

**REPORT TO: EDUCATION COMMITTEE - 18<sup>th</sup> APRIL 2005**

**REPORT ON: DUNDEE SCHOOLS CAPITAL PROJECT - STAFFING IMPLICATIONS**

**REPORT BY: DIRECTOR OF EDUCATION**

**REPORT NO: 270-2005**

**1.0 PURPOSE OF REPORT**

1.1 This report addresses the staffing implications attached to the implementation of the Dundee Schools Capital Project.

**2.0 RECOMMENDATIONS**

2.1 The committee is recommended to agree to the arrangements set out in this report and to their application to the deployment of the permanent staff of the schools which are subject to amalgamation arising from the Dundee Schools Capital Project.

**3.0 FINANCIAL IMPLICATIONS**

3.1 Details of the financial implications arising from the Dundee Schools Capital Project have already been approved by the Education Committee at its meetings held on 31<sup>st</sup> March 2003 (Report No. 260/2003 refers). Adjustments have, therefore, been made to the relevant staffing expenditure heads within the appropriate Revenue and Provisional Revenue Budgets approved by the Council.

**4.0 LOCAL AGENDA 21 IMPLICATIONS**

4.1 None.

**5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 The staffing arrangements outlined within this Report are designed to ensure fair and equitable treatment of all permanent staff located in the schools which are subject of merger.

**6.0 GENERAL PRINCIPLES**

6.1 As the conditions of service for teaching staff and support staff have some significant differences it is appropriate to set out the proposed arrangements in separate sections of this report. However as a general principle no compulsory redundancies will take place as a result of a school merger. The possibility of premature retirement may be considered in the interests of the efficient delivery of the service should this prove appropriate.

6.2 In accord with current Council Policy all primary and secondary school amalgamations resulting from the implementation of the Dundee Schools Capital Project meet the required criteria to be defined as mergers for the purposes of staffing arrangements.

**7.0 ARRANGEMENTS FOR FILLING PROMOTED TEACHING POSTS**

- 7.1** The posts of Head Teacher will be ring fenced to the Head Teachers of the schools which are being merged.
- 7.2** The post of Depute Head Teacher and Principal Teacher will be ring fenced to the equivalent permanent postholders of the schools being merged.
- 7.3** Within the constraints of 7.1 and 7.2 application for any promoted post in the merged school will be by expression of interest, allowing present promoted staff full conservation of salary where necessary.
- 7.4** Substantive promoted postholders from the merging schools who do not obtain posts in the new school through the above process will be transferred into posts in accordance with paragraphs 9.3 below and shall be entitled to full conservation of salary and, as far as possible, status.

## **8.0 GENERAL ARRANGEMENTS FOR TEACHING STAFF**

- 8.1** The transfer of surplus promoted postholders will be the subject of individual consideration by the Education Department in consultation with each postholder. This will take account of the level of current post, experience and length of service in that post, current needs within schools and the Education Department and the expressed career preferences of the postholder.
- 8.2** Where surplus promoted postholders cannot be placed in a suitable equivalent post they may express an interest in any future vacancy at the level they occupied in their school and they will be guaranteed inclusion in the short list for the post. This arrangement shall apply for three years or at least five vacancies.
- 8.3** Unpromoted teaching posts in the new school will generally be filled by transfer of staff from within the merging schools. Transfer will be on a first refusal basis according to:
- a) seniority of post held (where applicable in the event of promoted staff transferring to unpromoted teaching posts); and
  - b) length of continuous service within Dundee City Council and its predecessor authorities.

The process will include access to substantive vacancies in other schools where such exist and where such a preference is expressed by individual staff.

Particular consideration for special circumstances will be required which may supersede the above general arrangements, eg the transfer of staff providing specialist services such as in Resourced Locations or in nursery schools/classes.

- 8.4** Every effort will be made to transfer surplus unpromoted teachers into substantive vacancies as soon as possible. Teachers remaining surplus may be given the opportunity to be seconded to activities for which budgetary provision is available.
- 8.5** The Head Teachers of schools receiving surplus promoted postholders transferred into teaching posts will allocate agreed additional duties and appropriate management time as far as possible commensurate with the status of those transferring.

**8.6** Surplus promoted postholders will of course have the right to apply for promoted posts in the normal way. Where the salary of the post for which the teacher applies is less than that of his/her previous post then the terms of sections 6.2 and 6.3 of the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education will be applied in such a way as to conserve the previous salary level.

**8.7** The salary levels for the promoted posts in the new or extended schools arising from the Dundee Schools Capital Project will be established by the application of the SNCT job-sizing toolkit (Circular SNCT/24). Within that process the terms of section 3.2.1 of the Scheme of Salaries and Conditions of Service for Teaching Staff in School Education will apply to the calculation of the rolls of schools involved.

**8.8** Transfer will be considered as compulsory and will attract the normal entitlements as set out in the Education Department's policy statement on transfer of teaching staff.

**8.9** The opportunity for re-training will be available to all surplus teachers in order to maximise their redeployment opportunities.

## **9.0 TEACHING STAFF - APPOINTMENT PROCEDURES**

**9.1** The appointment procedures set out in the Council's Admin Manual shall apply to the appointment of staff in merging schools subject to the following exceptions.

**9.2** Where interviews for the post of Head Teacher or Depute Head Teacher are necessary and the merging schools have school boards an interim board will be formed. The composition of the interview appointment committee for Depute Head Teacher will be amended to two Council representatives and two board representatives to allow parent representation from the two schools which are merging.

**9.3** Where only one of the merging schools has a school board the parent body of the other school will be invited to nominate a matching number of parents and that school board will be encouraged to consult with those parents in the nomination of board representatives for interview appointment committees for the posts of Head Teacher and Depute Head Teacher. The composition of the interview appointment committee for Depute Head Teacher should be two Council representatives and two board representatives to allow parent representation from the two schools which are merging.

**9.4** Where two schools merge and one of the existing schools' Head Teacher is appointed as Head Teacher to the new school the other Head Teacher or Acting Head Teacher where appropriate will be available to give advice to all appointment boards for posts in the new school.

## **10.0 TEACHER STAFFING COMPLEMENTS**

**10.1** The teacher staffing complements for merged schools will be determined in accordance with the Council's staffing policies in force at the time of the mergers.

**10.2** However, where exceptional management demands, curriculum delivery needs or roll/stage configurations produce staffing needs which cannot reasonably be met from the standard staffing complement, then positive consideration will be

given to the provision of temporary staffing enhancement to address those issues.

## **11.0 SUPPORT STAFFING ARRANGEMENTS**

**11.1** Support staff posts in a new school will generally be filled by staff who currently hold equivalent permanent posts within the merging schools.

**11.2** Where two or more current postholders in the merging schools express an interest in an equivalent post at the same grade in the new school the appointment will be made on the basis of length of continuous service with the Council and its predecessor authorities.

**11.3** Where the grading of a post in the new school is above the grade of the equivalent post in the merging schools, provided there is no employee in the merging schools currently on that grade, the appropriate employees in the merging schools will be interviewed for the higher graded post.

**11.4** Staff who cannot be accommodated within the new school may be afforded the opportunity to transfer to equivalent posts in other schools or workplace locations. The terms of the Scottish Council's excess travelling expenses scheme will be applicable in such circumstances. Any staff retained on a supernumerary basis within the new school will be afforded first priority in terms of transferring to other substantive posts in schools as vacancies arise.

**11.5** The Council will adhere to the terms of the National Agreement on Pay and Conditions of Service for Local Government Employees.

## **12.0 CONSULTATION**

**12.1** This report has been subject to consultation with the Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance), Assistant Chief Executive (Management) and trade unions.

## **13.0 BACKGROUND PAPERS**

None.

ANNE WILSON  
Director of Education

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AW/AHW/DD