

**NEGOTIATING MACHINERY FOR TEACHERS' SALARIES AND
CONDITIONS OF SERVICE**

**CONSTITUTION OF THE TEACHERS' SALARIES AND CONDITIONS
OF SERVICE COMMITTEE (SCHOOLS)**

1. INTRODUCTION

1.1 The Committee shall consist of members appointed to represent the Department of Education, Education and Library Boards, the Governing Bodies of Voluntary Grammar Schools, the Council for Catholic Maintained 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. MEMBERSHIP

2.1 The management side shall be constituted as follows:

2 representatives to be appointed by the Department of Education;

5 representatives to be appointed by the Association of Education and Library Boards, one from each Board, the 5 to include 3 Chief Executives or second-tier officers,

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

2 representatives to be appointed by the Council for Catholic Maintained Schools,

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

1 representative to be appointed by the Comhairle Na Gaelscolaíochta,

1 representative to be appointed by the Management Side.

2.2 The teachers' side shall be constituted as follows, the representatives to be appointed through the Teachers' Council:

2 representatives from each trade union represented on the Northern Ireland Teachers' Council.

3. FUNCTIONS

3.1 The function of the Committee shall be to negotiate the remuneration and terms and conditions of service of teachers in grant aided schools in Northern Ireland.

3.2 The committee shall be the vehicle for consultation by the Department of Education on matters relating to teachers' superannuation.

4. PERIOD OF OFFICE

4.1 The period of office of the Committee shall be co-terminous with the period of office of the Education and Library Boards.

5. APPOINTMENT OF MEMBERS

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

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

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

6. CHAIRPERSON

6.1 The Chairperson shall be appointed by the Department of Education following consultation with the Northern Ireland Teachers' Council, the Association of Education and Library Boards, the Association of Governing Bodies of Grammar Schools, the Council for Catholic Maintained Schools, the Northern Ireland Council for Integrated Education and the Comhairle Na Gaelscolaíochta.

6.2 The Chairperson shall not be a member of the management or teachers' side.

6.3 The Chairperson shall hold office for the same period as the Committee.

- 6.4 In the unavoidable absence of the Chairperson, the members present shall, notwithstanding 6.2, elect one of their number to act as Chairperson. In any subsequent 12-month period the acting Chairperson shall come from the side opposite that from which he/she was first appointed.

7. SECRETARIAT

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

8. ORGANISATION AND MANAGEMENT OF THE COMMITTEE

- 8.1 The quorum of the committee shall consist of one third plus one 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.
- 8.2 Where a member of the Committee is unable to attend any meeting 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.
- 8.3 The Committee may appoint such sub-committees as it considers necessary and shall delegate to such sub-committees such powers within its functions as it may determine, including the power to co-opt persons who need not be members of the Committee.
- 8.4 On any question of the interpretation of this Constitution or of the rules of procedure (APPENDIX 1) or on any matters not specifically dealt with by this Constitution or the rules of procedure, the Chairperson's ruling shall apply.

9. AMENDMENTS OF CONSTITUTION

- 9.1 Amendments to this Constitution shall be subject to the agreement of both sides of the Committee. Proposals for such amendments shall be communicated to the Secretary to 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.

APPENDIX 1

**TEACHERS' SALARIES AND CONDITIONS OF SERVICE
COMMITTEE (SCHOOLS) RULES OF PROCEDURES.**

1. The Committee shall meet as often as business requires.
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 Chairperson 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:-
 - a. Minutes of previous meeting
 - b. Matters arising therefrom (other than those itemised on the agenda)
 - c. Reports (including sub-committee reports)
 - d. Other matters requiring separate consideration.
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 as appropriate to the Department or to the teachers; and employers' organisations.
9. The teachers' side shall, after such discussion as may be necessary at the Teachers' Council, present for consideration by the Committee a teacher's 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 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.