

**JS/10/17**

3 June 2010

Dear Colleague

**TEACHER WORKLOAD**

Further to advice from the Joint Secretaries issued in September 2009 (JS/09/11) and a subsequent letter from the Joint Secretaries in March 2010 (JS/10/15), please find attached a questionnaire that has been developed in order that LNCTs can provide the SNCT with information in relation to local monitoring of Working Time Agreements and other mechanisms to control workload. It is hoped that the content of this questionnaire will also assist LNCTs in the preparation of the workload action plans that are to be developed and shared with the SNCT.

LNCTs are asked to return their completed questionnaires and workload action plans to Andrew Morrison at [andrew@cosla.gov.uk](mailto:andrew@cosla.gov.uk) by **24 September 2010**.

Yours sincerely

Tom Young (Employer's Side)  
Drew Morrice (Teachers' Panel)  
Stephanie Walsh (Scottish Government)

**Joint Secretaries**

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