

HR NEWSLETTER

For all NYC maintained education settings

February 2024



CONTENTS

<u>National Pay Negotiations 2024/25</u>	3
• Teacher and NJC staff pay news	
<u>DfE Education Staff Wellbeing Charter and Teacher Retention Update</u>	3
• DfE publish report on progress since education staff wellbeing charter launch	
<u>DfE Workload Reduction Taskforce: Initial Recommendations</u>	4
• Key recommendations to reduce workload	
<u>Safer Recruitment Training</u>	4
• Dates available to book now!	
<u>SCR Guidance and Template Changes</u>	5
• Updates to SCR guidance and template documents from feedback and best practice	
<u>Headteacher Support Options</u>	5
• Reminder of resources to support	
<u>Policy Updates</u>	6-7
• Flexible working, travel and expenses, leave, and forthcoming policy updates	
<u>Working Together to Safeguard Children 2023 Statutory Guidance</u>	7
• NYES HR view	
<u>NYES HR Mediation Service</u>	8
• Confidential, informal and swift conflict resolution from NYES HR	
<u>Pre Recorded Training</u>	9
• Webinars available to view now including Single Central Record Guidance	
<u>Upcoming Training Webinars</u>	10
• Training webinars for Spring and Summer including Successful Appraisal	

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.

All information correct at the time of publishing

National Pay Negotiations 2024/25

TEACHERS

On 20th December 2023, the Government outlined the remit for the School Teachers' Review Body (STRB) recommendations for the 2024/25 pay award. The LGA have sought information from national employers, which will contribute to the National Employers' Organisation for School Teachers (NEOST) evidence, which is presented to the STRB with the aim of influencing the recommendations.

The STRB have been asked to provide a report to the Government by May 2024. As we know from previous years, the publication of the report can be delayed, which has an impact on the rest of the timescale for teachers pay award to be determined. Additionally, this year, the timing of the general election may have an impact if a decision has not been made by the purdah period.

We will of course keep you posted as we become aware of any developments.

NJC STAFF

The first step in the negotiation process for determining the support staff (NJC) pay award is the submission of the staff side (nationally recognised Trade Unions; Unison, Unite and GMB) claim. We are advised by the LGA that this is expected around the end of February. After this has been received, the LGA will host regional pay briefings, following which national employers will consider feedback and respond to the staff side claim. From there, the next steps are largely dependant on the Union response to the employers response. The general election may well have an impact on the timescale for the outcome of the negotiation process.

Whilst the pay awards for the previous two years were settled as a fixed amount for all pay points, it is not inevitable that the same will apply for the 2024/25 pay year. However, given the rapid rise of the national living wage, and the impact on the lower points of the national NJC pay spine, in the absence of a whole scale review of the national spine we can expect to continue to see 'bottom loading' of any rise to the national spine.

A commitment to review the national pay spine was included as part of the 2023 pay deal, however there will be no development in this respect until after the general election.

DfE Education Staff Wellbeing Charter and Teacher Retention Update

PROGRESS ON DfE COMMITMENTS

The DfE have published a [report](#) detailing progress against their commitments since the launch of the education staff wellbeing charter in 2021, which some 3000 schools are reported to have signed up for. The charter sets out joint commitments from the DfE, Ofsted and schools on actions they will take to promote and protect the wellbeing of staff.

As outlined in our 2023/24 NYES HR Annual Update, we provide a template [Workplace Health and Wellbeing Strategy](#) to support you in developing and promoting your wellbeing strategy which aligns with the commitments detailed in the Charter, and can make a significant contribution to improving the health and wellbeing of staff.

Actions for school leaders



School Leaders are advised to consider developing a workplace wellbeing strategy, where this is not already in place. Where a strategy is in place, it is advised that this is reviewed regularly and in line with further developments in the national guidance. Please contact the NYES HR team for further advice or to discuss your health and wellbeing strategy.

DfE Workload Reduction Taskforce: Initial Recommendations

KEY RECOMMENDATIONS TO REDUCE WORKLOAD

The DfE have published a [report](#) summarising the initial recommendations from the Workload Reduction Taskforce – compiled in July 2023, to help support the government’s ambition to reduce the workload of teachers and leaders by 5 hours per week. These recommendations have been accepted jointly by the government and teaching unions.

Key points to note:

- There is a commitment to remove the requirement to implement performance related pay progression for teachers by the 2024/25 academic year
- The list of administrative tasks which teachers are not expected to undertake to be re-inserted in the STPCD, with particular emphasis on the need to consider whether a task needs to be undertaken at all.
- All settings should be reminded of the importance of the recommendations from the [2016 independent workload review group](#), and [2018 workload advisory group](#).
- All school and Trust governing bodies should publicly commit to, and actively promote, the recommendations of the workload review and advisory groups as part of a renewed drive to reduce workload around planning, marking and data management.

Schools should consider working throughout the year with all relevant stakeholders, such as teaching unions, on the specific workload concerns of their setting, using the recommendations of the reports wherever relevant. Schools may want to consider using INSET time to look at addressing workload issues and the taskforce recommend that the DfE should consider remitting the STRB to include an additional INSET day, at the earliest opportunity.

Actions for school leaders



- School Leaders are advised to consider how they can consider workload concerns in their setting, in consideration of the recommendations of the independent workload review groups and workload advisory group.
- NYES HR will ensure any required changes are implemented in the 2024 Model pay policy

Safer Recruitment Training

SESSIONS AVAILABLE TO BOOK NOW

New dates have been announced for Safer Recruitment Training for Schools.

This one day in person course equips Recruiting Managers, Governors, Trustees, Head/Deputy Heads, Business/HR Managers, Administrators, and all involved in the selection process with the essential knowledge and understanding needed to recruit safely and comply with statutory guidelines.

Participants will be able to identify the features of a safer recruitment process to deter the appointment of unsuitable people, consider policies and practices that minimise opportunities for abuse and review policies and practices to make the organisation safer.

To find out more and book your place, please see the links below:

[April 10 – Northallerton](#)

[June 19 – York](#)

[September 24 – Harrogate](#)

SCR Guidance and Template Changes

SINGLE CENTRAL RECORD GUIDANCE

We have listened to feedback regarding our Single Central Record guidance and template, considered an [Ofsted blog](#), reviewed further best practice as well as recent changes to the statutory framework regarding EYFS, and have consequently made some amendments to our guidance and SCR template. These changes are:

- Inclusion of columns to indicate whether a standalone children's barred list has been completed and the date of this check. These columns should on the whole be recorded as n/a, but it would only be in exceptional cases where a school allows a person to start in regulated activity before the DBS is available that this check must be made via the TRA - it is a statutory requirement and the date of the check must be recorded on the SCR.
- Incorporated teaching and support staff into one 'all staff' tab
- Made it optional for schools to include columns to record DOB and address
- Included further optional fields to include safeguarding training and safer recruitment training and initials of who has completed the checks
- Included a small paragraph within the guidance around TUPE Transfers-in and EYFS Statutory Framework and provided some more detailed guidance around records retention and some of the statutory checks

Actions for school leaders



- School leaders are advised to incorporate the changes to their SCR and template as applicable (available [here](#) on CYPInfo)
- Updated SCR training is available to access as an on demand session via NYES [here](#)

Headteacher Support Options

SUMMARY DOCUMENT REMINDER

I'm sure that those of you who have seen the coroners report regarding the tragic death of Headteacher Ruth Perry will agree it was very difficult reading.

Although mentioned in the [2023/24 Annual Update](#), in light of the recommencement of Ofsted inspections, it feels important to remind clients again of the support available for Headteachers, in case this was missed. The summary document can be accessed via our website [here](#).

Actions for school leaders



- Leaders and Governors are advised to share the support options with Headteachers, to remind them of these at regular intervals as part of ongoing dialogue regarding wellbeing, and to encourage and enable Headteachers to access support as may be appropriate on an individual basis.

Policy Updates

FLEXIBLE WORKING

The Government have announced changes to the employment legislation regarding flexible working, with the following changes coming into effect on 6th April 2024:

- A day one right for all employees to make flexible working request/s (currently a right after 26 weeks' service)
- A right to make two statutory flexible working requests in a 12 month period (currently one)
- A right to a response within two months (currently three)
- No requirement for the employee to explain what effect the change would have and how this might be dealt with (which is currently a requirement)

As is the case currently, employers can only refuse a request where they have a legitimate business reason for doing so (which are outlined in our model policy).

As mentioned in our [November 2023 newsletter](#), we have amended our flexible working policy, and consulted with recognised Trade Unions regarding these changes.

Actions for school leaders



- School Leaders are advised to adopt the new version of the policy, dated April 2024, in readiness for any flexible working requests received in April. The policy and a summary of the changes can be accessed [here](#). School leaders are reminded of the DfE flexible working toolkit, which provides advice and support from ambassador MATs / Schools to improve flexible working in their setting. Further details can be accessed [here](#)

TRAVEL AND EXPENSES POLICY AMENDMENT

We have recently updated the NYES HR Model Travel and Expenses Policy for NYC maintained schools, to incorporate the most up to date NYC rates and arrangements in respect of travel and expenses claims.

The amended policy, as well as a summary of the changes is available [here](#).

Whilst for many schools, the requirement for employees to travel as part of their role will be minimal, it is helpful to have an adopted policy in place to cover the eventuality that an individual needs to make a claim.

Actions for school leaders



- School Leaders are advised to adopt the policy, dated January 2024.

Policy Updates Cont.

LEAVE POLICY

- The Government are introducing a statutory right to carer's leave for employees with effect from 6th April 2024. Key features are;
- This is a day one right for employees to be able to apply for up to one week of unpaid carer's leave in any 12 month period.
- It is a right for employees who have a dependant with a long-term care need and those who want to be absent from work to provide or arrange care for that dependant.
- Requests can be in consecutive, or non-consecutive, half-days or full days
- Requests must be made in writing giving at least twice the amount of notice than the period of leave requested, or if longer, three days' notice
- Employers can postpone a request if the operation of the business would be unduly disrupted, in which case notice must be given before the leave was due to begin and must explain why postponement was necessary. The employer must allow the leave to be taken within one month of the start date of the leave originally requested (which should be done in consultation with the employee).

We have amended the [Leave Policy and Summary Charts](#), as well as the associated guidance, and have undertaken consultation with recognised Trade Unions regarding these changes.

Actions for school leaders



- School Leaders are advised to adopt the new version of the policy, dated April 2024, in readiness for any carer's leave requests received from April onwards.

FORTHCOMING POLICY CHANGES

As outlined in our [January 2024 newsletter](#), and as a further reminder, the following policies are being amended and will be consulted upon with recognised NYC Trade Unions in March 2024, ready for an April 2024 implementation date in light of forthcoming amendments to employment legislation (effective 6th April 2024):

- Parental Leave
- Reorganisation, Redundancy and Redeployment

Actions for school leaders




- School Leaders are advised to make plans for the policies to be adopted, once published. It is anticipated that this will be before the Easter break

Working Together to Safeguard Children 2023 Statutory Guidance

NYES HR VIEW ON GUIDANCE

Having reviewed the [2023 Working Together to Safeguard Children statutory guidance](#) and consulted with the NY LADO, we don't believe there are any resultant changes required to any template NYES HR policies.

Please get in touch if you have any queries regarding HR safeguarding policies in your setting.

A background image of several interlocking puzzle pieces. One piece in the upper right is light blue and has the word 'MEDIATION' printed on it in a bold, black, sans-serif font. The other pieces are in shades of blue and orange.

NYES HR MEDIATION SERVICE

CONFIDENTIAL, INFORMAL AND SWIFT WORKPLACE CONFLICT
RESOLUTION

Workplace Conflict?

Managing a formal grievance can be a lengthy process which often consumes a great amount of management and HR time and resources. Costs can escalate significantly when grievances are left unresolved and escalate to employment tribunal.

The ripple effect of unresolved conflict is far-reaching, causing decreased productivity, increased staff absence and a negative impact on the overall work environment. It's essential to recognise that failing to address these issues promptly not only carries a possible financial burden, but also puts strain on the functioning of a team as a whole.

NYES Mediation Service

A trained and accredited NYES HR Mediator can support conflict resolution and mend relationships between two people. Using our service can support parties involved from becoming entrenched in their dispute, reduce absences from work and decrease the risk of escalation towards time-consuming and costly formal grievance procedures or even employment tribunal claims.

When Is Mediation Appropriate?

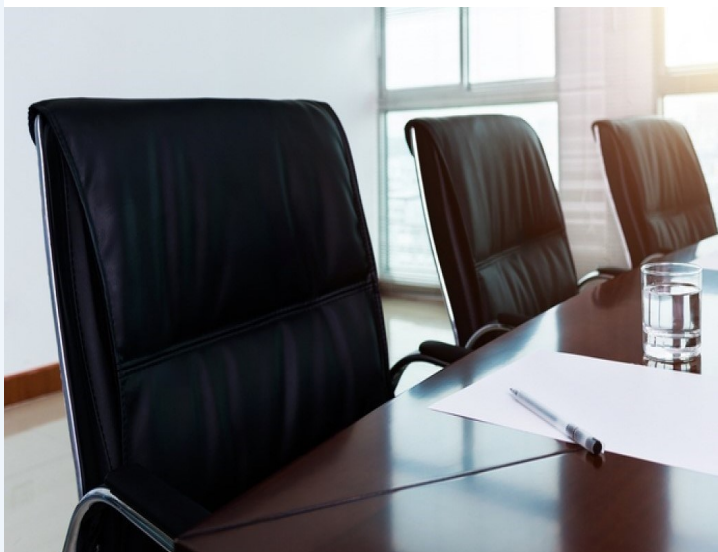
Mediation can be used to address a wide range of issues including a breakdown in relationships, communication problems and supporting the transition back to work after a long-term absence or formal process.

Please contact us
to find out more

NYES.HR@northyorks.gov.uk | 01609 798343

Pre Recorded Training

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.

Upcoming Training Webinars

Successful Appraisal in Schools

This webinar will develop the knowledge and confidence to prepare and deliver effective appraisals in line with policy.

21/02/24

<https://nyes.info/Event/218099>

Panel Members: Hearing and Appeals

This webinar provides an insight into the hearing and appeals process and includes a demonstration of questioning a witness in a hearing, preparing panel members for their responsibility

04/03/24

<https://www.nyes.info/Event/203348>

Managing Performance and Capability

Effectively manage underperformance and capability issues, and improve the accountability of your staff.

06/03/24

<https://www.nyes.info/Event/202517>

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>