**Education Services**

**Working Time Agreement – Negotiation Checklist 2025/26**

Work on the Working Time Agreement(WTA) and Calendar for each session should commence no later than the beginning of the final term with the aim of agreeing and submitting both the proforma and calendar to [qapaperwork@glasgow.gov.uk](mailto:qapaperwork@glasgow.gov.uk) **by Wednesday 25 June 2025.**

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| **Step** | **Activity** | **✓** |
| **1** | School Negotiating Group established – equal members on both the Management and Teachers side. The Teachers Side (TS) will determine who represents their side, taking account of Trade Union (TU) membership |  |
| **2** | Both management and teacher sides develop their proposals for the WTA and calendar for the coming session |  |
| **3** | TS discuss with members the proposals going forward in their name to Management Side (MS) |  |
| **4** | Proposals shared between MS and TS |  |
| **5** | Discussion at School Negotiating Group on the proposals |  |
| **6** | If agreement on allocation of hours within the proforma then work on agreeing school **calendar which allocates these across 5 hours each week** |  |
| **7** | If disagreement, then TS speaks again with members about areas of dispute and MS consider areas of compromise on their proposals. |  |
| **8** | Further negotiations at Scottish Negotiating Group (SNG) |  |
| **9** | Agreement reached on both allocation of hours and school calendar which maps 5 hours each week – **proforma and calendar** must be sent to [qapaperwork@glasgow.gov.uk](mailto:qapaperwork@glasgow.gov.uk) |  |
| **10** | If no agreement can be reached a ‘Failure to Agree’ should be declared to LNCT Joint Secretaries – HT informing Jennifer Tees and TS informing Jane Gow. |  |
| **11** | Meeting set up by LNCT Joint Secretaries to discuss areas of disagreement. |  |