

Scottish Negotiating Committee for Teachers

COSLA
Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5XZ
Tel: 0131 474 9200
Fax: 0131 474 9292
E-mail: Lynne@cosla.gov.uk

Teachers' Panel
46 Moray Place
Edinburgh
EH3 6BH
Tel: 0131 225 6244
Fax: 0131 220 3151
E-mail: dmorrice@eis.org.uk

Scottish Executive
Education Department
Teachers Division
2A North Victoria Quay
Edinburgh
EH6 6QQ
Tel: 0131 244 0230
Fax: 0131 244 0957
E-mail: Stephanie.walsh@scotland.gsi.gov.uk

20 January 2006

Dear Colleague

MONITORING WORKING TIME AGREEMENTS

You were previously advised, in a letter from the Joint Secretaries issued on 11 October 2005, that the SNCT would be seeking information on arrangements for monitoring of working time agreements by Local Negotiating Committees for Teachers.

Under Annex C of the 2001 National Agreement, A Teaching Profession for the 21st Century LNCTs should be conducting an evaluation/audit of working arrangements to assess the wider cultural climate in schools.

LNCTs will need to have the following in place:

- (a) Framework advice on local working time arrangements, including advice on the process by which schools should conclude establishment working time agreements.
- (b) Clear procedures for establishment "signing off" of working time agreements.
- (c) Arrangements to assist in situations where there are failures to agree.
- (d) Advice on monitoring of teacher workload at establishment level to ensure that working time arrangements assist the management of workload in the 35 hours allocated for individual and collective work.

In addition the LNCT should advise the SNCT of monitoring arrangements applied locally.

The following are possible means of monitoring working time arrangements and evaluating the wider cultural climate in schools:

- (i) Paper reviews of establishment working time arrangements. This requires effective and systematic monitoring of returns from schools.
- (ii) LNCT visits to a random sample of schools across the authority to evaluate the process of decision making and the impact of working time agreements on teacher workload.
- (iii) Random surveys of teachers and school managers across the authority; again evaluating the process and the impact of working time agreements.
- (iv) Focus group meetings or open meetings, for example, involving representatives from all types of post.

Whilst it will be for LNCTs to develop their own practice, in looking at monitoring of the agreement at establishment level, the SNCT would expect that due regard will be made to the statement on collegiality issued by the Joint Chairs in June 2005.

The SNCT requires a narrative return from each LNCT on the steps taken by the LNCT to monitor working time arrangements and evaluate the wider cultural climate in schools no later than **Friday 31 March 2006**. Although it is recognised that this may be a 'work in progress' report, it must be accompanied by a plan for future actions.

For its part the SNCT commits to organising 4 regional events, involving delegates from all 32 Councils, to gather its own evidence on the progress towards collegiality. This will be used to inform the SNCT as part of its review of the National Agreement. You shall be advised of these arrangements in the near future.

Yours sincerely

Lynne Dickson (Employers' Side)
Drew Morrice (Teachers' Panel)
Stephanie Walsh (Scottish Executive)

Joint Secretaries