



Human  
Resources

# HR NEWSLETTER

*For all NYC maintained education settings*

June 2024



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## Contact Us

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**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

### New NYES HR Website Launching Soon

#### A NEW HOME FOR HR RESOURCES

A new and improved platform to access HR toolkits, including policies, guidance, and template letters will be launching soon for our North Yorkshire maintained school clients.

We are pleased to announce that our new NYES HR Resources Page will be accessible via the 'Resources' section on SLA Online from September 2024. You will already be familiar with the SLA online system for purchasing services and booking training.

At the end of August 2024, the HR area of CYPInfo will be closed with all of the content (and more!) transferred to our new SLA Online NYES HR Resources Page. However, you will still be able to access CYPInfo after this date should you wish to browse any other content held on the site.

More information will be provided in our July 2024 newsletter, and a video demonstrating how to access and navigate the SLA Online platform will be shared in advance of the launch date in September.

#### Actions for leaders



School leaders should ensure that all members of staff who currently access CYPInfo for HR resources have an account set up for SLA Online. To create an account, please visit <https://nyes.info/Enquiry/SignUp>

### Supporting the Wellbeing of School Leaders

#### DfE SHARES LEADER SUPPORT

Ofsted and the DfE have published responses to the coroner's report relating to the tragic death of Ruth Perry. The coroner highlighted the importance of all who support school leaders being aware of the DfE's wellbeing support offer. The DfE have shared information regarding wellbeing support for school leaders, which can be accessed here: [Supporting the wellbeing of leaders of state-funded schools](#)

School leaders are also reminded of the summary of support available as published via the Health and Wellbeing Page on CYPInfo.

#### Actions for leaders



School leaders (including governors/Trustees for academies) are advised to regularly review health and wellbeing support available for school leaders and to ensure this is promoted and offered within a wider health and wellbeing strategy as relevant and applicable. Leaders are advised to consider the wellbeing strategy within their organisation and may wish to refer to the template NYES HR workplace health and wellbeing strategy.

## Fit Note Reforms—Call For Evidence

### VIEWS WANTED FOR IMPROVEMENTS

The Government is seeking views through a call for evidence on the current fit note process and its operation and practice, and how it could be improved.

It is stated that the overall aim of any reforms are to better support those with long-term health conditions to access timely work and health support. With this in mind, part of the call for evidence which will be of interest to employers focuses on the ability under the current fit note system, introduced in 2010, to indicate that a person 'may be fit for work subject to the following advice', and to then recommend certain workplace and working practice adjustments. From October 2022 to 2023 only 6.2% of fit notes were issued on that basis.

The questions aimed at employers' experiences ask amongst other things about how effective the current fit note process is at meeting their needs and how the process could be improved.

#### Actions for leaders



Those who wish to respond to the call for evidence can do so via [this link](#)

## Pay Updates

### NJC PAY UPDATE— EMPLOYER OFFER

There has been a recent update in respect of the 2024/25 NJC (support staff) pay negotiations. In the spring term, Unions lodged their claim, which included;

- A minimum of £3,000 or 10% on each spinal column point (whichever is greater)
- A two hour reduction in the working week
- An additional days leave for all
- A phased approach to reaching a minimum pay rate of £15 per hour in a maximum of two years
- Reviews of the gender, ethnicity and disability pay gaps in local government

Consultation followed with councils, and the national employers have now presented a full and final offer to unions for the pay period April 2024 – March 2025 which is;

- With effect from 1 April 2024, an increase of £1,290 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive
- With effect from 1 April 2024, an increase of 2.50% on all pay points above the maximum of the pay spine but graded below deputy chief officer (in accordance with Green Book Part 2 Para 5.41 )
- With effect from 1 April 2024 an increase of 2.50% on all allowances (as listed in the 2023 NJC pay agreement circular dated 1 November 2023)

The unions have responded to the employers offer as follows:

## Pay Updates (Cont.)

**UNISON** released the following statement:

### Workers in councils and schools should reject low pay offer, says UNISON

*Council and school staff in England, Wales and Northern Ireland are worth far more than the “disappointing” pay increase they’ve been offered by employers, says UNISON*

*The union is to consult hundreds of thousands of workers in local government over the £1,290 offer made last week, with a recommendation they vote to reject it.*

*UNISON is calling for an improvement to pay that fairly rewards council and school staff, many of whom are in low-wage roles, for the essential services they provide.*

*UNISON head of local government Mike Short said: “The offer is disappointing and falls short of the level council and school workers deserve. Staff have seen the value of their pay plummet, while often being asked to do even more. They provide vital services to their communities by supporting the most vulnerable, educating children and keeping people safe. Council and school workers need a pay rise that reflects this.”*

UNISON’s consultation will run from 5th—28th June.

**GMB** have released the following statement:

*“The Joint Local Government and Schools Committee met today to discuss the NJC Pay Offer 2024/25 and agree the GMB position on the offer from the National Employers.*

*The National Joint Committees have considered the full and final offer in detail and agreed that they were disappointed with the offer, lack of meaningful negotiation and the length of time it has taken for the employers to respond to the unions pay claim. The Committee also expressed concern this offer is made without central funding from Government which means the financial responsibility will fall to local councils, employers, and schools’ budgets.*

*The Joint Committee delegates have informed us that GMB members are telling them that they do not want to prolong the ballot process. The Employer has put forward a full and final offer which demonstrates that the employer is not prepared to further negotiate.*

*The National Joint Committee have agreed not to make any recommendation on this year’s offer, and they believe that the members should now decide.*

*The ballot timeline has been agreed and will open on Monday 3 June 2024 and close on Friday 5 July 2024 at midday.”*

We will continue to keep you updated on NJC pay developments. Given the ballot timelines the pre-election period should not have any material effect on anticipated timescales of this year’s pay round.

## Pay Updates (Cont.)

### TEACHERS PAY

Following the national employers for schoolteachers' (NEOST) submission of written and oral evidence, the STRB delivered its report to the Government on 13th May. However, the Education Secretary has confirmed that [the Government will not publish its response to recommendations on teacher pay before the election on July 4th](#).

This uncertainty over the national timeframe does make it difficult to say when we will be in a position to finalise the NYES HR model pay policy template for 24/25. We will endeavour to have this available for you to take to your Governing Body meetings as soon as possible in the Autumn term 2024. We will however keep you updated as national updates are made.

## Early Retirement Guidance

### SUPPORT DOCUMENT

NYC has a policy detailing the arrangements for employees of NYC, including NYC Maintained Schools, who are members of the Local Government Pension Scheme in the following areas;

- Voluntary early retirement
- Redundancy
- Flexible retirement

The policy, which is available on the NYES HR site [here](#), details the types of early retirement which are possible within the scheme, and the qualifying criteria. We have now produced NYES HR guidance to help contextualise and support school leaders in implementing the policy within their setting, which is available on the NYES HR site [here](#).

Retirement on the grounds of ill-health (IHR) is not covered by the NYC Policy for LGPS Early retirement, and is instead addressed within the Attendance Management Policy.

We wanted to take this opportunity to remind school leaders that any early retirement applications including IHR applications must be shared with NYES HR as part of the approval process to ensure that pension benefits are processed and paid accordingly for approved applications.

### Actions for leaders



Leaders are advised to refer to the guidance in conjunction with the policy to ensure appropriate processes are followed for potential cases of early retirement.



# 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.



## Term Time Working—Reminder

### ACTIONS AND FAQ DOCS

It feels timely at this point in the year to issue a reminder to schools about the actions required in respect of term-time workers.

The working days of a term-time employee are not evenly spaced throughout the year due to the longer summer closure period. Additionally, term-time employees have 'unpaid' time during the year when they are either not working or not on paid leave. However, salary for term time workers is paid in 12 equal parts to provide a constant income for employees and for administrative simplicity. Therefore, the situation will arise where the employee has worked either more or less than the days for which they have been paid. This only becomes an issue when term-time employees do not work the complete leave year or have a period of extended absence, for example, due to maternity or sickness absence.

Our NYES HR guidance [‘Implementing term-time working arrangements – actions for schools’](#) explains that when an employee submits their resignation, they should be made aware that there will be a pay adjustment to their final pay. This is particularly relevant in the summer term as term-time workers leaving in August will likely have been overpaid at the August pay day, and the pay adjustment will recover any overpayment from their final salary payment in August.

An FAQ document for [current employees](#) is available and we would advise re-issuing this to term-time employees on an annual basis. Leaders should also ensure that they issue the FAQs for [new employees](#) as appropriate.

#### Actions for leaders



- Leaders to remind themselves of the actions required in respect of term-time working arrangements, including issuing FAQs and taking action when a resignation is received.





## Checking a Teacher’s Record—Closure of Employer Access

### NEW SERVICE ANNOUNCEMENT

The DfE have announced a new service to check a teacher’s record, which is accessed by [here](#). This service will replace Employer Access during the summer 2024 term. Current users of Employer Access will receive an email from the TRA confirming when Employer Access will no longer be live.

You may be interested in accessing our [safer recruitment training](#) / [SCR webinar](#) for a reminder / refresh of the requirements for employers in respect of safer recruitment and pre-employment checks

## DfE Update - Publishing Pay Gap Reporting on Website

### RULES FOR TRUSTS/SCHOOLS WITH 250+ EMPLOYEES

The DfE have recently reformatted their guidance on what [Academy Trusts](#) and [maintained schools](#) must or should publish on their websites. This includes a new section, confirming that Trusts or Schools with 250 or more employees must publish their [gender pay gap information](#) on a prominent place on their website within one year of their ‘snapshot date’, which for most education settings will be 31st March. Employers are not required to publish a written statement to support the data, but may choose to also include a supporting narrative to explain their gender pay gap, and an action plan that sets out how they plan to address it. Further information is available [here](#).

Trusts and schools with fewer than 250 employees are not required to report on gender pay gap within their organisation but may wish to consider doing so. Guidance is also available for employers interested in looking at their ethnicity pay gap, [here](#).

## National Wraparound Childcare Programme

### CONTRACT AND LEGISLATION CONSIDERATIONS

Following an announcement in the 2023 Spring Budget, the Government have outlined their initial plans that all working parents will be able to access term time childcare in their local area from 8am-6pm from September 2026 (<https://www.gov.uk/government/publications/wraparound-childcare-guidance-for-schools>).

The Government have outlined that school centred childcare provision will continue to offer availability. Within a school setting, the ability to provide wraparound care on this basis could present considerations around variation to contracts and working hours for staff. It is important to note that contracts of employment cannot be unilaterally amended without agreement, and any proposal to seek a variation should follow an appropriate process. Leaders are advised to contact their NYES HR Advisor as early as possible if they are considering any organisational change which may require a need to consider contract variations. NYES HR can provide advice regarding the relevant employment legislation, a proposed process and example template letters.

## Training—Upcoming Scheduled Course

### 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>

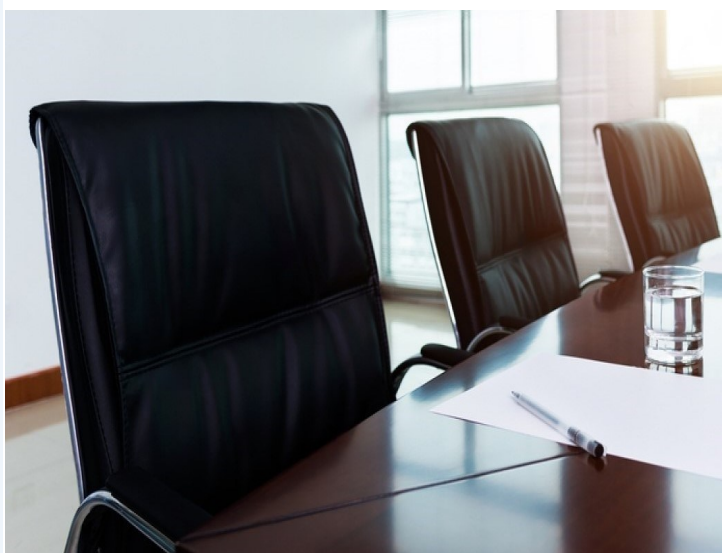
## E-Learning Courses

### 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.

### 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.

# EVERYBODY BENEFITS

## June 2024 Latest News



### Cycle To Work

The cost-effective climate friendly route to a healthier you. Save up to 42% on bikes, e-bikes, safety equipment and accessories from national cycle stores and independent retailers. Spread the cost via monthly salary sacrifice over 12 months, with no deposits or credit checks.

Browse discounts available by scanning the QR code or visiting <https://northyorks.vivup.co.uk>



Plus, over **1,000** Independent bike shops



### Home Technology Scheme

Your next Home Technology window opens **24 May to 30 June 2024**.

Treat yourself and family to the latest tech, from big named brands and pay over 24 months direct from salary. Top brand products to choose from including laptop and desktop computers, iPads, game consoles, TV's, smart watches, kitchen appliances and more.

To place your order or browse products available visit the Home Technology page on <https://northyorks.vivup.co.uk> or scan the QR code above.

**Please note:** eligibility for home tech scheme is for employees on NJC Terms and Conditions only.

### Employee Wellbeing Spotlight

**Health Assured** have a range of podcasts on meditation – topics include breathing, relaxation and sleep, resilience, stress, focus and calm. You can access Health Assured via the smart phone app

**Wisdom: Learn, Grow, Thrive** - first download the app then register for access using this unique code: MHA000258 or via <https://wisdom.healthassured.org/login>

The **NHS** has a page dedicated to meditation, including a video, guided meditation and other self-help ideas. [www.nhs.uk/every-mind-matters/mental-wellbeing-tips/how-to-meditate-for-beginners](http://www.nhs.uk/every-mind-matters/mental-wellbeing-tips/how-to-meditate-for-beginners)

Any questions, comments, feedback?



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