

# HR NEWSLETTER

*For all NYC maintained education settings*

March 2024



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## Contact Us

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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.

## Guidance for Training Days and Bank Holidays

### REVISION OF GUIDANCE

In our [October newsletter](#) we shared top tips regarding training days and part time staff. In light of the fact that the next academic year is a 'non-typical year' in respect of the breakdown of the working days in the calendar, we have further enhanced our guidance and republished as '[Guidance on Training Days, Additional Bank Holidays and the Implications for Part-Time Staff](#)'.

The guidance provides detailed guidance regarding the contractual requirements for schools and employees in respect of training days / bank holidays for part time staff (both teaching and support staff), considerations when there is an additional bank holiday, how to approach disaggregated training days for part time staff and more!

#### Actions for school leaders



- School leaders are strongly advised to review the guidance and consider whether their approach to these matters is compliant, in readiness for the 2024/25 academic year. Further advice available from your NYES HR team.

## Policy Update—Travel & Expenses

### FURTHER ADVICE

In February we published an updated model [Travel and Expenses Policy](#).

The model policy states that processing claims via MyView/ESS will be used for reimbursement of travel claims. We are advised that, whereas it is strongly recommended that schools process claims through MyView, schools are able to manage claims internally themselves as an alternative and to pay monies owed via other means. However, in order to do so, schools would need to ensure that they manage this correctly, including obtaining appropriate authorisation, and that appropriate evidence is retained for VAT purposes.

#### Actions for school leaders



- Where adopted, school leaders are advised to consider whether to make an amendment to the Travel and Expenses Policy in the event that they choose to reimburse travel and expenses via an alternative method of reimbursement than MyView/ESS.

## Top Tips—New!

### STAFF MANAGEMENT SUPPORT

We have recently published a range of new [Top Tips](#) documents to aid you in managing your staff:

Top Tips – Supporting Neurodivergence in the Workplace

Top Tips – Supporting Employees During Fertility Treatment

Top Tips – Verifying Continuous Service

#### Actions for school leaders



School Leaders and those involved in recruitment are strongly recommended to review the top tips for verifying continuous service. Leaders are additionally advised to utilise the guidance in the top tips for supporting neurodivergence, and fertility, as applicable. As a reminder, a range of other top tips documents are available through the [NYES HR site](#).

## Employment Legislation Amendment—Strikes (Minimum Service Levels Act) 2023

### CODE OF PRACTICE PUBLISHED

The Government have published a [statutory code of practice](#) under section 203 of the Trade Union and Labour Relations (Consolidation) Act 1992 on reasonable steps to be taken by a trade union in respect of industrial action, after implementing the Strikes (Minimum Service Levels) Act 2023. Included in the defined sectors for which the legislation applies is education. Employers are, following consultation with relevant trade unions, able to issue a 'work notice' to the union in the case of strike action, specifying the individuals it requires to work during the strike and the work they will be required to do in order to meet 'minimum service levels' (MSLs). There is a separate consultation, issued by the DfE, on what minimum service levels should be in the sector, and we will update you when a response to this is published.

In the meantime, as well as the statutory code of practice, the Government have issued [non-statutory guidance](#) for employers on issuing work notices.

#### Actions for school leaders



At the current time, school leaders do not need to take any specific actions, unless there is pending industrial action in their setting (in which case please get in touch for advice). We will keep you updated with developments including the outcome to the government consultation on minimum service levels, and we will update our guidance accordingly in readiness for any future industrial action.

## Pension Contribution Bands

### REVISED BANDINGS FROM APRIL 1ST

The salary bands which determine employees' pension contribution rates, for both the Local Government Pension Scheme (LGPS) and the Teachers' Pension Scheme (TPS), will increase from 1st April 2024.

There is also an increase to the Employer contributions for both schemes.

The revised rates will be automatically applied to pay for all employees where Employment Support Services are the school's payroll provider.

The new contribution rates are detailed below and are also available for both the LGPS and TPS via [CYPInfo](#).

#### Local Government Pension Scheme:

LGPS Contribution					
Actual pensionable pay for an employment from 1st April 2024	Employer contribution rate from 1st April 2024	Actual pensionable pay for an employment from 1st April 2023 to 31st March 2024.	Employer contribution rate from 1st April 2023 to 31st March 2024.	Main section contribution rate for that employment	50/50 section contribution rate for that employment
Up to £17,600	18.30%	up to £16,500	18.50%	5.50%	2.75%
£17,601 to £27,600	18.30%	£16,501 to £25,900	18.50%	5.80%	2.90%
£27,601 to £44,900	18.30%	£25,901 to £42,100	18.50%	6.50%	3.25%
£44,901 to £56,800	18.30%	£42,101 to £53,300	18.50%	6.80%	3.40%
£56,801 to £79,700	18.30%	£53,301 to £74,700	18.50%	8.50%	4.25%
£79,701 to £112,900	18.30%	£74,701 to £105,900	18.50%	9.90%	4.95%
£112,901 to £133,100	18.30%	£105,901 to £124,800	18.50%	10.50%	5.25%
£133,101 to £199,700	18.30%	£124,801 to £187,200	18.50%	11.40%	5.70%
£199,701 or more	18.30%	£187,201 or more	18.50%	12.50%	6.25%

## Pension Contribution Bands Cont.

Teachers' Pensions Scheme:

Teachers' Pension Scheme				
Member Contribution Rate	Annual Salary Rate for the Eligible Employment from 1st April 2024	Employer contribution rate from 1st April 2024	Annual Salary Rate for the Eligible Employment from 1 April 2023 - 31 March 2024	Employer contribution rate from 1st April 2023 - 31 March 2024
7.40%	Up to £34,289.99	28.68%	Up to £32,135.99	23.68%
8.60%	£34,290.00 to £46,158.99	28.68%	£32,136.00 to £43,259.99	23.68%
9.60%	£46,159.00 to £54,729.99	28.68%	£43,260.00 to £51,292.99	23.68%
10.20%	£54,730.00 to £72,534.99	28.68%	£51,293.00 to £67,979.99	23.68%
11.30%	£72,535.00 to £98,908.99	28.68%	£67,980.00 to £92,697.99	23.68%
11.70%	£98,909.00 and above.	28.68%	£92,698.00 and above.	23.68%

### Actions for school leaders



School Leaders should disseminate salary band and contribution rate information to all members of the relevant pension schemes.





# 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.

## **DfE Updates – Qualifications / Training**

The DfE have recently announced some changes to pathways for teachers at various stages of their careers:

### **TEACHING APPRENTICESHIP**

From Autumn, a new teaching apprenticeship will launch offering an alternative route for people to become qualified teachers, which may be attractive to those who may not be able to take time out to study full time, such as teaching assistants and staff already working in schools. The government will initially launch a pilot scheme from Autumn which will be used to inform the future of the programme.

[New teaching apprenticeship set to transform pathway to classroom - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

### **TEACHING APPRENTICESHIP SENCO QUALIFICATION**

Changes to the mandatory qualification for SENCOs will come into effect from September 2024 with the NASENCO course being related by the special educational needs co-ordinator's national professional qualification (NPQ). The three year window which exists for SENCOs to complete the mandatory qualification on taking up a SENCO post will remain.

[Special educational needs co-ordinator's national professional qualification - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

### **INITIAL TEACHER TRAINING AND EARLY CAREER FRAMEWORK**

From September 2025, the new initial teacher training and early career framework (ITTECF) will be rolled out which combines and updates the current initial teacher training core content framework (CCF) and the early career framework (ECF).

[Initial teacher training and early career framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

## **Policies—Coming Soon**

### **TO BE PUBLISHED PRIOR TO EASTER BREAK**

We previously alerted you to changes to the law surrounding paternity leave and protection from redundancy (pregnancy and family leave). Our model NYES HR policies are being consulted on with recognised Trade Unions in mid-March, and therefore will be published prior to the Easter break to align with the new legislation coming into effect in April.

We will let you know when the following amended policies are published via the red bag:

#### **Model Parental Leave Policy**

#### **Model Restructuring, Redundancy and Redeployment Policy**

These are minor updates to address the statutory changes.



## Teachers - Performance Related Pay

### REVIEW OF GUIDANCE UNDERWAY

You will recall from our February newsletter that the DfE published a report committing to remove the requirement to implement performance related pay (PRP) for teachers. We have now received further clarity from the DfE regarding the likely outcomes (subject to the DfE consultation process) of the government and trade unions' rapid review of performance-related pay (PRP) and the appraisal process in schools.

In line with their commitment, a rapid government and trade union review of the current guidance surrounding performance management and appraisal is underway. The DfE have stated that they anticipate the publication of an interim early draft of the School Teachers Pay and Conditions Document 2024 in Spring 2024, pending the government's decision on any STRB recommended pay uplifts.

The DfE have confirmed that for the academic year 2024/25, PRP is expected to be removed from STPCD. Employers could continue to apply PRP, but this would no longer be mandatory for maintained schools. Given that PRP is based on the previous years' performance, the first pay progression decisions without PRP taking effect would be from 1st September 2025.

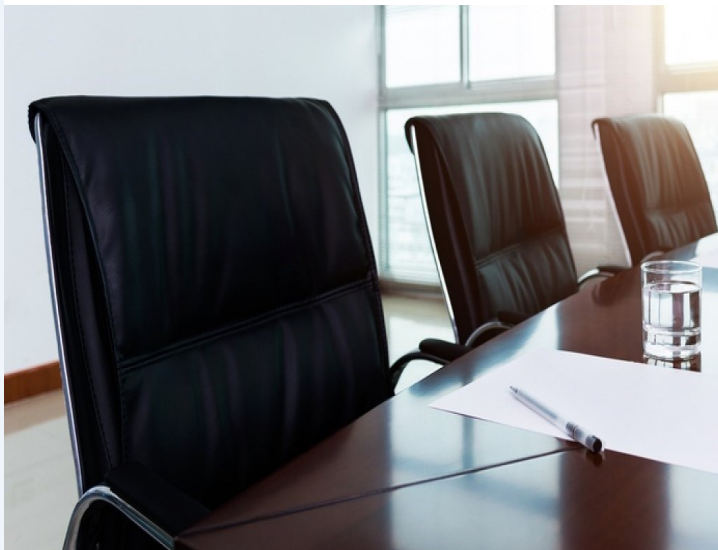
We will work on developing our model policies in light of the amended STPCD (when published), and will keep you updated via newsletters.

### Upcoming Training Webinars

<b>Managing Performance and Capability</b> Effectively manage underperformance and capability issues, and improve the accountability of your staff.	06/03/24 <a href="https://www.nyes.info/Event/202517">https://www.nyes.info/Event/202517</a>
<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.	16/05/24 <a href="https://nyes.info/Event/224681">https://nyes.info/Event/224681</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.	17/06/24 <a href="https://nyes.info/Event/224682">https://nyes.info/Event/224682</a>

## 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.