Possible Timeframe
This timeframe should be seen as a guide and no more. However it is essential that the Working Time Agreement for the school is agreed prior to the summer holiday.

Prior to Spring break
- Review of the working time arrangements for the current session (HT discussion with school union and/or other staff representative[s])
- Identify any strengths or weaknesses in current arrangements. The process should be one in which good practice and strengths should be built upon for the following year’s agreement

Immediately after the spring break
- Head Teacher discussion with school representatives. Following this, the collegiate group will be confirmed or established and arrangements made for the timescale and process at school level.

Before the end of April
- Head Teacher to arrange time for collegiate group to meet (usually built into present working time agreement).

First week in May
- Discussions to start. Proposals to be tabled from each side.
- If necessary set a programme of meetings for the collegiate group to meet.

May
- Negotiation period

End of May
- Head Teacher to arrange a full staff meeting to convey the recommendations from collegiate group on a school agreement. Good practice would lead to staff voting on the draft agreement.
- The Working Time Agreement for the following session would be signed off by the Head Teacher and an appropriate member of the collegiate group.

By mid June
- Agreement/Non agreement communicated to LNCT through joint secretaries
- Joint secretaries to consider the position across the authority

By September
- If no resolution is agreed by September the arbitration process will be arranged by LNCT.
- The arbitration process will be led by the joint secretaries and where appropriate other member(s) of the LNCT. It is hoped that through arbitration the process can be concluded at local authority level.
- In the event of no agreement being reached, the situation would be referred onward to SNCT.
- Status quo ante to be put in place pending national resolution.