

**APPENDIX I**

**EAST AYRSHIRE COUNCIL**

**JOINT CONSULTATIVE COMMITTEE (TEACHERS)**

**MINUTES OF MEETING HELD ON WEDNESDAY 28 MAY 1997 AT 1400 HOURS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Tommy Farrell, Drew McIntyre, Ronald Brailsford, Kim Nicoll, David Sneller and Robert Taylor; Iain Harvey, Mandy Fullerton, Sandra Smith, Bryce Wilson, John McCracken and Alan Scott (representing EIS); Andrew Batton (representing SSTA); John McCallum (representing NASUWT) and Robert Vandal (representing PAT).

**ATTENDING:** John Mulgrew, Director of Education; Iain McLachlan, Director of Personnel Services; Margaret Burnell, Senior Depute Director of Education; Jennifer Wallace, Depute Director of Education; Janice Shaw, Principal Administrative Officer (Education); Julie Armstrong, Senior Administrative Officer and Anne Marie Carr, Administrative Officer.

**APOLOGIES:** Councillor Irene Reeves and Provost Robert Stirling.

**CHAIR:** Iain Harvey, Chair.

**LIST OF COMMITTEE MEMBERS**

1. It was reported and noted that the members of the Joint Consultative Committee (Teachers) for the ensuing year would be Councillors Farrell, McIntyre, Reeves, Brailsford, Provost Stirling and Councillors Nicoll, Sneller and Taylor and Trades Union Representatives, John McCracken, Bryce Wilson, Mandy Fullerton, Sandra Smith, Iain Harvey (EIS), Robert Vandal (PAT), Andrew Batton (SSTA) and John McCallum (NASUWT).

**APPOINTMENT OF CHAIR FOR 1997**

2. Nominations were invited for the office of Chair, Iain Harvey was proposed and was unanimously elected and took the Chair.

**APPOINTMENT OF VICE CHAIR**

3. 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.

**PREVIOUS MEETING**

4. There was submitted and noted Minutes (circulated) of the meeting of 28 January 1997.

### **EXCLUSION OF PRESS AND PUBLIC**

5. 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.

### **ORDER OF BUSINESS**

6. It was agreed to alter the order of business of the Agenda and that the undernoted item be considered as the next item on the Agenda.

### **SCHEME OF REVIEW AND DEVELOPMENT FOR TEACHERS**

7. There was submitted a report dated March 1997 (circulated) by the Director of Education regarding the arrangements for review and development for Teachers.

The Senior Depute Director of Education reported that in preparing the Scheme of review and development for teachers there had been no provision to link the Scheme to the disciplinary process for teaching staff, and that every effort had been made to emphasise the positive aspects of the proposed scheme. It was also reported that, following clarification from the Scottish Office, confirmation had been received that the Council's comments on Teacher appraisal and review still required to be submitted to the Scottish Office and that it was recommended, therefore, that the Scheme be implemented.

The staff side expressed their concern regarding the level of bureaucracy in the proposals and that they were satisfied with the current arrangements and proposed that the proposal be discussed at an informal meeting with the staff side from the Joint Consultative Committee (Teachers) to consider the matter further.

It was explained in response that the forms which would be used for the Review and Development process had been streamlined and that it was envisaged that meetings would be held to a minimum and that the process would not diminish the time available for teaching.

It was agreed that the Scheme for the Review and Development for Teachers be discussed further at an informal meeting between the staff side from the Joint Consultative Committee (Teachers) and the Director of Education before the next scheduled meeting of the Education Committee.

### **WELFARE POLICY (Item 13, Page 2080)**

8. There was submitted a report dated 19 May 1997 (circulated) by the Director of Education regarding the proposed policy on Welfare which had been considered by the Personnel Sub-Committee of the Policy and Resources Committee on 8 April 1997.

The staff side expressed the view that there should be a specific input within the policy document regarding teaching related stress.

The Director of Education advised that he had requested the Senior Depute Director of Education to consult with the Psychological Services Section of the Department regarding effective ways of managing stress.

It was agreed to note the foregoing and to recommend that the Welfare Policy detailed in the Appendix to the report be approved for implementation.

#### **POLICY ON ALCOHOL AND SUBSTANCE ABUSE (Item 14, Page 2081)**

9. There was submitted a report dated 19 May 1997 (circulated) by the Director of Education regarding the proposed policy on alcohol and substance abuse which had been considered by the Personnel Sub-Committee of the Policy and Resources Committee on 8 April 1997.

The staff side advised that the policy did not adequately reflect the concern of teachers and that they would wish to discuss the matter further.

It was agreed that an informal meeting between the staff side from the Joint Consultative Committee (Teachers) and the Director of Education be held to consider the policy on alcohol and substances abuse within a teaching context.

#### **ABSENCE COVER ARRANGEMENTS FOR TEACHERS IN PRIMARY, SECONDARY AND SPECIAL SCHOOLS (Item 6, Page 1373)**

10. There was submitted a report dated 19 May 1997 (circulated) by the Director of Education which sought agreement on the absence cover arrangements which would apply to Teachers in Primary, Secondary and Special Schools in East Ayrshire.

It was agreed to recommend that the terms of the agreement outlined in the Appendix to the report for the financial year 1997/98 be approved.

#### **EMPLOYEE INDUCTION POLICY (Item 11, Page 1927)**

11. There was submitted a report dated 19 May 1997 (circulated) by the Director of Education which advised of the proposed employee induction policy which had been considered by the Personnel Sub-Committee of the Policy and Resources Committee on 25 February 1997.

The staff side queried the cost benefits of training supply teachers.

The Director of Education advised that the Quality Development Team closely monitored the calibre of supply teachers and that the standard was very good within schools in East Ayrshire. Furthermore, he indicated that, on occasion, supply teachers return to the same school and that there was merit in the provision of training for supply teachers.

It was agreed:-

- (i) that the terms of the Appendix detailed in the report for APT&C and Manual Workers be noted;
- (ii) to recommend that Head Teachers continue to carry out devolved induction programmes for teachers in their establishments; and
- (iii) to recommend that the Quality Development Team continue to play a major role in the induction of probationary and returning Teachers.

#### **PERSONAL HARASSMENT POLICY AND PROCEDURES (Item 12, Page 1927)**

12. There was submitted a report dated 19 May 1997 (circulated) by the Director of Education which advised of the proposed Personal Harassment Policy and procedures which had been considered by the Personnel Sub-Committee of the Policy and Resources Committee on 25 February 1997.

The staff side welcomed the document and suggested that categories related to bullying and harassment by parents be included in the document. They further reported that the disciplinary procedures contained within the Policy did not match-up with the conditions of service for Teachers.

It was agreed to recommend that the contents of the report detailed in the Appendix to the report regarding Personal Harassment Policy and Procedures be approved, subject to the policy being set within a teaching context.

#### **TIME-OFF FOR TEACHERS IN DAY SCHOOLS FOR TRADE UNION ACTIVITIES**

13. There was submitted a report dated 15 May 1997 (circulated) by the Director of Education which sought agreement for time-off for Trade Union activities to apply to teachers in day schools in East Ayrshire.

It was agreed to recommend that the terms of the Appendix to the report regarding time-off for teachers in day schools for Trade Union activities be approved.

#### **MANAGING ABSENCE (Item 4, Page 1854)**

14. There was submitted and noted a report dated 19 May 1997 (circulated) by the Director of Education regarding managing absence for APT&C and Manual Workers.

It was also noted that in paragraph 2.1 of the report Standard Circular 75 should read Standard Circular 73.

#### **CHAIR'S REMARKS**

15. **Resignation of Jennifer Wallace, Depute Director of Education**

The Chair, on behalf of the Joint Consultative Committee (Teachers) extended best wishes to Jennifer Wallace who would be leaving East Ayrshire Council to take up a new appointment and expressed thanks to Jennifer for her work and assistance to the representatives of the Joint Consultative Committee.

The meeting terminated at 1455 hours.