

ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

Joint Secretary (Teachers' Panel)
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Joint Secretary (Angus Council)
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29 April 2019

Dear Colleague

AJNCT/1 LOCAL AGREEMENTS CONSTITUTION

The Agreement reached following recommendations made in the McCrone Report - "A Teaching Profession for the 21st Century" - stipulated that, in addition to the new national negotiating body - the Scottish Negotiating Committee for Teachers (SNCT) - there would be 32 local negotiating committees established.

Local agreements will cover devolved conditions of service matters which are not subject to national bargaining. Devolved matters are defined as follows:

- 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
- notice periods
- housing
- indemnification procedures
- disciplinary and grievance procedures
- allowances which are not pay related
- any other agreed matters which are not subject to national negotiations

You will note that in 4.4 of the Constitution, it is acknowledged that any local agreements will require to be ratified by the Staffing Sub-Committee of the Education Committee, which has delegated powers to approve these agreements, at which point they will become binding on the Council.

Local agreements reached after negotiation in this new body will be intimated by circular and this document is the first in a new "AJNCT" series. These circulars will be issued to Head Teachers of all schools in Angus and other line managers of staff employed on teachers' conditions of service. An additional copy of each Circular will be provided in each school/establishment for teaching staff. Otherwise, the salaries and conditions of service of teaching staff in schools are embodied in the following publications and circulars which continue in force:

- (a) The Scheme of Salaries and Conditions of Service issued by the (former) Scottish Joint Negotiating Committee for Teaching Staff in School Education, as amended by the agreement reached following recommendations made in "A Teaching Profession for the 21st Century" (the "yellow book").
- (b) All circulars issued by the Scottish Joint Negotiating Committee up to 9 March 2001 as amended by the agreement reached following recommendations made in "A Teaching Profession for the 21st Century".
- (c) All circulars issued by the Scottish Negotiating Committee for Teachers from 20 June 2001.

This amendment to the local agreement was approved by the Angus Joint Negotiating Committee for Teachers at its meeting on 4 December 2018, and subsequently ratified by the Staffing Sub-Committee on 25 April 2019.

Yours sincerely

JIM HAMMOND
MIKE CALLAGHAN

Joint Secretaries

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cc: Chief Executive
Director of Schools and Learning and Chief Education Officer
Director of HR, Digital Enablement and Business Support

ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS

CONSTITUTION

1 Context

- 1.1 There shall be established a committee to be known as the Angus Joint Negotiating Committee for Teachers (hereinafter referred to as “the AJNCT”).
- 1.2 In forming the AJNCT, Angus Council (hereinafter referred to as “the Council”) recognises the Educational Institute of Scotland, the Scottish Secondary Teachers Association, the National Association of School Masters/Union of Women Teachers, Association of Head Teachers and Deputes in Scotland, the Head Teachers’ Association of Scotland and the Association of Head Teachers (Scotland) as the sole representatives of the teaching staff, including music instructors, educational officers and educational psychologists, employed by the Council on all matters relating to conditions of service as defined in paragraph 4.1 below.
- 1.3 The Council recognises the unions identified in paragraph 1.2 as the sole bargaining agents for the matters covered by this Constitution.

2 Purpose

- 2.1 The principal purpose of the AJNCT is to establish and maintain bargaining machinery and a negotiating procedure between the Council and the signatory unions whereby relevant conditions of service can be determined for all teaching staff, including music instructors, educational officers and educational psychologists.
- 2.2 The Council and the recognised unions jointly affirm their commitment to the maintenance of good industrial relations, and accept that this Constitution and any formal agreements which arise from it will be binding on the signatory parties.
- 2.3 The signatory parties to this Constitution acknowledge the importance of establishing and maintaining confidence in the negotiating arrangements established under this Constitution and recognise the need to negotiate in good faith.

3 Membership

- 3.1 Membership of the AJNCT will comprise of 6 members appointed by the Council and 6 members appointed by the recognised trade unions.
- 3.2 The members appointed by the Council will comprise six Officers (normally the Director of Schools and Learning, Four Service Leaders (Schools and Learning) and the Head Teacher of the Angus Virtual School.
- 3.3 The members representing the unions will be appointed by the Angus Negotiating Committee for Teachers (Teachers’ Panel) and these appointments will reflect the respective membership strengths of each of the organisations identified in paragraph 1.2 above.

- 3.4 It is recognised that Angus Council's human resource advice is regularly required by the AJNCT. Therefore a representative from Human Resources will attend the AJNCT in an advisory capacity.
- 3.5 Substitutes will be eligible to attend meetings to take the place of any member unable to attend provided that:
- i the substitute for a Chief Officer is also a Chief Officer
 - ii the substitute for a Head Teacher Angus Virtual School will be a Depute from Angus Virtual School
 - iii the substitute for a teacher is an employee (on Teachers' Conditions of Service) of Angus Council
- 3.6 Either the Council or the Union side may invite an appropriate person or persons to attend any meeting of the AJNCT to act in an advisory capacity.

4 Functions

- 4.1 All agreements, orders, settlements and determinations of the Scottish Negotiating Committee for Teaching Staff in School Education dealing with:
- 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
 - notice periods
 - housing
 - indemnification procedures
 - disciplinary and grievance procedures
 - other allowances
- shall be adopted as the base for negotiations, along with any other agreed matters which are not subject to national negotiations.
- 4.2 In addition to undertaking negotiations on conditions of service, the AJNCT will also provide a means of regular consultation and exchange of information, ideas and comment between the Council and its teacher employees on a range of agreed matters of mutual interest.
- 4.3 The AJNCT may appoint from among its own members a Sub-Committee or Sub-Committees to discharge such of its functions as it may specify.

- 4.4 Annex F of “A Teaching Profession for the 21st Century” clarifies the arrangements for local bargaining. In this context, the AJNCT will make all efforts to reach agreements on devolved matters. It is acknowledged that any such agreements will require to be ratified by the Staffing Sub-Committee (of the Council’s Children and Learning Committee), which has delegated powers to approve these agreements, before they are binding on the Council and prior to any implementation.
- 4.5 Agreements reached between the two sides shall be set out in a text jointly approved by the two sides and the text will be subscribed by the Joint Secretaries. All agreements will be reported to the Scottish Negotiating Committee for Teachers (SNCT) for information and issued to all educational establishments for implementation.
- 4.6 The Joint Secretaries (see 5.3 below) will be available to advise their respective sides on matters relating to agreements reached by the AJNCT. In formulating such advice the Joint Secretaries may consult with each other whenever they think it appropriate.

5 Procedures

- 5.1 The AJNCT will normally hold four ordinary meetings per annum in September, December, February and May/June, one of which – in May/June – shall be designated as the Annual General Meeting for the purposes of appointing the Convener of the AJNCT for the following year, of noting any changes to the membership of the AJNCT, and of reviewing the membership of any standing Sub-Committee of the AJNCT. Ordinary meetings will normally be called by notice in writing no later than seven calendar days before the date of the meeting. The notice will include the agenda of items to be discussed and the minute of the previous meeting(s). In addition, special meetings may be arranged as and when required at the request of either the Council or the Angus Teachers’ Panel. The Joint Secretaries (see 5.3 below) will be responsible for making arrangements for all meetings.
- 5.2 The Convenership of the AJNCT will rotate on an annual basis, between a Council representative and a Joint Union Side representative with the Vice-Convenership rotating on a similar basis. The Annual General Meeting will normally be the first meeting at which a new Convener takes the chair.
- 5.3 The Council’s Schools and Learning Service Leader together with a person appointed by the Teachers’ Panel will act as Joint Secretaries to the AJNCT.
- 5.4 The Joint Secretaries will prepare the agenda. The minutes of meetings of the AJNCT will be taken by schools and learning services, subject to scrutiny by the Joint Secretaries. The minutes will be submitted to the next meeting of the AJNCT for approval as an accurate record.
- 5.5 The Council will ensure that adequate paid time off work shall be granted to all union representatives on the AJNCT. Particular consideration shall be given to the amount of paid time off work required by the person appointed as union side Joint Secretary, as well as the necessary facilities covered by ACAS Code of Practice No 3.
- 5.6 The quorum for a meeting of the AJNCT shall be three from the Council and three from the Joint Union Side. In the case of a sub-committee, the quorum shall be determined by the AJNCT when the sub-committee is first established.

- 5.7 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 AJNCT. The Council will not implement any change which is the subject of dispute until the matter has been considered by the AJNCT. The signatory unions, likewise, will not implement any form of industrial action unless and until the AJNCT has failed to achieve a resolution of the matter in dispute.
- 5.8 Where agreement between the two sides of the AJNCT is not possible, either side may refer the failure to agree to the Joint Chairs of the SNCT for conciliation. 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.

6 ALTERATION AND VARIATION OF THE CONSTITUTION

- 6.1 No amendment to this constitution may be made except with the consent of both sides of the AJNCT. If one side wishes a variation, it should be submitted in writing to the Joint Secretaries at least six weeks prior to the proposed implementation date of the amendment.

Signed on behalf of Angus Council
Jim Hammond
AJNCT Joint Secretary

4 December 2018

Signed on behalf of the Angus Negotiating
Committee for Teachers (Teachers' Panel)
Mike Callaghan
AJNCT Joint Secretary