

ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

Joint Secretary (Teachers' Panel)
John Pratti
c/o EIS Offices
24 West High Street
Forfar DD8 1BA

Joint Secretary (Angus Council)
Pauline Stephen
Head of Schools and Learning
Angus House
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[date to be inserted] 2016

Dear Colleague

AJNCT31 WORKLOAD CONTROL

The Agreement reached between the Scottish Government, COSLA and the Trade Unions in September 2015 included:

"An agreed statement on principle for managing teacher workload, including a requirement for schools to include an action point within SIPs to reduce workload and bureaucracy".

The AJNCT has researched issues concerned with workload in schools and the findings of that research have been discussed by the Committee. Agreement was reached at the AJNCT of 25 May 2016 and that agreement forms the Appendix to this Circular. This agreement was ratified at the Staffing Sub-Committee on **XXXXXX and now forms AJNCT 31.**

Yours sincerely

**PAULINE STEPHEN
JOHN PRATTI**

Joint Secretaries

Enc:

cc: Chief Executive
Strategic Director – Children and Learning
Strategic Director of Resources
Head of HR, IT and Organisational Development

AJNCT Agreement on Workload Control

1. Prior to the Easter break, TNCGs will be encouraged to report identified workload drivers to a review group formed from the AJNCT, in order that advice given to establishments prior to the commencement of the WTA process may reflect this.
2. SIPs must be agreed by establishment TNCGs and must be audited on the basis of a prejudice in favour of reductions in bureaucracy and workload and must include specific actions to achieve this.
3. TNCGs should review bureaucracy and workload annually as part of the WTA process to include:
 - i) short term planning, monitoring and reporting
 - ii) formats for reporting to parents
 - iii) time for professional dialogue amongst teaching staff
 - iv) forward planning
 - v) ICT systems.
 - vi) other drivers of bureaucracy and workload identified by the AJNCT as part of the annual review.
4. All new proposed changes must be time costed by TNCG's alongside an analysis of current priorities and practices prior to a decision on possible implementation.
5. TNCG's will report annually to a review group formed from the AJNCT on specific actions taken in WTA's and SIP's to reduce bureaucracy and workload.
6. TNCG's will report to AJNCT Joint Secretaries any workload drivers generated by external factors such as school inspections or SQA procedures. These will be investigated by the Joint Secretaries and, if necessary, forwarded to the SNCT.
7. AJNCT will, annually, assess the impact and effectiveness of establishment agreements on workload control measures and review advice to establishments on best practice.
8. AJNCT will produce a report, annually, on the impact of AJNCT workload control measures which will be available for review by the SNCT.
9. Should there be a failure to agree either a SIP or WTA at establishment level, representatives of the TNCG will enter a dispute resolution process with the Joint Secretaries of the AJNCT. In the event of a failure to resolve the dispute, the Joint Secretaries will reserve the right to impose a pattern on the establishment.