

APPENDIX I**EAST AYRSHIRE COUNCIL****JOINT CONSULTATIVE COMMITTEE (TEACHERS)****MINUTES OF MEETING HELD ON WEDNESDAY 29 MARCH 2000 AT 1000 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Tommy Farrell, Daniel Coffey, John Knapp, Finlay MacLean and Eric Jackson and Trades Union Representatives Iain Harvey, John McCracken, Annie Lawson and Bryce Wilson (representing EIS); Andrew Batton (representing SSTA); John McCallum (representing NASUWT) and Alan Scott (Area EIS Officer).

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; John Mulgrew, Director of Education; Margaret Burnell, Senior Depute Director of Education; Graham Short, Depute Director of Education; George Park, Employee Relations Officer and Anne Marie Carr, Administrative Officer;

APOLOGIES: Councillors Ann Hay, Drew McIntyre, Harry Wilson and Marie Clowes (EIS).

CHAIR: Bryce Wilson, Chair.

APPOINTMENT OF CHAIR FOR THE PERIOD TO 30 JUNE 2001

1. Nominations were invited from the Trades Union side for the office of Chair, Bryce Wilson was proposed and was unanimously elected to serve as Chair.

APPOINTMENT OF VICE-CHAIR FOR PERIOD TO 30 JUNE 2001

2. Nominations were invited from the Council side for the office of Vice-Chair, Councillor Farrell was proposed and was unanimously elected to serve as Vice-Chair.

MEMBERSHIP OF THE JOINT CONSULTATIVE COMMITTEE (TEACHERS) FOR THE PERIOD TO 30 JUNE 2001

3. It was reported and noted that the members of the Joint Consultative Committee (Teachers) for the period to 30 June 2001 would be, viz:-

Elected Members

Councillor Tommy Farrell
Councillor Ann Hay
Councillor Daniel Coffey
Councillor Drew McIntyre
Councillor Harry Wilson
Councillor John Knapp
Councillor Finlay MacLean
Councillor Eric Jackson

Trades Union Representatives

Iain Harvey (EIS)
John McCracken (EIS)
Marie Clowes (EIS)
Annie Lawson (EIS)
Bryce Wilson (EIS)
Robert Vandal (PAT)
Andrew Batton (SSTA)
John McCallum (NASUWT)

CONSTITUTION OF A CENTRAL JOINT CONSULTATIVE COMMITTEE (TEACHERS)

4. There was submitted a report dated 10 March 2000 (circulated) by the Director of Education which sought adoption of a revised Constitution for the Joint Consultative Committee (Teachers).

It was agreed to recommend that the revised Constitution for the Joint Consultative Committee (Teachers) as detailed in the report be adopted.

TIMETABLE FOR FUTURE MEETINGS

5. There was submitted a report dated 29 February 2000 (circulated) by the Director of Corporate Services which sought approval for the dates and times for meetings during the year 2000.

It was agreed that the timetable detailed below for future meetings and the arrangements for pre-meetings for both Elected Members and Officers and Trades Union representatives for the remainder of the year be approved.

TIME OF MEETING	DATE OF MEETING	VENUE	PRE-MEETING - VENUE/TIME	
			MEMBERS/ OFFICERS	TRADES UNION REPRESENTATIVES
1000 hours	27 June 2000	Main Meeting Room	Main Meeting Room/0930 hours	Meeting Room 1/0930 hours
1000 hours	27 September 2000	Main Meeting Room	Main Meeting Room/0930 hours	Meeting Room 1/0930 hours
1000 hours	12 December 2000	Main Meeting Room	Main Meeting Room/0930 hours	Meeting Room 1/0930 hours

EXCLUSION OF PRESS AND PUBLIC

6. The Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 11 of Schedule 7A of the Act.

PREVIOUS MEETING

7. There was submitted and noted the Minutes of the meeting of 16 December 1998 (circulated).

**ABSENCE COVER ARRANGEMENTS FOR TEACHERS IN PRIMARY,
SECONDARY AND SPECIAL SCHOOLS**

8. There was submitted a report dated 6 March 2000 (circulated) by the Director of Education which sought agreement on the absence cover arrangements applicable to Teachers in Primary, Secondary and Special Schools in East Ayrshire.

It was agreed to recommend:-

- (i) that the terms of the agreement outlined in the report for the financial year 2000/2001 be approved subject to the Director of Education discussing with the Trades Union side their concerns relating to the time taken to arrange supply teacher cover and that such teachers were not being given pro-rata time-off or extra salary; and
- (ii) otherwise, to note the contents of the report.

LEAVE OF ABSENCE FOR TEACHERS

9. There was submitted a report dated 10 March 2000 (circulated) by the Director of Education which sought approval of the Joint Consultative Committee for Teachers to issue guidance on leave of absence for Teachers.

It was agreed to recommend:-

- (i) that the content of Standard Circular No 6 - Leave of Absence for Teachers be approved subject to incorporating a reference to maternity/paternity etc leave entitlement;
- (ii) that Standard Circular No 6 (as revised) be issued to Educational Establishments; and
- (iii) otherwise, to note the contents of the report.

**GUIDELINES FOR HEAD TEACHERS ON DISCIPLINARY AND GRIEVANCE
PROCEDURES FOR TEACHERS IN DAY SCHOOLS**

10. There was submitted a report dated 6 March 2000 (circulated) by the Director of Education which requested approval of the guidelines as contained in Standard Circular No 70 on Discipline and Grievance Procedures for Teachers in Day Schools.

It was agreed to recommend:-

- (i) that the policy and procedures outlined in Standard Circular No 70 be approved;
- (ii) that the procedure be issued to all Educational Establishments;
- (iii) that the Director of Education, in consultation with the Teacher side, ensure that training be arranged in respect of the Discipline and Grievance Procedure for appropriate teaching staff; and
- (iv) otherwise, to note the contents of the report.

MOBILE PHONES IN SCHOOLS

11. There was submitted a report dated 9 March 2000 (circulated) by the Director of Education which offered guidance to Head Teachers on the use of mobile phones in schools.

It was agreed to recommend:-

- (i) that the content of Standard Circular No 69 on the Use of Mobile Phones in Schools be approved subject to including a reference to the use of pagers in schools within the Circular;
- (ii) that Standard Circular No 69 (as revised) be issued to all Educational Establishments; and
- (iii) otherwise, to note the contents of the report.

GUIDELINES ON THE BEREAVEMENT OF A CHILD

12. There was submitted a report dated 9 March 2000 (circulated) by the Director of Education which offered guidance and advice to staff in all Educational Establishments in the event of the death of a child who attends school.

It was agreed to recommend:-

- (i) that the content of Standard Circular No 72 on the guidelines on the bereavement of a child who attends school be approved;
- (ii) that Standard Circular No 72 be issued to all Educational establishments;
- (iii) that the Director of Education, in consultation with the Head of Public Relations and Marketing make the necessary arrangements for an informal seminar for appropriate staff on dealing with the media in the event of the death of a child who attends school; and
- (iv) otherwise, to note the contents of the report.

CoSLA CIRCULAR - HUMAN RESOURCE ADVICE 1/00 - PARENTAL LEAVE

13. There was submitted a report dated 10 March 2000 (circulated) by the Director of Education which advised of CoSLA guidance on parental leave.

It was agreed to note the report and that further informal discussions with Trades Union Representatives and the Director of Education regarding paragraph 6 of the Circular "The Fallback Scheme" would be held.

EAST AYRSHIRE HEALTH AND SAFETY COMMITTEE (EDUCATION)

14. There was submitted, for information and noted, the Minutes of the meeting of the Health and Safety Committee (Education) which was held on 18 February 2000.

It was also noted that the next meeting of the Education Department's Health and Safety Committee would be held on 4 April 2000 and not 31 March 2000 as detailed in the aforementioned Minutes.

MILLENNIUM DAY HOLIDAY FOR TEACHERS

15. There was submitted a report dated 6 March 2000 (circulated) by Iain Harvey, Convener (Teachers Side) regarding arrangements which had been adopted within other Authorities in respect of the Millennium Day Holiday.

It was agreed to continue consideration of this item to allow further informal discussions with Trades Union Representatives and the Director of Education.

BEST VALUE UPDATE

16. There was submitted and noted a report dated 29 February 2000 (circulated) by the Chief Executive updating the Committee on the Council's progress on Best Value.

It was also agreed that consideration be given to the involvement of teachers in Best Value arrangements where feasible.

The meeting terminated at 1045 hours.