

LNCT

Aberdeenshire Local Negotiating Committee for Teachers

Date: 2014

LNCT/14/10

Devolved Matters – SNCT Part 4

This agreement has been subject to review in <year> by the LNCT Joint Secretaries and HR as part of a review of current Aberdeenshire LNCT Agreements.

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SNCT PART 4 – DEVOLVED MATTERS

This document replaces Section 4 of the SNCT Handbook and sets out existing conditions of service under the heading of the appropriate devolved matter. Links to local agreements replace the inherited conditions that has now been varied.

Existing Provision	Local Agreement or Section Here
Travelling Expenses	LNCT/14/05
Car Allowances	LNCT/14/05
Subsistence Allowances	Section 14.6
Allowance for Compulsorily Transferred Teachers	Section 14.7
Absence Cover	LNCT/14/07
Letter of Appointment	Section 8.1
Particulars of Employment	Section 8.2
Expenses of Candidates for Appointment	Section 8.4
Transfer of Temporary Teachers to Permanent Staff	LNCT/11/01
Promotion Procedures	LNCT/13/06
Post Entry Training – Financial Assistance	Section 9.2
Leave for Examinations	Section 9.3
Special Leave	LNCT/13/01
Housing	Section 14.3
PVG Costs	PVG

OTHER ALLOWANCES

Existing Provisions

GENERAL PROVISIONS

14.6 Subsistence Allowances

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14.6.1 Subsistence expenses reasonably incurred by a teacher in the course of authorised travel on school business shall be reimbursed by the authority in accordance with the provisions of sub-paragraphs **14.6.5** and **14.6.6**.

14.6.2 Payment of subsistence allowances is subject to the condition that expenditure for which the allowances are claimed has actually been incurred. Where an allowance is claimed the teacher may be required, if the authority requests, to provide certification.

14.6.3 An allowance shall not be paid where an authority provides a suitable meal. Where a teacher is able to have meals in a local authority establishment, only the actual expenditure shall be reimbursed.

14.6.4 Where a teacher, with the approval of the employer, undertakes voluntarily extra-curricular activities, the teacher shall receive reimbursement of subsistence expenses in accordance with the provisions of this paragraph.

14.6.5 In the case of an absence from the usual place of work, the following rates shall apply from 1 January 1997:

Breakfast	£4.48
Lunch	£6.17
Tea	£2.43
Dinner	£7.64
Accommodation Rate	£31.13

14.6.6 Teachers travelling by rail who necessarily take a meal in a restaurant car shall also be reimbursed the difference between the actual cost of the standard meal and the allowance for the appropriate meal shown above.

14.6.7 The provisions of paragraphs 14.4 and 14.6 shall apply to teachers undertaking courses of in-service training.

14.7 Allowances for Compulsorily Transferred Teachers

14.7.1 The following arrangements shall apply to those teachers whose place of employment is changed as a result of the reorganisation of local authority areas, or who are required by the authority to transfer from one locality to another, or by other circumstances, beyond their control.

14.7.2 The authority shall, in all cases, be satisfied that the expenditure which a teacher incurs in connection with this transfer, and for which allowances may be paid, is necessary expenditure and has been approved in advance. The authority

shall ensure that decisions under this paragraph are taken with the minimum of delay.

14.7.3 Where a teacher incurs additional travelling expenses as a result of the place of employment being changed but is not required to move home, the employing authority shall pay an allowance equal to the difference between the costs of travelling from home to the new place of work, and from home to the old place of work, for a period of 3 years. This allowance shall be based on either -

(a) Standard class train and/or bus fares, or

(b) A mileage allowance in respect of the additional mileage actually involved in the change of place of employment whichever is actually incurred.

Note : This sub-paragraph applies where the difference between the cost of travelling both ways from home to the new place of work and from home to the old place of work is greater than £9.90* a week, the amount to be refunded being the sum in excess of £9.90*.

This limit is automatically up rated with any change in car rates and is calculated as: 22 miles at car user rate (45p at 1st April 2013).

14.7.4 Aberdeenshire transfer policies do not require teachers to transfer to schools that are not within a reasonable time and distance from their home. Where the Authority requests such a move and the teacher voluntarily agrees, then the Relocation package (see LNCT/09/02) will be made available. The following additional leave arrangements will also apply:

(a) **Search for New Accommodation** - Where it is necessary for a teacher to visit the new place of employment to find accommodation, the employing authority at that time shall grant. In addition to provisions within Relocation package, up to a maximum of three days' paid leave where necessary.

(c) **Leave** - Authorities shall grant two days paid leave to teachers when moving their homes as a result of the place of employment being changed.

APPOINTMENT PROCEDURES

8.1 Letter of Appointment

8.1.1 On appointment teaching staff shall be given a letter of appointment which shall contain particulars of the terms of employment in accordance with a model statement of terms and conditions of employment.

8.1.2 The teacher shall be required to signify acceptance of the appointment in writing.

8.2 Particulars of Appointment

8.2.1 The terms of the Employment Rights Act 1996, as may be amended from time to time, shall be satisfied in the letter of appointment.

EXPENSES OF CANDIDATES FOR APPOINTMENT

8.4 Expenses of Candidates for Appointment

8.4.1 The actual travelling and subsistence expenses reasonably incurred by a candidate invited to attend for interview shall be reimbursed, after the conclusion of the interview.

STAFF DEVELOPMENT ARRANGEMENTS POST ENTRY TRAINING

9.2 Financial Assistance

9.2.1 Where a teacher, at the request of the authority, attends a course or classes the authority shall make payment of -

- (a) full salary;
- (b) all prescribed course fees and other approved educational expenses arising from the teacher's attendance at the course;
- (c) any reasonable sums approved by the authority in respect of additional expenditure incurred by the teacher in attending the course.

Travelling and subsistence expenses incurred under (c) above shall be in accordance with Paragraphs 14.4 and 14.6 of this Scheme.

9.2.2 The payments under sub-paragraph 9.2.1 shall be subject to the recovery of any grants receivable by the teacher from other sources. No other conditions shall be attached to these payments.

9.3 Leave for Examinations

Special leave with pay shall be granted to teachers for the purpose of sitting examinations applicable to their teaching service. Special leave, with or without pay, may be granted for the purposes of final revision in the period preceding an examination, according to the circumstances of each case.

HOUSING

14.3 Housing

14.3.1 Tenancy of a schoolhouse or other dwelling shall not be a condition of appointment or of continued tenure of any appointment for any teacher.

14.3.2 The authority shall not have power to specify the place or area of residence of a teacher, without prejudice to the position in relation to a residential school.

Protection of Vulnerable Groups (PVG) Scheme

For all employees who are required to become members of the PVG Scheme, the costs arising from retrospective checks will be met by the Council