

TEACHERS' SALARIES AND CONDITIONS OF SERVICE COMMITTEE (SCHOOLS)

1. INTRODUCTION

- 1.1 The Teachers' Negotiating Committee (hereafter referred to as the Committee) is responsible for negotiating Teachers' salaries and conditions of service.
- 1.2 The Committee shall consist of members appointed to represent the Department of Education, the Education Authority, the Council for Catholic Maintained Schools, the Governing Bodies of Voluntary Grammar Schools, the Northern Ireland Council for Integrated Education and the Comhairle Na Gaelscolaíochta (hereinafter referred to as "the management side") and members appointed to represent the Trade Unions represented on the Northern Ireland Teachers' Council (hereinafter referred to as "the teachers' side").

2. CONSTITUTION

- 2.1 **The management side** shall be constituted as follows:

2 representatives to be appointed by the Department of Education;

The Departmental representatives represent the interest of the Minister of Education.

3 representatives to be appointed by the Education Authority;

The Education Authority is the employing authority for teachers in Controlled Schools and has the funding authority function for all Grant Aided Schools.

2 representatives to be appointed by the Council for Catholic Maintained Schools (CCMS);

The Council for Catholic Maintained Schools is the employing authority for teachers in Maintained Schools.

2 representatives to be appointed by the Association of Governing Bodies of Grammar Schools in Northern Ireland;

The Association of Governing Bodies of Grammar Schools in Northern Ireland represents the interests of Voluntary Grammar Schools in which each of the Board of Governors is the employing authority

1 representative to be appointed by the Northern Ireland Council for Integrated Education;

The Northern Ireland Council for Integrated Education represents the interests of Integrated Schools.

1 representative to be appointed by the Comhairle Na Gaelscolaíochta,

Comhairle Na Gaelscolaíochta represents the interest of Irish Medium Schools.

1 representative to be appointed by the Management Side to act as Management Side Secretary.

2.2 The teachers' side shall be constituted as follows:

2 representatives from each trade union represented on the Northern Ireland Teachers' Council. The representatives to be appointed through the Teachers' Council.

1 representative to be appointed by the Teachers' Side to act as Teachers' Side Secretary.

3. FUNCTIONS

3.1 The function of the Committee shall be to:

3.1.1 Negotiate sustainable collective agreements on salaries and conditions of service which contribute to the development of a highly skilled and motivated teaching profession in grant aided schools in Northern Ireland.

3.1.2 Promote and support good industrial relations in all grant aided schools and the application of such agreements in Northern Ireland, for the benefit of teaching staff and pupils.

3.1.3 Promote co-operation between the Department of Education, employing authorities and recognised teaching trade unions.

3.1.4 Support the promotion of equality and the avoidance of discriminatory practices in employment.

3.1.5 Provide advice and assistance to employing authorities, recognised teaching trade unions and teachers on salaries and conditions of service matters.

3.1.6 Undertake activities which assist the functions of the Committee stated above.

4. APPOINTMENT OF MEMBERS

4.1 Each body entitled to representation shall inform the Secretary to the Committee of the persons nominated by it for membership.

4.2 A representative shall cease to be a member of the Committee on ceasing to be an officer or representative of the body by which he/she was appointed.

- 4.3 When a vacancy occurs for any reason it shall be filled by the original appointing body.

5. CHAIRPERSON

- 5.1 The Chairperson shall be appointed by the Committee for 1 year and the position will rotate after 1 year between Management Side and Trade Union Side.
- 5.2 The role of the Chairperson is detailed in APPENDIX 3.
- 5.3 In the unavoidable absence of the Chairperson, the members present shall elect one of their number to act as Chairperson.

6. SECRETARIAT

- 6.1 The Secretariat for the Committee shall be provided by the Department of Education and provide administrative support to the Committee.
- 6.2 Management and teachers' sides shall each appoint a member to act as secretary to their respective sides.

7. ORGANISATION AND MANAGEMENT OF THE COMMITTEE

- 7.1 The quorum of the Committee shall be one third (rounded up to a whole number) of the members entitled to be present on each side. The proceedings of the Committee shall not be invalidated by any vacancy in their number or by any defect in the appointment of any member.
- 7.2 In exceptional circumstances, where a member of the Committee is unable to attend a meeting of the committee the body responsible for his/her appointment may send a substitute to that meeting. A substitute shall have the same rights as if he/she were a substantive member
- 7.3 The Committee may appoint such joint working groups as it considers necessary and shall delegate to such joint working groups such powers within its functions as it may determine, including the power to co-opt persons who need not be members of the Committee.
- 7.4 On any question of the interpretation of this Circular or of the Rules of Procedure (APPENDIX 1) or on any matters not specifically dealt with by this Circular or the Rules of Procedure, the Chairperson's ruling shall apply in accordance with Paragraph 11 of the Role of Chairperson (Appendix 3).

8. AMENDMENTS TO THIS CIRCULAR

- 8.1 Amendments to this Circular shall be subject to the agreement of both sides of the Committee. Proposals for such amendments shall be communicated to the Secretary of the Committee who shall circulate to the Chairperson and each member of the Committee a copy of the proposed amendment. The proposed amendment shall not be considered by the Committee until at least 4 weeks after the date of circulation.

9. REVIEW OF EFFECTIVENESS

- 9.1 A Committee effectiveness review will be conducted annually by the outgoing Chairperson.
- 9.2 The parties hereby agree to review the operation of the Committee and associated documentation within 2 years of their commencement and every 4 years thereafter.
- 9.3 Either side may request a formal review of the arrangements between these dates by writing to the joint secretaries and giving two months' notice of their intention to seek a review of the arrangements.

APPENDIX 1

RULES OF PROCEDURE

1. The Committee shall meet quarterly (June, September, December, March/April). At the first meeting of the school year the strategic agenda and programme of work for that year will be agreed.
2. The Chairperson shall be required to call a meeting within 21 days on request of either the management or teachers' side secretary.
3. The agenda for any meeting shall be drawn up by the Secretaries and shall include any item properly tabled by either side. A notice giving the time, date and place of meetings shall ordinarily be circulated with the agenda, by the Secretary, at least 7 days prior to the date of the meeting.
4. At any meeting of the Committee the agenda should normally include:-
 - (i) Minutes of previous meeting
 - (ii) Matters arising therefrom (other than those itemised on the agenda)
 - (iii) Reports (including joint working group reports)
 - (iv) Other matters requiring separate consideration
 - (v) Ratification of agreed policies and procedures
 - (vi) Any other notified business
5. No business shall be transacted at any meeting other than that specified in the notice summoning the meeting except by the agreement of both sides.
6. The Secretariat shall supply to the Committee such papers as are required for the purpose of each meeting at least 7 days prior to the date of the meeting.
7. The management side and the teachers' side of the Committee shall be responsible for its own expenses.
8. Decisions of the Committee shall be reached by the agreement of both sides. Decisions so reached shall be recorded in the minutes and shall be transmitted by the Secretariat for implementation to the Department and employing authorities, trade unions and teachers, where appropriate.
9. The teachers' side shall, after such discussion as may be necessary at the Teachers' Council, present for consideration by the Committee a teachers' side case in respect of any proposal. The teachers' side case shall be presented

through a spokesperson appointed by the Teachers' Council but this shall not preclude other members of the teachers' side taking part in discussion. Likewise the management side shall present its agreed case through an agreed spokesperson but other members of the management side may take part in discussions.

10. If it is agreed by both sides of the Committee, an agreed statement about the deliberations of the Committee may be issued after any meeting.
11. The deliberations of the Committee are confidential to its members. Notwithstanding this rule members of the Committee may, during the progress of negotiations, consult the Teachers' Council or the Executive Committees or similar bodies on such information as may be necessary for receiving instructions as to the action to be taken by the members in the Council or the Committee.
12. When the deliberations of the Committee have reached an appropriate stage members of each side may, with the agreement of the Committee and, in the case of the teachers' side, of the Teachers' Council, refer the matter to the individual trade unions represented on the Council or to the individual employers' organisations.
13. If no agreement can be reached between the management and teachers' sides the dispute may be referred forthwith for conciliation by the Labour Relations Agency.
14. Where agreement cannot be reached through conciliation the matter may, with the agreement of both sides, be submitted to arbitration under the terms of the agreed arbitration procedure.

APPENDIX 2

JOINT SECRETARIES AND JOINT WORKING GROUPS

1. JOINT SECRETARIES

- 1.1 Each side of the Committee will appoint a Joint Secretary. The Joint Secretaries will meet on a monthly basis to progress the strategic agenda and programme of work of the Committee and to establish sub-groups and working parties where necessary.
- 1.2 The Joint Secretaries have a shared responsibility to effectively support the work of the Committee and its sub-committees.

2. JOINT WORKING GROUPS

- 2.1 The Joint Secretaries may establish joint working groups and commission research and investigations to serve whatsoever relevant purpose provided there is agreement to do so.
- 2.2 The Joint Secretaries or joint working groups, may invite any persons to attend, and speak at, any meeting because of their expertise or specialist knowledge. Any person attending such meetings has no formal rights or status other than the ground upon which they were asked to attend.

ROLE OF CHAIRPERSON

1. The Chairperson shall be elected on a 12 month basis from 1 September until 31 August.
2. The Chair will rotate between management and teachers' side annually.
3. At the meeting in September the Chairperson will be nominated and seconded by the members of either management or teachers side.
4. The Chairperson will then act as the Chair of the Committee and shall represent the Committee in this role until the end of their term of office.
5. The nomination process and/or election will be conducted by the outgoing Chairperson.
6. The Chairperson shall be responsible for the ensuring the conduct of the business of the Committee is transacted effectively.
7. The Chairperson shall be responsible for signing the previous minutes as an accurate record.
8. The Chairperson shall ensure that debates are conducted in a professional and dignified manner.
9. The Chairperson shall be responsible for managing the order of business as set out in the agenda.
10. The Chairperson shall be required to call a meeting within 21 days on request of either the management or teachers' side secretary.
11. In the event of the Committee failing to progress a matter the Chairperson shall have the right to recommend the appropriate course of action. Where this is rejected then the Committee shall consider the matter as a Failure to Agree. The Chairperson shall instruct that it is so recorded in the minutes and the matter shall be dealt with in accordance to Paragraph 14 of the Rules of Procedure (Appendix 1).