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Dear Colleagues

**GUIDANCE - WORKING TIME ARRANGEMENTS AND DEVELOPMENT OF A COLLEGIATE CULTURAL CLIMATE**

We refer to the Joint Secretaries' letter of 24 October 2007 on Annex C Reports, a copy of which is attached.

The Review of LNCTs Working Group has now produced a paper on good practice to assist LNCTs on Working Time Agreements and the development of collegiality. This paper has been collated from the reports provided by LNCTs and is attached. This paper is also available on the SNCT website: [www.snct.org.uk](http://www.snct.org.uk). The examples of good practice are illustrative. It is for each LNCT to develop and agree its own procedures.

The Working Group is clear that LNCTs are developing strategies to deal with workload issues and that robust local advice will do much to assist the management of workload. While the Working Group has indicated that it will not seek additional information on the monitoring of Working Time Agreements this session, there will be a request for an update on how LNCTs are considering workload and this request will be made during the current session.

You are also asked to note that the SNCT plans to hold a national event, to be held at Hampden Stadium on Wednesday 12 March for representatives of Councils and LNCTs on the work of the SNCT. Further advice on this event will be issued in due course.

Yours sincerely

Joe Di Paola (Employers' Side)  
Drew Morrice (Teachers' Panel)  
Stephanie Walsh (Scottish Executive)

Joint Secretaries

To: Chief Executives  
Directors of Education  
Directors of Personnel  
Directors of Finance  
LNCT Joint Secretaries