

JS/10/21

4 November 2010

Dear Colleague

**TEACHER WORKLOAD: QUESTIONNAIRE AND ACTION PLAN**

Further to the Report on Teacher Workload issued by the Joint Secretaries in September 2009 (JS/09/11) and subsequent letters issued in March and June 2010 (JS/10/15 and JS/10/17), LNCTs were asked to return completed workload questionnaires and workload action plans by 24 September 2010. According to our records, your LNCT does not appear to have returned either document.

As Joint Secretaries, we are required to report back to the SNCT on progress that LNCTs are making in controlling workload. Failure to return these documents will therefore necessitate further action on our part to ensure that workload is being addressed appropriately in your council area through LNCT mechanisms.

The questionnaire is attached again for your attention, together with a template that may be of assistance to you in completing your action plan. This is based on the key issues that were identified in the Report on Teacher Workload and was created following consideration of returns received from LNCTs to date. You may wish to utilise it if you feel that would be helpful.

You are asked to return your completed questionnaire and workload action plan to Andrew Morrison at [andrew@cosla.gov.uk](mailto:andrew@cosla.gov.uk) **by no later than Friday 26 November 2010** to allow a report to go to the SNCT at its meeting on 8 December 2010.

Yours sincerely

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

**Joint Secretaries**

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## TEACHER WORKLOAD ACTION PLAN

<b>Working Time Agreements</b>					
	<b>Key Issue</b>	<b>Description of Current Activity</b>	<b>Timescale</b>	<b>Proposed Action</b>	<b>Responsibility and Ownership</b>
(i)	Centrally provided guidance				
(ii)	Monitoring procedures (a) all returns (b) random sampling (c) percentage of annual returns scrutinised				
(iii)	Visiting – linked to monitoring or random visits				
(iv)	School based evaluation: (a) time allowances (b) areas of work (c) adjustments required (d) new priorities identified				
(v)	New initiatives – use of CPD to tackle workload				
(vi)	Surveys, questionnaires to inform LNCT				

<b>Collegiality</b>					
	<b>Key Issue</b>	<b>Description of Current Activity</b>	<b>Timescale</b>	<b>Proposed Action</b>	<b>Responsibility and Ownership</b>
(i)	Conferences, events – joint working				
(ii)	“Badging” of materials – LNCT circulars, letters				
(iii)	Ethos and leadership: – role of Director – role of Education Convener				
(iv)	Joint working – improvement plan – authority and school				
(v)	Targeted work: – planning – reporting – other working groups				

<b>Authority Support</b>					
	<b>Key Issue</b>	<b>Description of Current Activity</b>	<b>Timescale</b>	<b>Proposed Action</b>	<b>Responsibility and Ownership</b>
(i)	Guaranteed management time				
(ii)	Maintaining support staff				
(iii)	Role of QIOs to support LNCT initiatives				

<b>Other Initiatives</b>					
	<b>Key Issue</b>	<b>Description of Current Activity</b>	<b>Timescale</b>	<b>Proposed Action</b>	<b>Responsibility and Ownership</b>
(i)	Stress auditing and management				
(ii)	Health and wellbeing				
(iii)	Staff welfare				