

HR NEWSLETTER

For all NYC maintained education settings

May 2024



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Contact Us

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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.

School Teachers Pay and Conditions Document 2024

ADMINISTRATIVE TASKS GUIDANCE

The DfE have published an updated version of the School Teachers Pay and Conditions Document 2023, which includes the introduction of page 85 and annex 5. Annex 5 is a reintroduction of a list of administrative tasks that teachers should not be expected to undertake. Page 85 of the document provides further guidance in relation to list of administrative tasks and its implementation in schools.

The updated document can be found [here](#).

Actions for leaders



Leaders should re-familiarise themselves with the list of administrative tasks and take note of the guidance for implementation

Pay Update

NJC

We reported in our [March 2024 newsletter](#) about developments with NJC pay. Although there are no further announcements to make in respect of the negotiations process, we wanted to remind you of the timetable as it stands. The employer representatives of the NJC have been consulting with employers nationally and is now considering the union claim prior to forming their response, which is anticipated for mid-May.

TEACHERS

Further to our [February 2024 newsletter](#), we are advised that NEOST evidence has been presented to the School Teachers Review Body (STRB). NEOST note that financial concerns continue to be balanced against ongoing recruitment and retention challenges of teachers and leaders. Their recommendation to the secretary of state is due in May.

We will keep you abreast of any developments as soon as they are known.

Dealing With a Lack of Engagement From Employees During Attendance Management Process

NEW TOP TIPS DOCUMENT

In response to an increase in queries to the advisory service regarding cases of non-contact from employees during sickness absence, NYES HR have produced a top tips document to provide assistance.

This guidance document aims to provide school leaders with helpful advice in handling scenarios where employees are unresponsive or unwilling to engage in communication during extended absences.

The top tips document can be accessed [here](#).

Teaching Assistant Review

PROGRESS UPDATE

In June 2023 we advised schools of NYC's commitment, as part of the 2023 Collective Agreement with Unison, to undertake a joint comprehensive review of Teaching Assistant roles resulting from the 2023 NYC pay grade changes, affecting TA roles on Grades C and D.

In order to ensure that the needs of schools were captured, we set up an extended working group and a number of schools helpfully came forward to offer their input. This initial consultative work has now come to an end and we would like to extend our thanks to those schools who offered their valuable input.

The task in hand is complex and the timescales for conclusion of the project have changed as a result of the work to be undertaken. Representatives from NYES HR, NYC Pay and Reward and Unison will now meet throughout the summer term to progress a detailed review of the Teaching Assistant roles. Depending on the outcome of this work, we may seek further views from schools, likely in the Autumn term prior to reaching an outcome.

We will keep you informed of any progress and developments.



DBS Webinar and NYES Safer Recruitment Training

SPRING CONFERENCE RECORDING

The DBS held a virtual spring conference via LinkedIn on 30th April 2024, which focused on sharing insights and best practice for anyone with an interest in safeguarding. Video recordings of sessions are available on request after the event via: DBSEngagement@dbs.gov.uk

As a reminder, NYES HR offer safer recruitment training by accredited trainers. This is highly recommended as part of safer recruitment practice for leaders, Governors and managers involved in recruitment processes.

Forthcoming dates and links to book below:

[Wed 26 Jun 2024 08:45 - 16:00](#)

[Tue 24 Sep 2024 08:45 - 16:00](#)

[Wed 23 Oct 2024 08:45 - 16:00](#)

NYES HR MEDIATION SERVICE

CONFIDENTIAL, INFORMAL AND SWIFT WORKPLACE
CONFLICT RESOLUTION



MEDIATION

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.

Customer Testimonial

"Recently we had a difficult situation between a manager and member of staff which was not resolved through standard face to face conversations, even when supported by other parties. We used the NYES HR Mediation service and this enabled both manager and member of staff to feel safe enough to enter a meeting together and agree a joint way forward. This outcome meant that work could resume as normal. We found the mediation service extremely professional and easy to interface with, including strong follow up."
Headteacher, North Yorkshire School

Please contact us to find out more | NYES.HR@northyorks.gov.uk | 01609 798343



Keeping Children Safe in Education and ‘Safeguarding Children in Schools and Colleges - a Call for Evidence’

INVITE TO SHARE VIEWS

The Government has announced that it is to make only 'technical' changes to KCSIE for September 2024, 'with a view to providing a more substantively updated document, encompassing wider changes, to be delivered in 2025.'

A 12-week ‘Safeguarding Children in Schools and Colleges’ call for evidence launched on 28 March 2024. This invites staff in schools and colleges, and other safeguarding professionals, to share their views and current good practice in their settings to inform the content of Keeping children safe in education (KCSIE) and help shape future safeguarding children in schools and colleges policies.

Views are sought on:

- The role of designated safeguarding leads
- The recording, retention and sharing of child safeguarding information
- Safer staff recruitment
- Filtering and monitoring systems
- Supporting children following reports of sexual violence and harassment
- Protecting children in boarding schools and residential special schools
- Quality assuring safeguarding
- Children bringing their own devices to schools
- Artificial intelligence

To share your views please access here: [Safeguarding children in schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/safeguarding-children-in-schools-and-colleges).

The DfE say that 'whilst we will not be publishing the results of this call for evidence, we will consult on any substantive changes we make to future iterations of KCSIE, and school and college safeguarding policy, following this exercise, in the normal way.' The Call for Evidence will be open for responses until 20th June.

Actions for leaders



- Leaders may wish to share the call for evidence with their workforce and enable colleagues to respond with their views.

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

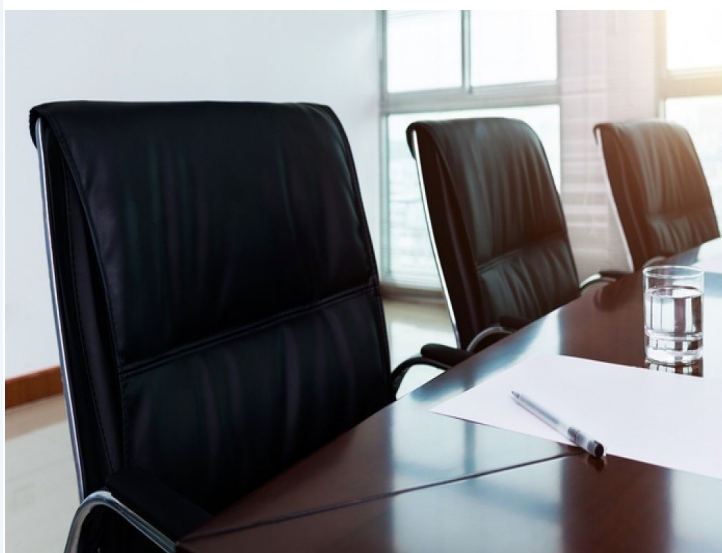
E-Learning Courses

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



May 2024 Latest News

Lifestyle Savings

Are you thinking of joining a leisure club

As an employee of North Yorkshire Council, you can benefit from a discount of between 10 to 20% off memberships at local leisure centres. Leisure activities can help prevent stress, improve attendance, reduce the impact on wider health services, and create positive working environments.

Browse discounts available by scanning the QR code or visiting



My Money Matters for AVCs

For staff in the LGPS, AVC Wise, your provider for the shared cost AVC Scheme has been re-branded to My Money Matters. They will still provide shared cost AVCs to support your pension pot. However, they also provide financial education, to support your financial decision making. This does not replace the financial wellbeing schemes provided by Salary Finance. **To find out more, visit**

or scan the QR code and click on

Pension Contributions.



Employee Wellbeing Spotlight
Meaningful May - Action for happiness
 use this link to download the full calendar

<https://actionforhappiness.org/calendar>

Meaningful May 2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 Do something kind for someone you really care about	2 Focus on what you can do rather than what you can't do	3 Take a step towards an important goal, however small	4 Send your friend a photo from a time you enjoyed together	5 Let someone know how much they mean to you and why	6 Look for people doing good and reasons to be cheerful	7 Make a list of what matters most to you and why
8 Set yourself a kindness mission to help others today	9 What values are important to you? Find ways to use them today	10 Be grateful for the little things, even in difficult times	11 Look around for things that bring you a sense of awe and wonder	12 Listen to a favourite piece of music and remember what it means to you	13 Find out about the values or traditions of another culture	14 Get outside and notice the beauty in nature
15 Do something to contribute to your local community	16 Show your gratitude to people who are helping to make things better	17 Find a way to make what you do today meaningful	18 Send a hand-written note to someone you care about	19 Reflect on what makes you feel valued and purposeful	20	21 Look up
22	23	24	25	26		

Diary date – 24 May – 30 Jun, for the next Home and Technology order window

Any questions, comments, feedback?



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