

**ABERDEEN CITY COUNCIL  
EDUCATION DEPARTMENT**

**Local Recognition and Procedure Agreement between:**

**Aberdeen City Council**

**and**

**The Educational Institute of Scotland (EIS);**

**The Scottish Secondary Teachers' Association (SSTA);**

**The Professional Association of Teachers (PAT);**

**The National Association of School Masters/Union of Women Teachers (NASUWT);**

**The Head Teachers' Association of Scotland (HAS) and**

**The Association of Head Teachers in Scotland (AHTS).**

1. Aberdeen City Council hereby recognises the EIS, SSTA, PAT, NASUWT, HAS and AHTS as the sole representatives of those employees on Teachers' Conditions of Service including teaching staff, music instructors, educational advisers and educational psychologists employed by the Council on all matters 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 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 parties to this agreement.
3. All agreements, orders, settlements and determinations of the Scottish Negotiating Committee for Teaching Staff in School Education dealing with:
  - cover arrangements
  - appointment procedures
  - particulars of employment
  - expenses of candidates for appointment
  - transfer of temporary teachers to permanent staff
  - promotion procedures
  - 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 procedures

shall, to the extent that they are agreed to be appropriate to collective bargaining, be open to the full process of negotiation under the procedures established by this Recognition and Procedure Agreement.

4. The purpose of this Recognition and Procedure Agreement is to establish a negotiating procedure between the Council and the signatory unions whereby relevant conditions of service (as identified in paragraph 3) can be agreed for teaching staff, music instructors, educational advisers and educational psychologists.
5. The Council will negotiate through a Management Side appointed by the Council. The recognised unions will negotiate through a joint union 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 union side will each appoint a secretary for their respective sides. Signed agreement to the collective arrangements for appointing the “joint union side” will be formally notified in writing to the Council.
6. Negotiations between the two sides shall be conducted within a Committee to be known as the Aberdeen City Council Local Negotiating Committee for Teaching Staff, hereafter known as the LNCT. Meetings of the LNCT shall be held on four dates in each calendar year providing business is identified for them, and additional meetings will be arranged if requested by either side. One of the meetings shall be designated the Annual General Meeting for the purpose of approving the membership of the LNCT and reviewing any standing sub-Committees.

At the Annual General Meeting, a Chair and Vice-Chair should be appointed. Where the Chair is drawn from one side, the Vice Chair shall come from the other side, on the understanding that the Chair will alternate annually between the two sides.

7. The composition of each side of the LNCT shall be determined by the sides separately. The LNCT may, from time to time, appoint, from among its own members, a sub-Committee or sub-Committees to discharge such of the functions of the LNCT as the LNCT may specify.
8. The quorum for a meeting of the LNCT shall be three from the Management Side and three from the Joint Union Side. In the case of a sub-Committee, the quorum shall be determined by the LNCT when the sub-Committee is first established.
9. Agreements reached between the two sides shall be set out in a text jointly approved by the two sides. Agreements will become operable when they have been ratified by the Standing Committee of the Council and signed by the secretary on the Teachers’ Union side and appropriate Officer(s) on employer’s side.

All local agreements shall be reported to the SNCT.

10. This Recognition and Procedure Agreement shall take effect as soon as it has been signed on behalf of the Council and on behalf of the Teachers’ Side.
11. No variation to this Recognition and Procedure Agreement may be made except with the consent of the Sides to this agreement.

12. The Council hereby agrees to ensure that, in accordance with the Council's Trade Union Facility Time Agreement, adequate paid time off work shall be granted to all union representatives on the LNCT. Within the overall Facility Time arrangements for teaching staff particular consideration should be given to the requirements of the role of Teachers' Side Secretary to the LNCT. These arrangements will be in line with facilities covered by ACAS Code of Practice No.3.
13. The signatory parties to this Recognition and Procedure Agreement acknowledge the importance of establishing and maintaining confidence in negotiating arrangements established under this Agreement and the need to negotiate in good faith and the continuing commitment to co-operation and consultation generally on all matters of collective interest.
14. 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 should seek to resolve the matter, without delay, through discussion in the LNCT. The Council further agrees not to implement any change which is the subject of dispute until the matter has been considered by the LNCT. The signatory unions, likewise, further agree not to implement any form of industrial action unless and until all the agreed procedures have been exhausted.
15. Where agreement between the two sides of the LNCT is not possible either side may refer the failure to agree to the Joint Chairs of the SNCT for conciliation. Both sides agree only to refer matters to the SNCT after exhaustive discussion, including internal referral by either side, has failed to produce agreement. 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.
16. The terms of this local framework will be subject to periodic review at the request of either side.

<b>Signed on behalf of the Council:</b>  <b>Name</b>  <b>Designation</b> Director of Education  <b>Date</b>	<b>Signed on behalf of the Council:</b>  <b>Name</b>  <b>Designation</b> Director of Personnel  <b>Date</b>
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**Signatures continued overleaf . . .**

<b>Signed on behalf of the Council:</b>  <b>Name</b>  <b>Designation</b> Director of Legal and Corporate Services  <b>Date</b>	<b>Signed on behalf of The EIS:</b>  <b>Name</b>  <b>Designation</b>  <b>Date</b>
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<b>Signed on behalf of The SSTA:</b>  <b>Name</b>  <b>Designation</b>  <b>Date</b>	<b>Signed on behalf of The PAT:</b>  <b>Name</b>  <b>Designation</b>  <b>Date</b>
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<b>Signed on behalf of The NAS/UWT:</b>  <b>Name</b>  <b>Designation</b>  <b>Date</b>	<b>Signed on behalf of The HAS:</b>  <b>Name</b>  <b>Designation</b>  <b>Date</b>
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<b>Signed on behalf of The AHTS:</b>  <b>Name</b>  <b>Designation</b>  <b>Date</b>
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