

National Joint Council for Local Government Services

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**To: Chief Executives in England, Wales and N Ireland
(copies for HR and Finance Directors)
Members of the National Joint Council**

17 May 2017

Dear Chief Executive,

Review of Term Time Working: Update

Since we last wrote to you on 29 November with details of the terms of reference for this joint review, we have established a joint working group consisting of local authority officers and trade union lay members, working alongside LGA and NJC trade union officials, who have practical and technical expertise in day-to-day employment and remuneration issues relating to term time employees.

We have agreed that the working group will seek to produce advisory guidance for incorporation into Part 4 of the National Agreement 'Green Book'. The guidance is likely to include an online calculator to assist employers and trade union representatives in understanding how remuneration for annual leave, sickness and maternity/paternity leave might be calculated for term time employees.

You will understand that the issues to be covered are complex and we will not therefore be able to conclude the review by 30 June, as we had initially hoped. However, work is continuing at a steady pace and we will keep you informed of developments.

Yours sincerely,

Simon Pannell

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