

Welcome to the Schools HR and ESS key messages



Contact us

HR Advisory service

The HR Advisory service is your point of contact for queries relating to the interpretation of HR policies, procedures and statutory staffing related documents, including terms and conditions, disciplinary, grievance, redundancy and restructuring, allegations against staff investigations. Contact the team on 01609 798343 or alternatively by email at: schoolshradvisory@northyorks.gov.uk

Employment Support Service

The Employment Support Service (ESS) is your point of contact for all administrative / payroll related queries. Please use our **eforms** to send in your work requests which can be accessed [here](#). We would encourage you to use these forms, as the advantages for you of using our eforms are that once submitted they will be instantly logged into our case management system and you will receive immediate notification of this by email with your case reference number. Please do not hesitate to contact the team on 01609 532 190 or by email at: employmentsupportservice@northyorks.gov.uk

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ESS updates

Payroll deadlines

Don't forget to send us your work requests before **4 November 2016** for any work requests that you would like to be processed in time for the November pay run.

Schools Workforce Census

All Schools should have recently received important information regarding the School Workforce Census 2016. Letters were sent to you via email on **20th September 2016** which included guidance and instruction and also included all deadline dates. Please ensure you are aware of your responsibilities in respect of submission of this data and if you have not yet received the email, please contact employmentsupportservice@northyorks.gov.uk as soon as possible.

Have you started preparing for approving teachers increments?

Do you know the process to follow for approving Teachers Increments? You will shortly be starting to complete Appraisals with your teachers and we would like to remind you that the deadline for approving the increments is **31st October 2016**. We sent out a snap survey on **7th September** in a similar way to the process used for support staff increments in April for you to use to let us know which Teachers will be eligible for an increment.

This information will be used to generate a report for you to check and identify which teachers are eligible for an increment later in October.

If you have any questions about the process please contact the team on 01609 532 190 or by email at employmentsupportservice@northyorks.gov.uk.

Updated DBS verification form

There have recently been some changes to the DBS manager's verification form including some additional notes and guidance added to assist managers in completing these forms. We hope that these are helpful and reduce the need for managers to contact the DBS team in Employment Support Services. The new verification form can be found along with further DBS information on the North Yorkshire County Council website –

<http://cyps.northyorks.gov.uk/index.aspx?articleid=30868>

Schools are requested to use this updated form from the site rather than using one saved locally. This will ensure that the most up to date form is being used.

Important note:

Please be aware that the DBS system triggers automated emails during the DBS application process. This includes confidential automated emails where DBS have informed us that a certificate sent to an applicant includes confidential positive information (eg convictions and cautions). Emails will always automatically be sent to the email address entered in the 'Responsible Manager' section of the form.

Some schools have stated that they do not wish for emails informing them of positive information to be sent to the school's admin@ email address. If this is the case, please ensure that an appropriate contact email address is added to the 'Responsible Manager' section of the form. Please be aware that all notifications regarding that particular employees DBS application will be sent to this address, positive or not.

Are you using Everybody Benefits?

Don't forget to make use of the Everybody Benefits website providing NYCC employees with offers and discounts from a large variety of both national and local suppliers; you can see your savings add up through cashback and discounted shopping. It is also the place to go for salary sacrifice schemes to make your money go further for childcare vouchers, cycles to work, green lease cars and electronic devices for employees. To access everybody benefits you need your payroll reference number and email address.

(NB available to academies if signed up via NYCC framework)

Home tech scheme: Window open

The home technology salary sacrifice window is open from 24th October – 21st November giving the opportunity to save and spread the payments for computers, tablets, smart TVs and accessories with delivery in time for Christmas. Unfortunately, due to restrictions within teachers' terms and conditions and pension scheme, this is only available for support staff.

From a toddler to a teen – help with your registered childcare costs

As a parent, legal guardian or person with parental responsibility, the most valuable thing in your life is likely to be your children. There's no doubt you've spent a great deal of time deciding on the registered carer to look after them whilst you're at work.

With the cost of caring for your children continually on the rise, you could save almost £78* a month by joining our childcare scheme. That's a saving of up to £933* a year, until your children are all grown up. See the attached flyer for further details or click on the [Everybody Benefits link](#).

Green Car scheme

Get more for your money with the Salary Saving scheme from Tusker. As an employee benefit, discounted low emission lease cars are available for all staff via the green car scheme either through Net or Gross payroll reductions (depending on your terms and conditions of employment).

No running costs - All the running costs (apart from fuel) are covered in our fixed monthly amount. That includes insurance, all servicing, maintenance and repairs, replacement tyres and breakdown cover. So you never have to face a big garage bill again.

No deposit needed - With Tusker you don't pay a deposit (most car dealers will ask for a fairly hefty amount). This means you get to keep your savings safely tucked up in your bank account.

To find out more go to www.everybodybenefits.org.uk and select the **car benefit** option.

Access Everybody Benefits 



Teachers Pensions: Are you signed up to My Pensions Online?

Since April 2016, you are no longer able to access a paper pension's statement. To view these you now need to register with my pensions online. To register all you need is your Teachers' Pensions reference number (also known as your DfE number); National Insurance number and personal email address. For more information click below.

[Register for My Pension Online >](#)

Pension benefits records

Some of your Teachers may have noticed that their pension record has not been updated since March 2015, this is because we are currently working with Teachers Pensions on a new method of data submission (MDC) which once we go live will mean data will be uploaded to your service record on a monthly basis one month in arrears.

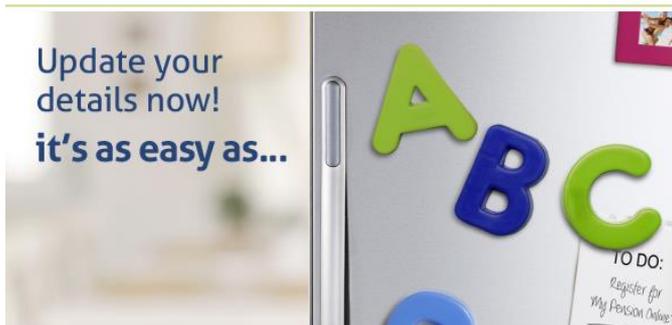
At the moment we are still in a test phase with MDC. Our aim is to be live by December 2016. Once we reach this point we will be able to take action and update all service records from April 2015.

If you are looking to retire within the next 12 months and need your record updating earlier to assist you with pension decisions, please email employment support service advising us of this and we will then take action to update your record.

Please ensure your Teachers are all aware of this and keep an eye out for further updates in future newsletters.



Register



Do you want to Transfer money in from other pension schemes to Teachers Pensions?

Are you a new starter or have been employed for less than 12 months at North Yorkshire County Council? Members, who are transferring benefits from another scheme into their Teachers' Pension, can now only complete the transfer in form online. The form needs to be completed within the first 12 months of entering the pension. This form is only available via My Pension Online.



HR Advisory updates

Models of School Organisation – HR Guidance and Toolkit

In recognition of the fact that many schools continue to consider their strategic direction in relation to academisation, federation, collaboration or amalgamation, a guidance document will shortly be published which covers many of the initial HR considerations that headteachers and governors may have when planning interim or permanent arrangements. The document will be available via Red Bag and the Schools' HR website (<http://cyps.northyorks.gov.uk/hrpages>).

Intended to complement the existing document "A Guide to Models of School Organisation" and the soon to be published "Joining or Creating a Formal Partnership, Federation or Multi Academy Trust (MAT)" and associated "Audit tool for School Leaders and Governors when considering collaboration" – which will be available on cyps.info site – the HR Guidance covers aspects such as headteacher pay considerations, template job descriptions, options for second level leadership and gives an example memorandum of understanding for use between participating schools.

Please look out for its launch via Red Bag, or ask your HR Adviser for more information.

On line learning – Safer Recruitment

The School Staffing (England) Regulations 2009 require governing bodies of maintained schools to ensure that at least one person on any appointment panel has undertaken safer recruitment training. Appropriate safer recruitment training that meets the requirements detailed in KCSIE is an online learning package available from NYCC at a cost of £25 per individual.

A member of the selection panel is also advised to complete Equality and Diversity training. Appropriate training is available from NYCC via an online learning package at a cost of £25 per individual.

You can access both packages, for governors and staff, at a reduced cost of £40 per individual.

Please contact roger.smith@northyorks.gov.uk to discuss your requirements and to arrange access to the online packages.

Workshop

Alternatively a full day accredited workshop delivered by a LADO is available to book through Smart Solutions This includes the context of safeguarding, profile of abusers, how abusers operate in organisations, features of a safer recruitment process, making the right decision, acceptable standards of behaviour, maintaining an on- going culture of vigilance.

JNC Teachers in Residential Establishments: Pay 2016

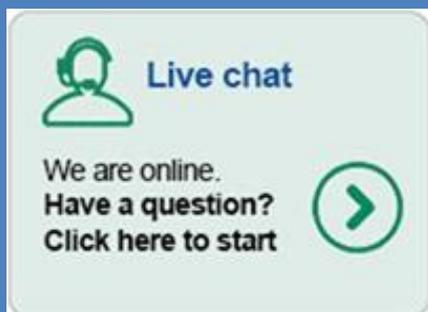
The National Employers have made an offer of 1 per cent to the Officers Side for 2016 on all allowances (other than sleeping in) which has been accepted. The 1% will be applied in October payrun and will be backdated to September 2016.

Live Chat Launch: new and improved communication with HR Advisory and ESS services

We are pleased to announce the launch of a new live chat service on the CYPS info site. Live chat is a really easy way for customers to get in touch with services and receive responses quickly and easily. You may be familiar with live chat as this is used by a number of other companies such as BT and Vodafone. We now want to make use of this technology to benefit our customers.

Live chat is a tool that allows you to instantly speak to a HR or ESS advisor via CYPS.info and to get responses there and then

The live chat service is available now and can be accessed under the Organisation and Management > Education Human Resources [page](#) and is easily accessible via a button on the HR and ESS pages on CYPS info. Once opened, you will be asked to provide your name, email address and asked which service you would like to speak to, your chat will then be routed to the relevant team and a chat will be started with one of our friendly and professional advisors. All correspondence is strictly confidential and you have the option to receive a transcript of the chat once it has ended.



Live chat has been used by NYCC's customer service centre for a number of months and customer feedback has been very positive with one customer commenting, "I had never used a web chat service before today, but, I am delighted with how quick and helpful the agents were".

Our opening hours

Our live chat service is available from:

Monday to Friday – 9.00am to 4.30pm

Out of hours, a form will be available which will allow you to contact the services via email. Please note that ESS is closed for training each Wednesday morning between 9.00am-1.00pm – during this time you will be able to use the form to contact the service via email.

Live chat is one of the ways in which we are harnessing technology to improve our customer experience. If you would like any further information on the SmartSolutions technology project or the ways in which we are improving our websites and systems, please do not hesitate to contact Susie Whitaker

susie.whitaker@northyorks.gov.uk

01609 798848

Schools HR Advisory Service Shortlisted for a National Award
Read more about the team's shortlisting for a Personnel Today Award 2016



The Schools' HR team have been shortlisted for a prestigious national award in recognition of how the service has re-positioned itself as a traded offer, responding to the changing educational landscape and the specific needs of schools during this time.

Our award entry, titled 'Delivering outstanding commercial packages to the education sector' is a submission that builds on the team's commendation at the 2015 NYCC Innovation Awards. It focusses on the transformation necessary to satisfy the needs of a more diverse customer base, recognising the freedoms available to the sector. Our success has led to expansion of the team to meet the growth of the service, now including trading beyond our traditional county boundaries.

There will be stiff competition from other finalists from the following organisations:

- Amnesty International
- Cardtronics
- CBRE Managed Services
- Connect Education & Care
- Savills UK
- Sofology
- Zurich Insurance

The winner will be announced on 22nd November during a presentation dinner at the Grosvenor House Hotel in Park Lane.

You can find out more about the awards at <http://www.personneltoday.com/awards/> and we will of course let you know how we get on.



HR Training 2016-2017

As a Headteacher or a member of the senior leadership team within a school it is fundamentally important for you to take time out to invest in your professional training and development, to build resilience and help you manage the challenges of your role with confidence. We offer a range of courses designed to help you and your teams develop the knowledge and skills essential for effective management of people.

Challenging conversations and managing conflict	Confidence to hold structured effective conversations across a wide range of situations, identifying actions and changes in behaviours to resolve issues. Develop self-awareness of your conflict management style, and develop a positive and resilient approach to conflict resolution.	18 October 2016 Northallerton HR-1016-T003 8 February 2017 Ripon HR-0217-T001
Holding people to account, developing performance and capability	Effectively manage performance issues, through objective feedback and early interventions. Develop your ability to hold challenging conversations that engage individuals to focus on evidence and action for improvement, working within the relevant policies and support plans.	15 November 2016 Ripon HR-1116-T005 26 April 2017 Northallerton HR-0417-T001
How to succeed with common HR issues	Improve your understanding of the policies, terms and conditions and legislation that governs the employment of staff in your school, to enable you to review current practice, and make informed robust decisions for effective management of staff. Be aware of the risks and the wriggle room, and how to avoid getting it wrong.	25 January 2017 Northallerton HR-0117-T001
Building resilience and managing stress	The course will raise your awareness of the factors that may affect your personal resilience and enable you to develop your personal action plan to build personal resilience, and resilience within your team.	29 November 2016 Northallerton HR-1116-T004 21 March 2017 Ripon HR-0317-T002

We can also offer training and coaching in a range of other areas:

- Accredited Safer Recruitment Training
- Child protection training for newly appointed heads and Designated Safeguarding People (DSPs)
- Governance training
- Bespoke coaching or training packages to meet the needs of your staff and school

Please contact Smart Solutions for further information.



LOOKING FOR WAYS TO MAKE YOUR FINANCES GO FURTHER?

Children under 16? Use registered childcare?
We can help reduce your childcare costs!

SAVE! You could save around **£78* a month** by joining our childcare scheme. That's a saving of up to **£933* a year**, until your kids are all grown up. If your partner joins their employer's scheme too you could double it to **£1,866* a year!**

CAN YOU REALLY AFFORD TO SAY NO? It can cost **£3,000**** to look after two children over the school holidays. If you don't need to use all your vouchers during term-time, save them up to use in the holidays!

* Figures quoted are the maximum available savings for a Basic rate taxpayer. Higher and Additional rate taxpayers may save £623 a year. The savings you make will depend on your circumstances.

** 1 September following 15th birthday or 1 September following 16th birthday for children who are registered disabled.

** Family and Childcare Trust Annual Holiday Childcare Costs Survey, 2014

Please contact us for more information or to see how much you could save:

visit: www.computersharevoucherservices.com

email: parent@computershare.co.uk

call: 0345 002 1111

Join the conversation online:



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Our Company Scheme ID is:
0018873440
Please register by 1st of the month
(You will need this to register online)

Computershare
Voucher Services

CVSPSTP06V7F



Useful contacts and related links

Employment Support Service Team Leaders

Claire Baister
01609 798 267

claire.baister@northyorks.gov.uk

Craig Johnston
01609 798 285

craig.johnston@northyorks.gov.uk

Account managers are overseen by the ESS Team Senior HR Adviser **Lisa Wilson** who can be contacted on lisa.wilson@northyorks.gov.uk or **01609 798540**.

HR Advisory Service

The advisory service number operates as a hotline with desk based staff available to take queries during office hours. All schools also have a named Advisor who will be your key contact for casework and on-going queries who work flexibly across the County.

All HR Advisors and Senior Advisors are managed by our two Principal Advisors, Mairi Reed mairi.reed@northyorks.gov.uk and Harry Rashid haroon.rashid@northyorks.gov.uk and the HR Advisory Service is overseen by Penny Yeadon, Head of HR CYPS, penny.yeadon@northyorks.gov.uk.