



# **Education, Culture & Sport Service**

## **Highland Local Negotiating Committee for Teachers**

**LNCT Agreement no. 12 -**

**Winding Down Scheme**

**THE HIGHLAND COUNCIL  
EDUCATION, CULTURE & SPORT SERVICE  
A TEACHING PROFESSION FOR THE 21<sup>ST</sup> CENTURY  
WINDING DOWN SCHEME**

**1. ELIGIBILITY**

**1.1 Scottish Public Pensions Agency (SPPA)**

- 1.1.1 Applicants must be aged 56 or over.
- 1.1.2 Applicants must have a minimum of 25 years teaching service immediately prior to commencing winding down employment, which period may include a break or breaks in teaching service not exceeding 5 years in total.
- 1.1.3 The part-time Winding Down contract must be at least 50% of existing hours but could be for longer hours.
- 1.1.4 Each year of “Winding Down” counts as one full year of service for pensionable purposes.
- 1.1.5 The final pensionable salary at retirement will be the salary received in the 365 days prior to entering the “Winding Down” contract (revalued using the Retail Price Index).
- 1.1.6 Employer and employee contributions are based on actual salaries.
- 1.1.7 It will only be possible to remain in the Winding Down Scheme for a maximum of 4 years.

**1.2 Highland Council**

- 1.2.1 All teaching staff who meet the age and service criteria laid down by SPPA are eligible to apply, including those in promoted posts.
- 1.2.2 There is no automatic entitlement to Winding Down. Each application will be considered individually and account will be taken of the demands of the Service at the time of application.
- 1.2.3 If a request to Wind Down is turned down, teachers may make further applications at later stages.

**2. ADDITIONAL CRITERIA**

- 2.1 In considering any application for Winding Down, the Authority will require confirmation that there will be no loss of quality in educational provision.
- 2.2 The number of hours to be worked under a Winding Down contract must be a minimum of 0.5FTE.
- 2.3 A Winding Down contract will normally begin at the start of a school session. However it will be possible to apply and be considered for Winding Down at other times during the school session. If it is considered necessary by the Service, part-time contracts under the Winding Down arrangements will be effective only once the remaining part of the job has been filled.

- 2.4 Where the remainder of the applicant's post requires to be filled, the Authority will be responsible for the recruitment of a suitable replacement.
- 2.5 In considering a request, while every effort would be made to consent to the number of hours requested by an applicant, the Service may, if necessary, respond with phased retirement arrangements on a different number of hours to those applied for.
- 2.6 The part-time timetable will be discussed with the teacher, and the Authority will endeavour to match the teacher's preference as closely as possible. However in agreeing a request to Wind Down, the Authority cannot guarantee that the teacher's preferred pattern of working will be granted.
- 2.7 A Winding Down contract would normally be in the applicant's existing school, however, the Authority may choose to approve an application on the basis that the applicant transfers to another school as part of the new contract. In such circumstances, there is no obligation on the applicants to take up such an offer.
- 2.8 Where a teacher is given permission to Wind Down, and before the four year deadline is up, returns to full-time teaching, further requests for Winding Down will not normally be considered.
- 2.9 A teacher who is given permission to wind down but who subsequently returns to full-time teaching, cannot retain the full service credit awarded whilst in winding down employment.

**3. PROCEDURE FOR APPLICANTS**

- 3.1 Applications should be made using the SPPA Winding Down application form. This should be accompanied by a statement from the Head Teacher of the school, indicating the implications for the school should approval be granted.
- 3.2 Applications should be submitted to the local Area Education Manager for consideration and approval.
- 3.4 If approval is granted in principle, the application form will be submitted to SPPA for verification of service.
- 3.5 Where approval is not granted, the Area Education Manager will provide the applicant with reasons for the rejection in writing.

Signed on behalf of the Council

Signed on behalf of the Teachers' Side

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Name            Bruce Robertson

Name            Andrew Stewart

Designation    Joint Secretary LNCT

Designation    Joint Secretary LNCT

Date 19 April 2005

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