**Working Time Agreement – Negotiation Checklist**

Work on WTA and Calendar for each session should begin no later than the beginning of final term with aim of agreeing and submitting both proforma and calendar to the QIO ahead of the summer break.

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| **Step** | **Activity** | **✓** |
| **1** | School Negotiating Group established – equal members on each side, TS deciding who sits on their side, taking account of 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 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 SMT consider areas of compromise on their proposals. |  |
| **8** | Further negotiations at SNG |  |
| **9** | Agreement reached on both allocation of hours and school calendar which maps 5 hours each week – **proforma and calendar** sent to [qapaperwork@glasgow.gov.uk](mailto:qapaperwork@glasgow.gov.uk) |  |
| **10** | If no agreement can be reached a Failure to Agree declared – HT informing Jennifer Tees and TS informing Susan Quinn. |  |
| **11** | Meeting set up by LNCT Joint Secretaries to discuss areas of disagreement |  |