



JNCT 19-01

JOINT NEGOTIATING COMMITTEE FOR TEACHERS

TEACHERS, TRADE UNION AND
ASSOCIATED PROFESSIONALS
CONSULTATIVE GROUP

Terms of Reference

CONTENTS		Page
1.0	INTRODUCTION	Pg 1
2.0	KEY PARTNERS	Pg 1
3.0	VALUES AND PRINCIPLES	Pg 2
4.0	REMIT	Pg 2
5.0	COMMUNICATION	Pg 2-3
6.0	GROUP MEMBERS	Pg 3-4
7.0	CHAIRPERSON	Pg 4-5
8.0	QUORUM	Pg 5-6
9.0	FREQUENCY OF MEETINGS	Pg 6
10.0	CONDUCT OF BUSINESS	Pg 7-8
11.0	DECISION MAKING	Pg 8
12.0	REVIEW	Pg 8-9

1.0 INTRODUCTION

Engaging positively and constructively and working in partnership between the Trade Unions and Education Service, is vital to delivering high quality services for East Ayrshire. This is only possible if we have a committed, flexible, engaged, valued and appropriately trained workforce.

East Ayrshire Council and all Trade Unions will work together as partners recognising that true partnership working will benefit service delivery and the workforce as a whole.

2.0 KEY PARTNERS

The term trade union, which for the purpose of this Terms of Reference document relates to any teaching trade union or professional association recognised by the Council, and documented in the Local Recognition and Procedure Agreement. Therefore, the key partners of the Teachers, Trade Union and Associated Professionals Consultative Group will be East Ayrshire Council management and the following trade unions/professional associations:

- Association of Head Teachers and Deputies in Scotland [AHDS];
- Educational Institute of Scotland [EIS];
- National Association of School Teachers Union of Women Teachers [NASUWT];
- Scottish Secondary Teachers' Association [SSTA];
- School Leaders Scotland [SLS];
- Voice

3.0 VALUES AND PRINCIPLES

Partnership is defined, for these purposes, as ‘the inclusion of all stakeholders involved in the provision of education, including the processes of formulating, designing, reviewing, consulting and negotiating with regard to that provision.’

All partners agree to work together within the Terms of Reference in order to achieve sustainable improvement. All partners jointly agree to commit to the following values:-

- Mutual trust, honesty and respect;
- Openness and transparency;
- Fairness/equity of view; and
- True engagement, recognising each other's views.

4.0 REMIT

East Ayrshire Council will bring together key individuals from management and Trade Unions to constitute a “Teachers, Trade Union and Associated Professionals Consultative Group” that enables early discussion of, input to and influence over the Education Service’s strategic decision-making affecting the workforce including health & safety and wellbeing.

Attention is drawn to those area devolved to the JNCT by the SNCT and set out in the Local Recognition and Procedure Agreement, mainly:

- Cover agreements
- 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
- Housing
- Indemnification procedures
- Other allowances
- Discipline and grievance procedures

There is a recognition by the fora that Trade Unions retain the right to represent the interests of their members and will not replace individual and collective activity by Trade Unions representing their members on employment.

5.0 COMMUNICATION

Sharing of information in a timeous and effective manner will be a fundamental principle of effective operation of the Teachers, Trade Union and Associated Professionals Consultative Group. It is expected that there will be responsible use of shared information at all times and respect given in terms of sensitivity of such information.

6.0 GROUP MEMBERSHIP

6.1 Trade Unions

Trade Union members will be appointed to serve on the Teachers, Trade Union and Associated Professionals Consultative Group by their respective trade

union/professional association.

Each trade union/professional association will have equal status within the group in terms of views expressed. There will be no majority in either the trade union or management side. Other key stakeholders will be invited to attend as agreed.

Each trade union/professional association will be permitted one representative with the exception of the Educational Institute for Scotland (EIS) which is permitted two representatives. Full-time Officers of a trade union/professional association may attend, in their capacity as an adviser.

6.2 Management

The management side of the Group will include:-

- Head of Education;
- Head Teacher Secondary;
- Head Teacher Primary;
- Strategic Education Manager
- Head of Human Resources; and
- Human Resources Manager [Economy & Skills].

7.0 CHAIRPERSON

Management will nominate the management Joint Chair. Similarly, the collective trade unions will elect a Chair. Democratic Services will provide full support to both joint chairs for these meetings which will be rotated between both Joint Chairs.

8.0 QUORUM

The quorum of the Teachers and Associated Professionals Consultative Group will be at least four members of the Group from each side [management and trade union/professional association including at least one of the joint chairs]. Inquorate meetings can proceed where appropriate and agreed, but any decisions taken by an inquorate meeting will not be applicable until homologated by a quorate meeting.

9.0 FREQUENCY OF MEETINGS

The group will normally meet every 6 weeks, but at least 6 times per annum in advance of JNCT meetings. The Joint Chairs, may at any time, convene additional meetings if and when required. Meetings will be planned and dates set for a 12 month period. Meeting will be scheduled to take place on a Thursday. The standing down or any changes to meetings will be agreed with Joint Chairs in advance.

The frequency of meetings will be reviewed annually.

10.0 CONDUCT OF BUSINESS

10.1 Agenda Items

Request for agenda items must be made when they arise but no later than 10 working days before the next meeting of the Teachers, Trade Union and Associated Professionals Consultative Group. Any exception to this timescale must be agreed by both Joint Chairs and will only be done so on an exceptional basis.

Information only items can be submitted out with these timescales. These are only those items that require no discussion.

All submission papers for meetings must be made in electronic format.

The agenda will be agreed by Joint Chairs prior to issue.

10.2 Minutes

Draft minutes of the Teachers, Trade Union and Associated Professionals Consultative Group meetings will be issued to all members, after being agreed by the Joint Chairs, no later than 15 working days after the meeting.

Any action notes will be issued to the appropriate group member within 7 days of the meeting in question.

Meetings will be called by the Joint Chairs. The agenda and supporting papers will be sent to members at least 5 working days before the date of the meeting.

Minutes will be the responsibility of Democratic Services.

10.3 Absence

In the event of any member being unable to attend, apologies must be sent to the appropriate Democratic Services Officer.

10.4 Nominated Substitute

All members may designate a nominated substitute who may attend in the member's absence and contribute to decision making. This will require the substitute to be fully briefed on issues and have delegated authority for their area of responsibility.

Nominated substitutes will receive all agenda papers for the Teachers, Trade Union and Associated Professionals Consultative Group. The names and contact details of nominated substitutes will be sent to the appropriate Democratic Services Officer.

11.0 DECISION MAKING

Decision making will normally be by generally accepted opinion or decision or exceptionally by the majority of both management and trade unions, with any dissenting views recorded in the minute.

12.0 REVIEW

It is acknowledged that partnership working will be a continually evolving process. This agreement may change over time to reflect developing working practices.

This agreement will be formally reviewed on annual basis from the date of implementation in addition to proactive review of remit, aims and membership.

