

# HR NEWSLETTER

December 2023



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## Contact Us

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**T:** 01609 798343

**W:** [Website](#)

The contact details above will take you through to our office-based HR Adviser (Advisory) team and all initial queries should be made via this contact. It may be necessary to escalate your query to your nominated HR Adviser.

We are open all year between 8:30 am and 5 pm Monday to Thursday and 8:30 am to 4:30 pm Friday.

## Managing Allegations Against Staff 2023 – For Information and Action

### GUIDANCE UPDATE

The updated statutory KCSIE guidance came into force on 1st September 2023 and, in line with this, we have updated our 'Managing allegations Against Staff' Guidance, tailored to the academy sector to support clients in taking appropriate action in addressing allegations, as outlined in Part Four of Keeping Children Safe in Education. This can now be accessed on the CYPS portal [here](#); it is suggested that clients consider their own guidance for managing allegations and utilise the NYES HR guidance as needed in conjunction with any guidance issued by your Safeguarding Children Partnership.

#### Actions for school leaders



- Trusts and Academies are required to have procedures in place for managing safeguarding allegations against staff, and clients are advised therefore to ensure they have adequate arrangements in place. You may wish to refer to our policy review schedule which details any required delegations in respect of policy adoption [here](#).

## Single Central Record: Preparing for an Ofsted Inspection

### KEY THEMES FROM SCR HEALTH CHECKS

The Single Central Record and Safer Recruitment Pre-employment checks are embedded within the statutory duty to safeguard and promote the welfare of children and is an essential part of safeguarding. Schools must have robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for and securing employment or volunteering opportunities in schools. The Ofsted inspection of the SCR falls under the category of 'Leadership and Management' – Inspectors will always report on whether or not arrangements for safeguarding children are effective.

During last academic year, NYES HR completed over 100 Single Central Record checks. On analysing the reports produced, the NYES HR team found 5 key themes which repeatedly appeared in approximately a third or more of our recommendations. These included:

1. To record the **date** of all statutory checks **accurately and consistently** on the SCR, adding and removing individuals who have joined/left.
2. To retrospectively complete **identity** checks of name, date of birth and address and retain documents on personal files.
3. To retrospectively complete **right to work in the UK** checks and retain appropriate documents on personal files.
4. To determine whether **further overseas checks are appropriate** and should be retrospectively completed e.g. request certificate of good conduct for employees who have lived or worked outside of the UK, perhaps using a risk assessed approach.
5. Although not a statutory requirement, from September 2022, KCSiE recommended completing **Online Searches** as part of safer recruitment pre-employment checks for new recruits.

For the full article on 'The Single Central Record: Preparing for an Ofsted Inspection', see CYPSInfo [here](#). Watch out also for updated NYES HR SCR guidance and template SCR documents in the Spring Term.

# SINGLE CENTRAL RECORD HEALTH CHECK

ENSURE YOUR SCR COMPLIES WITH STATUTORY REQUIREMENTS AND BEST PRACTICES WITH A TAILORED ASSESSMENT BY OUR EXPERIENCED HR PROFESSIONALS

## Gain Confidence In Your SCR With NYES HR

Bolster your safeguarding compliance with a Single Central Record (SCR) Health Check from NYES HR. Verify your SCR not only adheres to statutory requirements but also embodies the best practices in safer recruitment.

Have peace of mind knowing your SCR is in full compliance with all statutory requirements for your setting.

## Key Features

Our comprehensive SCR Health Check Includes:



### Extensive SCR Audit

Our SCR check involves a site visit by a trained member of the NYES HR team. They will meticulously assess your school's SCR against statutory requirements



### Sample File Check

NYES HR conduct a minimum 10% sample file check, covering different staff groups as well as volunteers and agency/third party staff



### Guidance & Recommendations

We go beyond mere statutory compliance, offering valuable advice on safer recruitment practices



### Thorough Feedback

Gain real-time advice during the visit, followed by a robust written report complete with actionable recommendations

Have someone new or want to increase confidence in the management of your SCR? Why not sign up to the NYES HR SCR Guidance on-demand webinar via [www.nyes.info](http://www.nyes.info)

## SLA Online HR Page Launch

### NEW HR RESOURCES PAGE TO LAUNCH IN JANUARY

As noted in our [November Newsletter](#), a new and improved platform to access HR policies, guidance, and template letters will be launching soon for our Academy and MAT clients.

We are pleased to announce that our new NYES HR resources page will be accessible via the 'Resources' section on SLA Online from January.

The content within our new area is designed to support academies and trusts in the effective management of their people. You will find links to pages containing a wealth of resources in respect of the whole range of HR matters. Each page provides advice, key information about the subject matter, and our toolkits. These toolkits contain template policy and procedure documents, associated guidance and a suite of template letters. All information on the site will be updated regularly and in line with developments in employment law and best practice.

You will also find relevant and timely news in respect of education HR, employment law and best practice, and practical advice in considering any organisational changes required as a result. We would suggest signing up, on the site, for news alerts to ensure you remain abreast of developments in a timely manner.

At the end of December, the Academy area of CYPSPInfo will be closed with all of the content now featured on our new SLA online NYES HR resources page. However, you will still be able to access CYPSPInfo after this date should you wish to browse any other content held on the site.

**Please note** – Academy settings in the Middlesbrough and Teesside area should continue to use CYPSPInfo for now as we develop a specific area for these clients, containing their specific policies and associated documents. The site for Middlesbrough and Teesside clients will be launched later in 2024.

The screenshot shows the NYES Human Resources website. The header includes the NYES logo and 'Human Resources'. Below the header, there is a navigation bar with 'Contact Us' and 'Training and events'. The main content area features a 'Please select which applies to you below' section with a link to 'Click here if you are an Academy or Multi Academy Trust'. A sidebar on the right contains 'Contact Us' and 'Training and events' sections. The 'Training and events' section lists several seminars, including 'Pre-Retirement Seminar' and 'HR Toolkit for School Leaders'.

The screenshot shows the NYES HR resource pages. The header includes the NYES logo and 'Human Resources'. Below the header, there is a navigation bar with 'Contact Us' and 'Policy Framework and Schedule'. The main content area features a 'Click here if you are an Academy or Multi Academy Trust' section with a link to 'Click here if you are an Academy or Multi Academy Trust'. A sidebar on the right contains 'Contact Us' and 'Policy Framework and Schedule' sections. The 'Policy Framework and Schedule' section lists several documents, including 'NYES HR Policy Review Schedule' and 'News Archive'.

### Actions for school leaders



- Ensure that you, and relevant members of your team, can access SLA online ready for the January launch.
- We advise that you set up for content update alerts on the new site resource pages that are of interest by clicking on the pin icon in the top right hand of the page.
- We would be really grateful for feedback regarding the new site, which will be used to develop and improve the site further. Please send any feedback to the team via [NYES.HR@northyorks.gov.uk](mailto:NYES.HR@northyorks.gov.uk)
- Please contact the NYES HR team if you have any difficulties or queries regarding the new site.

## NMW Increase

### 1st APRIL NATIONAL LIVING WAGE INCREASE

You will likely have heard that, as part of the Autumn statement, the government announced an increase to the National Living Wage (NLW) which will take effect 1st April 2024. The NLW for those 21 and over, will increase to £11.44. The NJC national employers have consistently stated their intention over the years that Local Government is not intended to be a minimum wage employer, and the bottom of the NJC pay spine (SCP2) is currently approximately 11% higher than the national living wage.

Whilst no details of the 2024/25 NJC pay negotiations have been announced as yet, we can expect to continue to see 'bottom loading' of the pay spine, and it is likely that pay negotiations may again be protracted in light of the circumstances.

## North Yorkshire Pension Fund Website - Local Government Pension Scheme

### WEBSITE REFRESH

For information for clients using the North Yorkshire Pension Fund; The North Yorkshire Pension Fund (NYPF) website has had a makeover! The look new website will be available from 4th December 2023. The website address hasn't changed - [www.nypf.org.uk](http://www.nypf.org.uk), but the look and feel has and the content has been refreshed.

#### Actions for school leaders



- Please share the following '[member flyer](#)' with support staff (those eligible for Local Government Pension Scheme).

## Minimum Service Levels – Government Consultation

### GOVERNMENT PROPOSES STRIKE CHANGES

The government is consulting on proposals for new minimum service level (MSL) laws in schools when staff are on strike, with the consultation running to 30th January 2024 (<https://www.gov.uk/government/consultations/minimum-service-levels-msls-in-education#full-publication-update-history>). The proposals would mean that, whilst the minimum service levels would be set by ministers, schools would be required determine the required staff levels needed in their setting to meet the requirements of the minimum service levels. It's not clear at present whether, under the proposed laws, schools would have a duty to meet the MSL and whether this would be enforced by the government. It is expected that any 'work notices' issued to employees under the new proposals would prioritise delivery of education to those students due to be sitting exams or national assessments.

We will continue to monitor developments in respect of the proposed changes to the law in respect of industrial action and will keep clients and our guidance updated.

## DfE Grant Funding – Senior Mental Health Lead Training

### FURTHER GRANT FOR ELIGIBLE SCHOOLS

Between October 2021 and July 2023, more than 13,900 schools and colleges had claimed a training grant, as part of the government’s commitment to offer training for senior mental health leads to all eligible schools and colleges by 2025 as part of their promotion of a whole school approach to supporting mental health.

In November, further to the publication of the [NYES HR Annual Update , Health and Wellbeing theme](#), the DfE have announced a further grant for eligible schools in the event that any existing trained senior mental health leads had left their setting before embedding a whole school approach to mental health and wellbeing.

Further information is available on the DfE site [here](#)

## Holiday Pay Reforms

### OUTCOME TO CONSULTATION FOLLOWING BRAZEL CASE

In our [November 2023 newsletter](#), we alerted you to the government’s intention to make legislative changes in respect of certain aspects of holiday pay for part time and irregular hours workers. We now understand that, whilst the proposed changes are not yet confirmed and are subject to debate in Westminster prior to implementation (and thus further guidance is awaited), some of the changes are very likely to be introduced from January 2024. From 1st January 2024 employers need to ensure that, where it isn’t in place already, they introduce a 52 week reference period, factoring in overtime, to determine ‘normal pay’ which would apply to the four week working time regulations annual leave entitlement. The majority of education employers will already have this in place, and therefore we are not anticipating that clients will need to make changes from January. The majority of changes to the legislation regarding how employers might approach holiday pay (including the option to apply ‘rolled up holiday pay’) will take effect in leave years commencing on or after 1st April 2024.

We are carefully considering how these changes will affect our guidance for clients, and will issue further information early in the new year.

## Upcoming Training

<b>HR Toolkit for Senior Leaders</b> This webinar provides practical guidance to equip senior leaders with the knowledge to effectively manage contractual arrangements, and other related HR issues.	17/01/24 <a href="https://nyes.info/Event/203171">https://nyes.info/Event/203171</a>
<b>Managing attendance &amp; related HR issues</b> The course will guide you to manage staff absence in a timely and effective way. We will also address a range of frequently asked questions to support you in the day-to-day management of staff.	25/01/24 <a href="https://nyes.info/Event/196248">https://nyes.info/Event/196248</a>
<b>Managing Stress in Schools (Staff Absence Scheme members only)</b> This webinar will review how to use the stress risk assessment & HSE talking toolkit as both a pre-emptive support measure and part of the absence management process for staff	07/02/24 <a href="https://www.nyes.info/Event/220175">https://www.nyes.info/Event/220175</a>
<b>Successful Appraisal in Schools</b> This webinar will develop the knowledge and confidence to prepare and deliver effective appraisals in line with policy.	21/02/24 <a href="https://nyes.info/Event/218099">https://nyes.info/Event/218099</a>