**Working Time Agreement – Negotiation Checklist**

Work on the Working Time Agreement(WTA) and Calendar for each session should commence no later than the beginning of the final term with the aim of agreeing and submitting both the proforma and calendar to [qapaperwork@glasgow.gov.uk](mailto:qapaperwork@glasgow.gov.uk) **ahead of the summer break.**

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| **Step** | **Activity** | **✓** |
| **1** | School Negotiating Group established – equal members on each side, Teachers Side (TS) deciding who sits on their side, taking account of Trade Union (TU) membership |  |
| **2** | Both management and teacher sides develop their proposals for the WTA and calendar for the coming session |  |
| **3** | TS discuss with members the proposals going forward in their name to Management Side (MS) |  |
| **4** | Proposals shared between MS and TS |  |
| **5** | Discussion at School Negotiating Group on the proposals |  |
| **6** | If agreement on allocation of hours within the proforma then work on agreeing school **calendar which allocates these across 5 hours each week** |  |
| **7** | If disagreement, then TS speaks again with members about areas of dispute and MS consider areas of compromise on their proposals. |  |
| **8** | Further negotiations at Scottish Negotiating Group (SNG) |  |
| **9** | Agreement reached on both allocation of hours and school calendar which maps 5 hours each week – **proforma and calendar** must be sent to [qapaperwork@glasgow.gov.uk](mailto:qapaperwork@glasgow.gov.uk) |  |
| **10** | If no agreement can be reached a ‘Failure to Agree’ should be declared – HT informing Jennifer Tees and TS informing Susan Quinn. |  |
| **11** | Meeting set up by LNCT Joint Secretaries to discuss areas of disagreement |  |