

HR NEWSLETTER

For all NYC maintained education settings

April 2024



CONTENTS

<u>Introduction</u>	3
• Welcome to our policy update focussed April newsletter	
<u>Policy Update—Flexible Working Policy Correction</u>	3
• Amendments to policy following timescale clarification	
<u>Policy Update – Providing and Obtaining Employment References Policy</u>	4
• Update to ensure legislative compliance and best practice	
<u>Policy Update – Restructure, Redundancy and Redeployment</u>	4
• Protection from Redundancy (Pregnancy and Family Leave) Act 2023 updates	
<u>Policy Update – Parental Leave</u>	4
• Updates following legislative changes	
<u>Everybody Benefits—March 2024 News</u>	5
• Details on benefits available	
<u>E-Learning Courses</u>	6
• Training sessions available at a time to suit you - including SCR guidance	
<u>Training—Upcoming Scheduled Courses</u>	7
• Training webinars available to book now	

Contact Us

E: NYES.HR@northyorks.gov.uk

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.

Introduction

UPDATE TO MODEL POLICIES

Welcome to our April newsletter, sent early because of the Easter break.

This edition focusses predominantly on updates to model NYES HR policies, and is shared in advance of the holiday given the impending implementation date for the legislative changes which have prompted most of the policy reviews undertaken.

Given the legislative changes will take effect from 6th April 2024, clients are advised to adopt these policies as soon as possible in the new term.

Policy Update—Flexible Working Policy Correction

CLARIFICATION ON TIMESCALES

In our [February 2024 newsletter](#) we alerted you to an amended version of the template Flexible Working Policy.

Since publishing, a need for clarification has come to our attention and therefore we are alerting you to further amendments made to the policy. The amended April 2024 version, available [here](#), confirms that the flexible working request process, including any appeal, must be concluded within two months. The amendments to the policy are confined to;

- Paragraph 4.9

- Paragraph 5.2

Whilst the amendments are small in number, the changes are important to ensure that the employer complies with the statutory timescales for responding to flexible working requests. The flexible working flow chart has also been updated. We apologise for any inconvenience.

Actions for school leaders



- Schools should adopt the amended April 2024 version of the policy as soon as possible through the usual delegated approval process, you may wish to refer to our policy review schedule which details any required delegations in respect of policy adoption.
- Rather than creating a new document, you may choose to replace the existing sections listed above with the updated wording for ease.

Policy Update – Providing and Obtaining Employment References Policy

UPDATES TO POLICY & ASSOCIATED DOCUMENTS

We have recently updated the NYES HR policy for Providing and Obtaining Employment References, to ensure legislative compliance and best practice.

The amended policy, which has been through consultation with recognised NYC education unions, contains a number of key changes which are summarised [here](#).

The policy, associated template letters, and importantly the template reference form have also been updated and are available through CYPInfo [here](#).

Actions for school leaders



School Leaders are advised to adopt the amended policy through their usual adoption process, and to utilise the updated templates when providing or obtaining employment references. This includes replacing any hard copies of previous templates that you may hold locally

Policy Update – Restructure, Redundancy and Redeployment

AMENDMENT FOLLOWING LEGISLATION UPDATE

Further to our [January 2024 newsletter](#), in which we advised you of changes to employment legislation and namely the Protection from Redundancy (Pregnancy and Family Leave) Act 2023, we have now published an amended NYES HR policy for Restructure, Redundancy and Redeployment. The policy, which has been through consultation with recognised NYC unions, is available here with a summary of the changes [here](#).

Actions for school leaders



School Leaders are advised to adopt the amended policy through their usual adoption process in readiness for the legislative change coming into effect in April 2024.

Policy Update – Parental Leave

AMENDMENT FOLLOWING LEGISLATION UPDATE

Further to our [January 2024 newsletter](#), in which we advised you of changes to employment legislation and namely the Protection from Redundancy (Pregnancy and Family Leave) Act 2023, and paternity we have now published an amended NYES HR policy for Parental Leave. The policy, which has been through consultation with recognised NYC unions, is available here with a summary of the changes [here](#).

Actions for school leaders



School Leaders are advised to adopt the amended policy through their usual adoption process in readiness for the legislative change coming into effect in April 2024.

EVERYBODY BENEFITS



March 2024 Latest News

Cycle to Work Scheme

As the days get brighter, have you thought of embracing the cost-effective, climate-friendly route to a healthier you, with the Cycle to Work Scheme? Why not change up your commute in a way that benefits your wellbeing, wallet and the world. With savings of up to 42% on bikes and safety accessories.

Visit <https://northyorks.vivup.co.uk> or scan the QR code, and click on Cycle to Work, to learn more about the scheme, browse bikes and suppliers as well as place an order



New Local Benefit

A new local benefit is now available for NYC employees. The Landlord Service have negotiated a discount of up to 30% for staff when purchasing goods in the Dulux Decorating Centre stores. The code for the discount is **528014**.

There are over 240 stores nationwide, your nearest store can be found via [Painting & Decorating Merchants | Dulux Decorator Centre](#) You will need to show your staff ID badge to get the discount.

Visit <https://northyorks.vivup.co.uk> or use the QR code to see other benefits and discounts available.



Employee Wellbeing Spotlight

Health Assured (Employee Assistance Programme) has launched a NEW website and app

Our employee support service at Health Assured can provide further health information, practical and emotional support and is completely confidential.

- Access the website via <https://wisdom.healthassured.org/login>
- Download the smart phone app Wisdom: Learn, Grow, Thrive then register for access using this unique code: MHA000258
- Call the employee Confidential Support Line free on 0800 028 0199. (24 hours 7 days a week 365 days a year – you can also request a call back via the smart phone app)

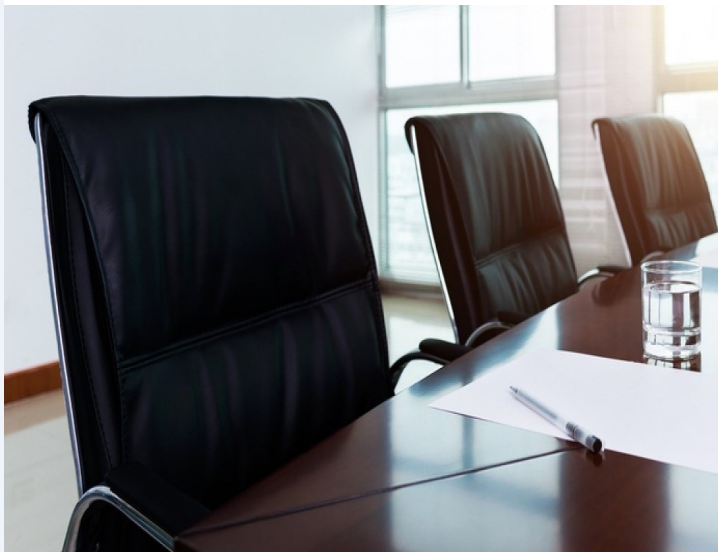
Any questions, comments, feedback?



Email payandreward@northyorks.gov.uk

E-Learning Courses

PANEL MEMBERS: HEARING & APPEALS—AVAILABLE NOW [HERE](#)



This pre-recorded session offers a comprehensive overview of staff hearing and appeals panels in education settings, covering participant roles, meeting structure, and decision-making processes aligned with policy guidelines. Through practical demonstrations, it aims to instil confidence in panel members, enabling fair and robust decisions on disciplinary, attendance, capability, pay, redundancy, grievance, and flexible working matters. Ideal for both newcomers and those seeking a refresher, this training equips participants with the necessary skills to contribute effectively as a panel member or chair during employee panel hearings and appeals.

SUCCESSFUL APPRAISAL IN SCHOOLS —AVAILABLE NOW [HERE](#)



Gain the knowledge and confidence to conduct effective appraisals for both teaching and support staff with this pre-recorded webinar. Covering key aspects such as linking individual performance to strategic aims, ensuring transparency in pay decisions, and motivating staff through effective feedback, the session prepares participants to engage in focused performance conversations that align with policy. Ideal for both new appraisers and those seeking a refresher, this training provides a solid foundation on the principles of appraisal and the tools for fostering transparent, focussed, discussions.

SINGLE CENTRAL RECORD GUIDANCE - AVAILABLE NOW [HERE](#)



Designed to alleviate concerns and stress associated with SCR management, the session provides a comprehensive exploration of statutory requirements, dispelling misconceptions and addressing historical sources of confusion. Delving into crucial aspects such as the SCR format, inclusion criteria, 'regulated activity' definition, and guidelines for recording different individuals, the webinar equips participants with the knowledge and skills needed to maintain a high standard in their SCR. Additionally, the session highlights the top five issues identified during SCR health checks, providing practical insights for effective record-keeping.

Training—Upcoming Scheduled Courses

HR Toolkit for Senior Leaders

This webinar provides practical guidance to equip senior leaders with the knowledge to effectively manage contractual arrangements, and other related HR issues.

16/05/24

<https://nyes.info/Event/224681>

Managing Attendance & Related HR Issues

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.

17/06/24

<https://nyes.info/Event/224682>