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This Policy has been agreed by the Glasgow LNCT and approved by the Education Services Committee