

Report of the SNCT Support Group

A meeting of the SNCT Support Group took place on 29 January 2018 and was chaired by Helen Connor (Teachers' Side Chair). The main actions items are noted below for the full SNCT.

1. **Pay and Leave Calculations.** The Support Group considered written reports of a meetings between COSLA and the Payroll Providers held on 12 January 2018 and COSLA and Payroll Managers held on 19 January 2018. The Support Group noted the progress that had been made and welcomed the assurances given that all providers were confident that they can implement the payroll software changes by 1 August 2018. The introduction of a new National Pay and Leave Specification to take effect from 1 August 2018 would be reported to the SNCT on 8 February 2018. The Support Group formally recorded its thanks for the work undertaken in this initiative on its behalf by Murray McLeod, Human Resources Officer, Dundee City Council.
2. **Reckonable Service in relation to time spent on the Induction Scheme.** The Support Group considered a proposal from the Teachers' Panel to insert the words "including probationary periods" in paragraph 7.1.2 of the SNCT Handbook which covers Family Leave. Following discussion, all members of the Group agreed to take this proposal away for further consideration and report. All members of the Group agreed to examine the legalities of this proposed provision in terms of employment law and to highlight any potential "unintended consequences" of extending the provision of Family Leave.
3. **Supply Teachers:** COSLA provided an update to the on the work of the supply teachers online booking. It was reported that technological problems were being ironed out and it was hoped that the online supply booking system would be fully operational by 1 August 2018. The Teachers' Side representatives asked if the online supply booking system could capture information on GTCS Professional Update. COSLA responded by saying that this would be investigated.
4. **Workload:** The Joint Secretaries' letter (JS/16/69) has been issued. It was also noted that the SNCT should continue to monitor workload issues.
5. **Job Sizing FAQs:** The Joint Secretaries' letter (JS/17/71) has been issued. Powers were given to the Joint Secretaries to bring forward proposed changes to the SNCT Handbook (a) clarifying the statistics to be used in calculating free school meals (Job Sizing Questionnaire 1.12) and (b) the pupil equity fund and the size of the school budget (Job Sizing Questionnaire 1.13).

6. **Reckonable Service in relation to time spent on the Induction Scheme:** The Support Group considered a letter from the Joint Secretaries. Following discussion, members of the Support Group were invited to send comments on this letter to the Joint Secretaries with a view to developing a revised SNCT agreement for consideration by the Support Group at its next meeting.
7. **Practical Class Sizes:** The Support Group considered the contents of a letter from the Teachers' Panel Joint Secretary to the other Joint Secretaries. Following lengthy discussion, the Support Group concluded that it would be difficult to take this matter forward at this time through the collective bargaining machinery and agreed that individuals should process individual concerns on a case-by-case basis through the appropriate mechanisms.
8. **Notice Periods:** The SNCT, at its 5 October 2016 meeting, agreed that periods of notice across Councils should be determined at national level. These changes took effect on 1 January 2017 and were communicated to holders of the SNCT Handbook in circular SNCT/17/57. The Support Group noted that specific changes had been made to the minimum periods of notice which now defines notice periods in terms of working weeks as opposed to calendar weeks. Following discussion, the Support Group agreed the following definition of a working week.

"A working week comprises any week in which a school/establishment is open on any day for pupils and/or any employee covered by the terms of the SNCT Handbook, regardless of the number of hours that the school/establishment is open or that employees work in said week."

The Group agreed to recommend that this definition of a working week be approved at the next meeting of the SNCT.