



NYHR News



Welcome

Happy New Year and welcome to the first edition of NYHR News. We have reviewed our written communications with schools and are introducing a **new style, shorter newsletter** which will be published **more frequently**. This will mean we can keep you **up-to-date** with developments as they happen, whilst still providing you with access to our more **in-depth articles**. We hope you find this newsletter informative and welcome any feedback you may have.



Policy Update

Below are details of the HR policies which have recently been **developed or updated**. The **complete list** of our HR policies on CYPs Info is regularly updated and is available [here](#).

Recruitment and Selection Policy and Procedure

This [Policy](#) has been completely reviewed and will help you to **recruit and select effectively** whilst ensuring you fulfil your **safer recruitment** and **statutory obligations**. We have also refreshed the recruitment pages and template documents on CYPsInfo.

An **important change** is around when criminal conviction information is requested. Our revised advice to address a legislative change is that this is **only requested from shortlisted candidates**. The standard **application form** and **invitation to interview letter** have been updated to reflect this change.



Action

- Progress policy for adoption in line with school procedures
- Review recruitment processes and documentation in light of the revised guidance around criminal conviction information

In this issue

[New Policies](#) – Early Retirement, Recruitment and Selection

[Amended policies](#) – Leave Policy, Parental Leave Policy

[Coming soon](#) – policy updates to look out for

[LGPS pension change](#) – change to NYCC policy which may affect school support staff

[May Day bank holiday](#) – what impact does the changed date have?

[Support for EU workers](#) – applying for settled status for current staff

[NYHR training](#) – book your place now

[Employment Law](#) – part-year workers, statements of particulars, parental bereavement leave and NI on termination payments

[Recruitment and Retention](#) – additional payments from the DfE which your teachers may be able to claim

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Early Retirement Policy

NYCC has reviewed its [LGPS Early Retirement Policy](#) and we have considered how this will apply to schools. As NYCC remains the employer for maintained schools some decisions around the early release of LGPS pensions have been retained by the Local Authority. We have produced a **policy guidance document for school based employees** which is now available on [CYPInfo](#). Schools do not need to formally adopt the Early Retirement Policy but are advised to share both this and the guidance document with Governing Bodies.



Action

- Replace any old versions of the Early Retirement Policy and Guidance
- Ensure the new policy and guidance documents are communicated to, and available for, staff to access.

Amended Policies

As a result of statutory changes we have made the following changes:

[Parental Leave Policy](#) – due to an HMRC change, schools no longer need to send original MATB1s to ESS. The policy has been amended at paragraph 2.3 and 4.7 to reflect this change.

[Leave Policy and Guidance](#) – This has been amended to include changes in statutory provisions around paternity leave, shared parental leave and unpaid parental leave. References to other documents and policies have also been updated.



Action

- Adopt revised policies via normal channels

May Day Bank Holiday

As you may be aware, this holiday has been moved from Monday to **Friday 8 May in 2020** to celebrate 75 years since VE day. This change will have no impact on the majority of staff, but may require a **recalculation for part-time staff**, both teaching and support, who don't work on every day of the week.

We have produced some detailed [guidance](#) and examples to help you identify who will be affected by this change. We also advise how to deal with requests from staff who have **already booked leave** for this day.



Action

- Identify which employees are affected by the change
- Consider the options and then discuss and agree these with affected employees

Policies coming soon

Resolving Issues at Work – due Easter 2020

Managing Allegations guidance – due Summer 2020

Access our policy list [here](#).

LGPS Pension changes

You may be aware from RedBag of a change to the NYCC policy on LGPS employer discretions which may impact support staff in schools. All staff should now have received a letter or email about this. A copy of the documents sent are available [here](#).

EU Workers

With Brexit finally likely to happen this month, we would recommend that you encourage EU workers to apply for pre-settled or settled status. Further information is available [here](#).

NYHR Training

We deliver a range of training specially designed to support the effective management of staff in schools. Our most popular events are:

- Appraisal
- Challenging conversations
- Holding people to account
- Coaching conversations
- Engaging staff in change
- Supporting attendance and wellbeing

Alternatively we can deliver training at your school at a time and place to suit you, including training days and twilight sessions.

For further information please visit the [NYES website](#) or contact susan.mcgin@northyorks.gov.uk



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Employment Law

2020 promises to be a busy year for employment law and we are expecting to see a number of the provisions from the Good Work Plan being brought into law. We'll also wait to see what impact Brexit will have on workers' rights.

The following changes are coming soon:

Day 1 Statement of Particulars

From 6 April, 2020, all employees and workers must be issued with their **main written Statement of Particulars** on or before their **first day of employment with the school**. The previous requirement was to issue the statement within 8 weeks. This right applies to all **employees and workers**, and the revised statement includes **additional terms**.

Schools should continue to issue offer letters to their new recruits as normal (check out the new templates we've published in our recruitment area) but you'll need to ensure the necessary information is sent to your payroll provider in good time (where this is ESS, they require **at least two weeks** before the start date to enable them to issue the Statement). This new requirements will also apply to **supply, casual and relief staff**.



Action

- Review the school's recruitment processes to ensure the new deadlines can be met
- Look out for more information from ESS and NYHR at the Finance and Admin Conference in February

Parental Bereavement Leave

Also due to apply from 6 April, 2020, these regulations provide **two weeks' leave** to parents who lose a child under the age of 18 or suffer a stillbirth from 24 weeks. It will be a **day 1 right** for all employees and **statutory pay** will be granted to employees with 26 weeks' service. We are still waiting for the final details to be published and will update you when these are received. We will also reflect these changes in relevant policies.

Employer's NI on termination payments over £30k

This is a change which was signalled by HMRC when the changes to the tax treatment of termination payments were introduced in April, 2018. **From April 2020**, the proportion of the payment which exceeds £30k will be liable for **employer's national insurance**. This will apply to any termination payments including **redundancy** and **settlement payments** and will incur an **additional cost for employers**.

Part-year workers

You may be aware of a recent legal decision in **Brazel vs The Harpur Trust** around the calculation of holidays for part-year workers e.g. term-time only employees.

We are currently working with Unison to consider the implications of this decision and have an agreement to wait for the end of the legal process before taking any action.

We believe that this case will be concluded shortly so look out for further updates coming soon.

Recruitment and Retention

As part of its Strategy the DfE has introduced the following retention payments for which your teachers may be eligible. There is no cost to the school and both are administered by the DfE.

Please **share this information** with any of your teachers who may benefit from these initiatives:

Student loan reimbursement

Some teachers who completed their ITT in 2013/2014 or later can reclaim their student loan payments. Eligibility depends on teaching MFL, sciences or computing in state-funded secondary schools.

Further information and eligibility criteria are available on the Gov.uk website.

Physics and Maths payments

Those teaching physics or maths who gained QTS from 2014 onwards may be eligible for an additional payment up to £2,000.

Full details and eligibility criteria are available on the Gov.uk website.