

## Report of the SNCT Support Group

A meeting of the SNCT Support Group took place on 16 February 2017 and was chaired by Tom Tracey (Teachers' Side Chair). The main actions items are noted below for the full SNCT.

1. **Accelerated Incremental Progression (AIP):** The Support Group noted that this matter had been remitted to the Joint Secretaries for further consideration and report with a view to developing a statement for consideration by the Support Group at its next meeting.
2. **Supply Teachers:** A meeting had been arranged for 27 March 2017 to discuss the Supply Portal with representatives from myjobscotland. It was agreed that the issue of maintaining a record of continuity of service should be discussed at this meeting.
3. **Workload:** The Joint Secretaries' letter (JS/16/69) has been issued. It was also noted that the SNCT should continue to monitor workload issues.
4. **Pay and Leave Calculations:** The Employers' Side reported that it now had detail of all payroll providers including details of new providers. A meeting involving all providers (old and new) and representatives from the SNCT will be arranged shortly.

The SNCT is asked to note discussions are continuing between representatives of the Employers' Side and the SPPA on pension contribution reconciliations, auto-enrolment obligations, and pensionable service validations. The payroll specification should attempt to ensure that all Councils calculate certain things (e.g. Pay, Maternity Pay, Sick Pay) in the same way. In the absence of this, a general principle could be agreed with the SPPA and detailed in the payroll specification. Further guidance would then be developed by the SPPA which would be further reviewed by the SNCT Support Group and the SNCT.

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.**