

[CYPInfo](#)

[NYCC website](#)

[NYES website](#)

[DfE website](#)



### For action

### CYPS Schools Condition Capital Programme

**Audience : All Community and Voluntary Controlled schools only**

Information relating to the CYPS annual capital programme, including information on the Healthy Pupils Capital Fund and how to bid for it, can be found here:

<http://cyps.northyorks.gov.uk/school-premises>

This includes detail about

- Capital Programme
- Application for capital funding
- Cooking and growing training

**Cascade to:**

Headteachers and  
Chairs of Governors

**Action required by:  
see information on  
School Premises  
page.**

**Contact:** [julia.temple@northyorks.gov.uk](mailto:julia.temple@northyorks.gov.uk)

## Schools Support Staff Increments 2019

### **Audience : All schools**

You will be aware that as part of the Pay Structure for Support Staff, incremental progression is based on criteria relating to attendance, conduct and capability issues, and satisfactory appraisal. We would ask that you now undertake this review and inform us of any action that you wish you take in relation to the pay spine for support staff in your school.

You will also be aware that there are significant changes to the NJC pay structure this year which has led to us needing to process support staff increments earlier than usual. It is therefore imperative that you complete and return this survey in a timely manner to ensure all employees are mapped to the correct SCP on the new grading structure.

A report will be available to you on 25th January and will be sent via email using Egress. This report will provide details of absence for all support staff for April 2018 to December 2018\* and it will also indicate whether the individual has reached the top of their current pay band. \*Should there be any further absence or performance issues in the period between you submitting the return and the end of March, you will need to inform Employment Support Service of the need to amend the increment (prior to April payroll cut off on 10th April and ideally as early as possible before the end of March 2019).

You are asked to review the increment eligibility of all support staff and submit an electronic return as described below, to advise on any increments to withhold or remove.

The return is accessible via the following link:

<https://consult.northyorks.gov.uk/snapwebhost/s.asp?k=151799654855>

A guidance sheet to support the completion and submission will be sent directly to the school and will be available on CYPS info here

<http://cyps.northyorks.gov.uk/sites/default/files/Noticeboard/Red%20bag/School%20Support%20Staff%20Increments%202019%20-%20How%20to%20complete.pdf> .

This form needs to be submitted by 22nd February 2019 at the latest, to ensure that increments are applied/removed where appropriate within the April 2019 pay cycle and to ensure that all staff are mapped to the correct SCP on the new grading structure. (NB. This includes RAS schools, as we will input the increments for you too.)

Please note nil returns are required i.e. when you expect all support staff to receive and retain an increment. If no response is received by the deadline, no increments will be uploaded to records in April's pay and staff may not be mapped to the correct SCP on the new grading structure.

### **Cascade to:**

Headteachers and  
School Business  
Managers

**Action required  
by: 22 February  
2019.**

Full guidance for incremental progression is available on the CYPS info website and can be accessed via the following link -

<http://cyps.northyorks.gov.uk/increments>

Please note that not responding to this request within the timescale may result in overpayments to staff. If you can't undertake the review within the timescales please contact [employmentsupportservice@northyorks.gov.uk](mailto:employmentsupportservice@northyorks.gov.uk) for advice and guidance with a view to potentially stop overpayments if you believe any staff are at risk of this, please provide specific employee details if possible.

**Contact:** [employmentsupportservice@northyorks.gov.uk](mailto:employmentsupportservice@northyorks.gov.uk)

## UK Youth Parliament representatives required

**Audience : All schools**

Our current Members of the Youth Parliament (MYPs) have now served 2 years and as such we will be looking to re-elect our MYPs by the 1st March, attached is more information about the British Youth Parliament and how young people between the ages of 11 and 17 can apply.

More information can be found here

<http://cyps.northyorks.gov.uk/red-bag-attachments>

**Cascade to:**

Headteachers and teaching staff

**Action required by: 1 March 2019.**

**Contact:** [VIP@northyorks.gov.uk](mailto:VIP@northyorks.gov.uk)

## Additional capital funding for 2018/19

**Audience : All schools**

The Chancellor, in his budget statement last October, announced an additional £400m in capital funding for schools in England.

More information can be found at [Additional Capital Funding for 2018/19](#)

The DfE has published a calculator which schools can use to estimate their allocation. This can be found at:

<https://www.gov.uk/government/publications/capital-allocations#details-title>. The pupil numbers should be those from the January 2017 headcount or census (or January 2018 if your school did not appear on the 2017 headcount/census). The DfE estimates that an average sized school should receive £10,000 (primary) and £50,000 (secondary). We expect the DfE to announce individual school allocations by the end of January 2019 and for the income to be received into the Local Authority shortly afterwards. As soon as the allocations are announced, we will prepare the journal to transfer the funding to schools and, once it is received, the journal will be posted. It is hoped that this can be completed by Thursday 31 January so that the funding will show in the January Oracle prints and be included in the next BAFS remittance in February.

**Cascade to:**

Headteachers and teaching staff

**Action required by: 1 March 2019.**

**Contact:** [jayne.laver@northyorks.gov.uk](mailto:jayne.laver@northyorks.gov.uk)

## Information, updates and guidance

### Launch of the new OH Portal

**Audience : all Schools**

We are pleased to announce that further to the launch in Pilot schools on 1st October the OH Portal is now available for use by all schools.

**Cascade to:**

Headteachers, School Administrators

<p>The feedback we received from the Pilot schools was overwhelmingly positive; we are very grateful for the involvement of these schools and for their participation from which we have received some helpful feedback for further improvements.</p> <p>The OH Portal will be used for OH referrals and for the recording and analysis of statutory health surveillance including health declarations (pre placement assessments / PPQs or PEQs).The OH portal will enable us to improve our service levels to you:</p> <p>Reduced waiting times</p> <p>Our objective is to reduce SLA waiting times from 15 days to 5 days for an appointment; and from 10 days to 2 days for advice reports.</p> <p>Improved appointment attendance</p> <p>We also hope to see a reduction in the number of failed appointments.</p>	<p><b>Action required:</b></p> <p>Look out for email from Health and Wellbeing Services containing associated user guidance .</p>
<p><b>Contact: Health &amp; Wellbeing Services Monday to Friday 8.30am to 4.30pm 01609 798408 (Wednesday 12.30 – 4.30) or email <a href="mailto:EmploymentSupportService@northyorks.gov.uk">EmploymentSupportService@northyorks.gov.uk</a> subject: Health and Wellbeing</b></p>	

## Pensions re-enrolment - February 2019

<p><b>Audience : all Schools</b></p> <p>Every employer has a responsibility to put employees who meet certain criteria into a workplace pension scheme and contribute towards it. This is called automatic enrolment. NYCC's automatic enrolment date was 1st January 2013.</p> <p>All staff who have joined the Council or moved into a new post have been automatically enrolled in a suitable pension scheme since this date. Some employees will have chosen to opt out and no longer contribute into a pension scheme.</p> <p>Every 3 years from 1st January 2013, NYCC have a legal duty to reassess our employees and re-enrol eligible staff (who chose to opt out) into an appropriate pension scheme. NYCC undertook this exercise in February 2016 and our next exercise will occur from 1st February 2019.</p>	<p><b>Cascade to:</b></p> <p>Headteachers, Chairs of Governors</p> <p><b>Action required by:</b></p> <p>Circulate as appropriate. .</p>
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All affected employees (employees who, between 1st February 2016 and 1st February 2019, have opted out, ceased membership or elected to make contributions below the minimum required by the schemes) will be re-enrolled and a letter will be forwarded to you for distribution to employees affected by this.

Employees affected by this exercise can chose to opt out of the scheme(s) if it is still not right for them, once this exercise has been undertaken. For more information, including eligibility read the internet article “ Pensions re-enrolment”.

If you are an VA school you will have received an email in December 2018 regarding how this affects your establishment.

**Contact:** [employmentsupprtservice@northyorks.gov.uk](mailto:employmentsupprtservice@northyorks.gov.uk)

## Growing up in North Yorkshire survey 2018

**Audience : all Schools**

The results of the 2018 GUNY survey are now available here  
<http://cyps.northyorks.gov.uk/children-and-young-peoples-voice>

**Cascade to:**

Headteachers, Chairs of Governors

**Action required by:**

Circulate as appropriate. .

**Contact:** [rebecca.swift@northyorks.gov.uk](mailto:rebecca.swift@northyorks.gov.uk)

## Energy Matters Newsletter

**Audience : all Schools**

Read the latest edition of [Energy Matters Newsletter - Issue 43](#) - January 2019. In issue 43 of Energy Matters:

**Cascade to:**

Headteachers, Site Managers

- New water contract
- New electricity contract update
- Waste contract update
- Green flag success for SFX
- Our latest energy event
- Training and pupil events

**Action required by:**  
Circulate as appropriate. .

**Contact: Energy Service**