

## **Local Recognition and Procedure Agreement**

**between**

**City of Edinburgh Council**

**and**

**The Educational Institute of Scotland (EIS),  
The Scottish Secondary Teachers' Association (SSTA),  
The Professional Association of Teachers (PAT),  
The National Association of Schoolmasters Union of Women Teachers (NASUWT),  
The Headteachers Association of Scotland (HAS) and  
The Association of Headteachers in Scotland (AHTS).**

1. The City of Edinburgh Council hereby recognises the EIS, SSTA, PAT, NASUWT, HAS and AHTS as the sole representatives of the teaching staff, music instructors, educational advisers and educational psychologists employed by the Council on all matters relating to conditions of service as defined in paragraph 3 of this recognition and procedure agreement and other matters not subject to national bargaining.
2. The Council and the recognised unions/associations jointly affirm their commitment to the maintenance of good industrial relations and accept that this Recognition and Procedure Agreement and any formal agreements which arise from it will be binding on the signatory parties.
3. All agreements, orders, settlements and determinations of the Scottish Negotiating Committee for Teaching Staff in School Education dealing with:
  - cover agreements
  - appointment procedures
  - particulars of employment
  - expenses of candidates for appointment
  - transfer of temporary teachers to permanent staff
  - promotion procedure
  - staff development arrangements
  - specific duties and job remits
  - arrangements for school based consultation
  - other leave and absence arrangements
  - notice periods
  - housing
  - indemnification procedures
  - other allowances
  - discipline and grievance proceduresshall be adopted as the base for negotiations under the procedures established by this Recognition and Procedure Agreement. Any other matters concerning the Council and/or its employees may be brought to the LNCT for consultation purposes.

4. The purpose of this Recognition and Procedure Agreement is to establish bargaining machinery and a negotiating procedure between the Council and the signatory unions/associations whereby

relevant conditions of service can be determined for all teaching staff, educational instructors, music instructors, quality improvement officers, **education support officers** and educational psychologists.

5. The Council hereby recognises the unions/associations who are signatories to this Recognition and Procedure Agreement as the sole bargaining agents for the matters covered by this Recognition and Procedure Agreement.
6. The Council will negotiate through a Management Side appointed by itself. The recognised unions/associations will negotiate through a joint teachers' side appointed by them collectively which will reflect on a pro rata basis the respective membership strengths of each organisation. The Management Side and the Joint Teachers' Side will each appoint a secretary for their respective sides.
7. Negotiations between the two sides shall be conducted within a committee to be known as the City of Edinburgh Council Local Negotiating Committee for Teaching Staff (LNCT) hereinafter referred to as the LNCT. Meetings of the LNCT shall be held as and when requested by either side with the proviso that there will be at least 4 meetings in each calendar year. The first meeting of the academic session will confirm the membership of the LNCT and the joint secretaries and agree the chair. The joint secretaries shall be responsible for making the arrangements for meetings which shall be arranged within 10 working days of a request being lodged or otherwise by mutual agreement.
8. The composition of each side of the LNCT shall be determined by the sides separately, but shall not exceed 5 members of each side. The Teachers' Side shall be drawn from a Teachers' Panel which shall comprise representatives of all the recognised unions/associations and which will reflect on a pro rata basis the respective membership strengths of each organisation.
9. The quorum for a meeting of the LNCT shall be 3 from the Management Side and 3 from the Teachers' side.
10. The LNCT may establish sub-committees, sub-groups, working parties or commission research and investigations to serve whatever relevant purpose provided there is agreement to do so.
11. The LNCT, sub-committee, sub-group or working party may invite any person to attend and speak at any meeting because of their expertise or specialist knowledge. Any person attending such meetings acquires no formal rights or status other than the ground upon which they were asked to attend.
12. All agreements reached by the LNCT will be subject to approval of the City of Edinburgh **Council** in order to be binding on the Council and the teachers' unions/associations.
13. Agreements reached between the two sides shall be set out in a text jointly approved by the two sides and the text will be subscribed by the joint secretaries. All local agreements shall be reported to the SNCT.
14. The joint secretaries will be available to advise their respective sides on matters relating to agreements reached by the LNCT. In formulating such advice the joint secretaries may consult with each other.
15. This Recognition and Procedure Agreement shall take effect from 30 September 2006.
16. No variation to this Recognition and Procedure Agreement may be made except with the consent of the Sides to this agreement.
17. The Council agrees that the adequate paid time off shall be granted to teacher representatives on the LNCT Teachers' Panel and that particular consideration shall be given to the paid time off work required by the person appointed as Teachers' Side joint secretary as well as the necessary facilities covered by ACAS Code of Practice No.3.

18. The signatory parties to this Recognition and Procedure Agreement acknowledge the importance of establishing and maintaining confidence in the negotiating arrangements established under this agreement and recognise the need to negotiate in good faith.
19. In the event of any dispute being declared between the two sides, or where there is a failure to agree at school level on any relevant matter, the Council and the signatory unions/associations will seek to resolve the matter without delay through discussion in the LNCT. The Council agrees not to implement any change which is the subject of dispute and the signatory unions/associations agree not to implement any form of industrial action unless and until the matter has been considered by the LNCT and the LNCT has failed to achieve a resolution of the matter in dispute.
20. Where agreement between the two sides of this local negotiating committee is not possible, either side may refer the failure to agree to the Joint Chairs of the SNCT for conciliation. If the conciliation is unsuccessful the Joint Chairs of the SNCT may recommend further procedures for resolution of the difference, including external conciliation, mediation or binding arbitration.

**Signed on behalf of the Management Side**

**Name**

**Designation**

**Date**

**Signed on behalf of the Teachers' Side**

**Name**

**Designation**

**Date**

