

HR NEWSLETTER

For all NYC maintained education settings

January 2024



CONTENTS

<u>Amended Employment Legislation</u>	3-4
• Updates on protection from redundancy, Equality Act 2010, and spent convictions	
<u>NYES HR Health and Wellbeing Survey</u>	4-5
• Could NYES HR support your school with a Health and Wellbeing survey?	
<u>Local Government Pension Scheme – Information for Members</u>	6
• McCloud remedy information	
<u>Pre-Retirement Seminar</u>	6
• Free seminar for LGPS & TPS members thinking about retirement	
<u>NYES Staff Absence Scheme</u>	6
• Comprehensive packages to cover all forms of absence	
<u>Pre-Recorded Training—New Year, New Sessions</u>	7
• New pre-recorded webinars for January on panel hearings, appraisal, and the SCR	
<u>Upcoming Training</u>	8
• Spring term 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.

Amended Employment Legislation

PROTECTION FROM REDUNDANCY (PREGNANCY AND FAMILY LEAVE) ACT 2023

The Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024 have been laid before parliament, which will bring into effect the Protection from Redundancy (Pregnancy and Family Leave) Act 2023. The regulations are draft at the present time and may be subject to change, but it is anticipated (and detailed within the legislation) that they will come into effect from 6th April 2024.

Currently, the law requires employers to offer parents on maternity leave, adoption leave or shared parental leave first refusal of any suitable alternative employment which may be available if they are at risk of redundancy.

Under the amendments set out, the protection is extended as follows:

- **For maternity** – the protected period will now also include pregnancy, and an extended period covering 18 months from the first day of the estimated week of childbirth. The protected period can be changed to cover 18 months from the exact date of birth, if the employee gives the employer notice of this date prior to the end of maternity leave.
- **For adoption** – the protected period will cover 18 months from placement for adoption.
- **For shared parental leave** – the protected period will cover 18 months from birth, provided that the parent has taken a period of at least 6 consecutive weeks of shared parental leave. This protection will not apply if the employee is otherwise protected through maternity or adoption.

The inclusion of pregnancy in the protected period will apply where the employer is informed of the pregnancy on, or after, 6th April 2024.

The protected period, to cover the extended period of time after leave has been taken, will apply to any maternity and adoption leave ending on, or after, 6th April 2024. This will also apply to any shared parental leave starting on, or after, 6th April 2024. As outlined, this is subject to the legislation being implemented in line with the draft.

We are reviewing both our Model Reorganisation, Redundancy and Redeployment, and Parental Leave Policies in light of the anticipated legislative changes, and will provide amended versions as soon as possible.

Actions for school leaders



- School leaders should keep these changes in mind in their planning for restructures which will take effect after April 2024, and should seek HR advice as necessary.

EQUALITY ACT 2010 (AMENDMENT) REGULATIONS 2023

The Government have published draft legislation to amend the Equality Act 2010 with effect from 1st January 2024, which ensures that the law will continue to offer the same protection in relation to a range of protected characteristics, which are EU derived and would otherwise have disappeared at the end of December due to Brexit. The changes are summarised in a guidance document, which can be accessed [here](#).

Actions for school leaders



- School leaders are advised to familiarise themselves with the guidance document and to seek advice as necessary

Amended Employment Legislation Cont.

SPENT CONVICTIONS—SAFER RECRUITMENT

The Rehabilitation of Offenders Act 1974 primarily exists to support the rehabilitation into employment of those with convictions who have ceased offending. In October 2023, part 11 of the Police, Crime, Sentencing and Courts (PCSC) Act 2022 came into force, which significantly reduces the length of time that someone needs to disclose their criminal record for some employment purposes. However, it is important to note that there are exceptions to the Act (which have not been changed by the introduction of Part 11), as set out in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The Exceptions Order applies to any role where a standard or enhanced DBS check is required, and in this case, applicants are required to list all convictions or cautions, including those that are 'spent'. The template Recruitment and Selection Policy and associated forms, which include the shortlisted candidate self declaration, do not need updating as a result of the changes. This change has no impact on our recruitment process.



NYES HR Health and Wellbeing Survey

AVAILABLE NOW!

Happy and healthy employees are less likely to have time off work and are more productive and engaged. NYES HR offer a Health and Wellbeing survey to support your understanding of how your employees are feeling, what you are doing well as a school and what measures could facilitate improvements for a productive and healthy workplace. Positively supporting health and wellbeing also shows prospective candidates how much you care for staff.

By choosing to carry out a Health and Wellbeing Survey on a proactive basis you will be able to ensure that you are meeting the needs of your staff. Our reports are also useful for Governors and Trustees to support senior leaders in schools with change.

The NYES HR Health and Wellbeing survey is a proactive tool for you to check in on your employees to ensure you are meeting their needs. Our survey is based on the DFE Wellbeing Charter, and that whilst wellbeing is a holistic approach, there are 5 main factors that underpin an employee's experience in your school or academy – Health, Security, Environment, Relationships and Purpose .

If you choose to purchase a survey, we will discuss your current situation and what you are doing to support staff so that we can tailor our advice and work with you to get the best outcome for your school.



FROM INSIGHTS TO IMPACT:

THE NYES HR HEALTH AND WELLBEING SURVEY

Prioritise Wellbeing, Elevate Success

In the education sector, nurturing the mental and emotional health of your employees is paramount. Understanding the factors driving wellbeing among your staff is a key step towards a thriving educational community. Let the **NYES HR Health and Wellbeing Survey** help you identify organisational issues that are impacting on health and wellbeing.



Aligned with Excellence

Crafted by the award-winning NYES HR team and developed with input from teaching unions, our survey is designed in alignment with the DfE Staff Wellbeing Charter. It focuses on five crucial drivers: Health, Security, Environment, Relationships, and Purpose



Bespoke Insights for Your Setting

Receive a personalised report tailored to your setting, including NYES HR's in-depth analysis of survey results. It's not just data; it's actionable insights. Moreover, we provide recommendations and signposting for follow-up.



A Comprehensive Evaluation

Explore your employees' perspectives on their roles, relationships, and workloads. Harness survey results to identify the resources and support that your staff truly need.



Customise Your Survey Experience

We offer a range of Health and Wellbeing Survey packages with optional add-ons to suit the unique needs of your educational setting.

Local Government Pension Scheme – Information for Members

McCLOUD REMEDY INFORMATION

Further to the information we shared in the [November newsletter](#), the NY Pension Fund have requested that a leaflet (found [here](#)) is shared with support staff who are members of the Local Government Pension Scheme, to provide them with additional information about the process of determining any pension protection which may be applicable. A form accompanies the leaflet, and details of the employees who should complete and return the form is outlined within the leaflet.

Actions for school leaders



School leaders are requested to share the leaflet and form with support staff, and to ask them to read the contents and take any action that may be appropriate. More information is available for members on the [LGPS](#)

Pre-Retirement Seminar

FREE SEMINAR FOR LGPS & TPS MEMBERS

Pre-retirement seminars are available free of charge for employees who are contributing to either the Local Government Pension Scheme (LGPS) or Teachers Pension Scheme (TPS) and thinking about retirement within the next 18 months.

The sessions will provide advice and information to prepare for retirement including benefits, forward planning and an introduction to financial awareness after retirement. They will be delivered via Microsoft Teams and run for 2.5 hours.

Actions for school leaders



School leaders to share with their teams through the usual communication channels. To find out more, or book a free place, visit [NYES training](#)

NYES Staff Absence Scheme

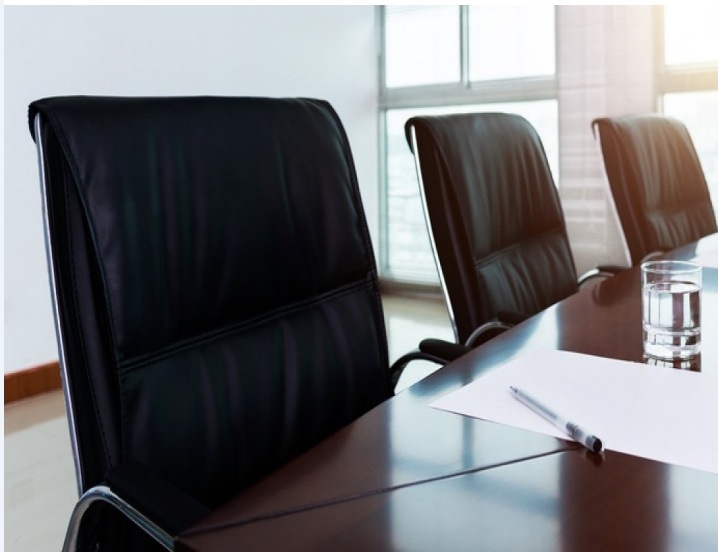
COVER FOR ABSENCE

NYES HR work in conjunction with the NYES Staff Absence Scheme, to provide a holistic approach to managing absence for schools who are members. The Staff Absence scheme, which is a not for profit cooperative service, offers comprehensive packages to cover all forms of absence.

The scheme is available to all schools and academies within North Yorkshire and City of York. For further information and pricing, please visit the [NYES Staff Absence Scheme website](#)

Pre Recorded Training—New Year, New Sessions

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



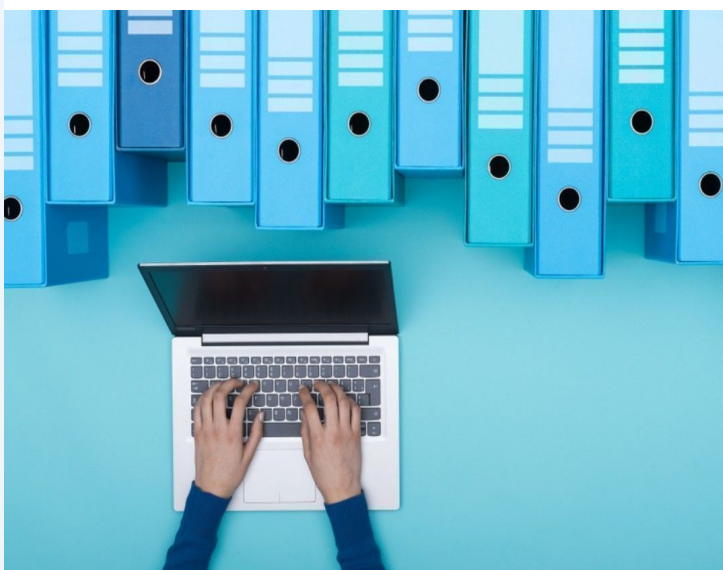
This pre-recorded session offers a comprehensive overview of staff hearing and appeals panels in education settings, covering participant roles, meeting structure, and decision-making processes aligned with policy guidelines. Through practical demonstrations, it aims to instil confidence in panel members, 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 - LAUNCHING JAN 29TH



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.

If you would like to be reminded of when this session goes live, please contact NYES.HR@northyorks.gov.uk

Upcoming Training

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.

17/01/24

<https://nyes.info/Event/203171>

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.

25/01/24

<https://nyes.info/Event/196248>

Managing Stress in Schools (Staff Absence Scheme members only)

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

<https://www.nyes.info/Event/220175>

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>