

# HR NEWSLETTER

*For all NYC maintained education settings*

July 2024



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## Contact Us

**E:** [NYES.HR@northyorks.gov.uk](mailto: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

### SLA Online HR Page Launch

### NEW HR RESOURCES PAGE TO LAUNCH IN SEPTEMBER

As noted in our [June Newsletter](#), a new and improved platform to access our HR policies, guidance, and template letters will be launching soon

We are pleased to announce that our new NYES HR resources page will be accessible via the 'Resources' section on SLA Online from 2nd September 2024.

You will find links to pages containing a wealth of resources in respect of the whole range of HR matters. Each page provides advice, key information about the subject matter, and our toolkits. These toolkits contain template policy and procedure documents, associated guidance and a suite of template letters, transferred from our existing CYPInfo pages. All information on the site will be updated regularly and in line with developments in employment law and best practice.

You will also find relevant and timely news in respect of education HR, employment law and best practice, and practical advice in considering any organisational changes required as a result. We would suggest signing up, on the site, for news alerts to ensure you remain abreast of developments in a timely manner.

At the end of August, the HR area of CYPInfo will be closed with all of the content now featured on our new SLA Online NYES HR resources page. However, you will still be able to access CYPInfo after this date for all the wider non HR content from other services. Look out for an email from NYES later this month which will feature a demonstration video of the new platform.

The screenshot shows the 'Resources Area' of the NYES HR resources page. It features a 'Welcome to our NYES HR resource pages.' message, a group photo, and a list of resource categories: Attendance Management, Conduct and Disciplinary, Equalities, Flexible Working, Health and Wellbeing, Hearings and Appeals, and Induction. On the right, there are sections for 'Contact Us' (with email and phone number), 'Meet the NYES HR Team', 'Policy Framework and Schedule' (with a link to the 2024 Policy Review Schedule), and 'News Archive'.

The screenshot shows the 'Safeguarding (HR Policies and Processes)' page. It includes a 'Contact Us' section, a 'Service Offer' section for Single Central Record (SCR) Health Check Service, and a 'Training' section for Single Central Record Guidance. The main content area provides detailed information about safeguarding requirements, including background, prevention, and requirements for schools and academies.

### Actions for leaders



- Ensure that you, and relevant members of your team, can access SLA Online ready for the September launch.
- We advise that you set up for content update alerts on the new site resource pages that are of interest by clicking on the pin icon in the top right hand of the page.
- Please contact the NYES HR team (01609 798343 / [NYES.HR@northyorks.gov.uk](mailto:NYES.HR@northyorks.gov.uk)) if you have any queries regarding the new site.

## Keeping Children Safe in Education 2024 (Draft)

### DfE SHARES DRAFT VERSION

The DfE have published a draft [Keeping Children Safe in Education \(KCSIE\)](#) document for 2024, in advance of a final version being published in the Autumn.

The changes from September, as detailed in the draft, are minimal. As outlined in our May 2024 newsletter, the DfE called for evidence from relevant stakeholders in the spring with a view to providing a more substantively updated document in 2025.

Having reviewed the changes from September, unless there is further amendment to the draft, we do not expect our NYES HR Model Policies, guidance or templates on safer recruitment matters to be altered from September as a result of the 2024 statutory guidance.

## Pay Updates

### PAY POLICY

We have been planning for the 2024/25 Model Pay Policy, albeit that the STRB report has not yet been published, and the timescale is out of our control given the national process and the potential added complexity this year of the timing of the general election. As is the case every year, we prepare the draft for consultation with unions pending the national agreement of the award, so that the policy is ready to be updated with relevant figures and information and can be published as soon as possible once the pay award is known.

This year, in response to queries and by way of clarification, we are proposing a number of changes additional to the annual revision of pay points and allowances. As a heads up, there will be some administrative work required from schools in adopting a pay policy for 2024/25, and we wanted to give an early indication of this so that you might factor this into your planning for the early part of the Autumn term. We will publish the policy as soon as possible, and in as clear a format as possible to aid your swift action in adopting a policy for 2024/25 .

### NJC

As outlined in the [June 2024 newsletter](#), the national support staff Unions are balloting their members in respect of the NJC (full and final) pay offer for 2024/2025. UNISON's consultative ballot closed on 28th June and resulted in 81 per cent of those who voted rejecting the full and final offer . At the point of publishing, the outcome of the ballots (closing dates listed below) is not yet known:

**GMB:** 5th July 2024

**Unite:** 10th July 2024

### TEACHERS

At the time of publishing, the STRB report, issued to the Government in May, has not yet been published. This year, there is added complexity as a result of the General Election and the timing for release of the report is not known.



# 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.



## MyView App

### COMING SOON...

Over the summer, NYC will be launching the MyView app.

The MyView app allows employees to access payslips, submit expenses, and timesheet claims through their smart phone.

The manual log in process will be replaced with facial / thumb print recognition, making the log in process much more simple and streamlined.

Watch out for further communications from September, which will contain details on how to sign up and access the MyView App!

## Induction and Probation Reminder

### START STRONG WITH ROBUST POLICIES

As we approach the end of term and a new academic year in September, we thought it would be a good time to remind clients of the Model NYES HR Policies for Induction and Probation. Both policies are available via [CYPInfo](#).

The Induction Policy and associated checklist supports the development of an effective internal induction programme, which is essential in building an effective relationship with employees from the beginning of the employment relationship. The template Induction Checklist has been slightly updated, to encourage managers to discuss reasonable adjustments (in relation to health or disability) during the induction period.

The Probation Policy and Procedure, which applies to support staff, outlines the key steps and management actions required during the probationary period. These actions help to support an effective and transparent probation procedure which is essential to ensure decisions taken in respect of ongoing employment are robust. If Labour win the election, they have indicated that they would introduce a day one right to raise an employment tribunal claim in respect of unfair dismissal, as opposed the standard 2 year qualifying period in place now. This places greater emphasis on the employer taking a robust approach to managing the probation process.

### Actions for leaders



It is suggested that School Leaders ensure they have adopted the Induction and Probation Model Policies, and utilise the process and guidance as appropriate when making arrangements for new starters in the coming months

## Recruitment and Selection – Amended Template Application Form

### CHANGES TO ENSURE STATUTORY COMPLIANCE

NYES Resourcing Solutions have recently updated the template application form, to be used during recruitment processes.

The amended form includes columns indicating start dates and attendance at education establishments, to support schools in identifying gaps as part of a safer recruitment process. Amendments have been made to the section for candidates to disclose previous capability, disciplinary and safeguarding allegations, to ensure compliance with statutory guidance and data protection legislation.

The updated form can be accessed [here](#) on CYPInfo.

#### Actions for leaders



School Leaders are advised to utilise the June 2024 template application form during recruitment activity in their settings, including replacing any printed paper copies that might exist in school.



## Early Career Teachers Advance Payments

### REMINDER OF APPLICATION FORM

As we approach the new academic year and a time when many schools see a change in their workforce, you are reminded that the NYES HR Model Pay Policy includes provision for Early Careers Teachers who commence employment in September (and have a minimum contract of employment of 12 months), to seek an advance payment of salary of £900, which is then recovered from the Teacher's salary over twelve months (pro-rata for part-time teachers).

The updated application form can be accessed [here](#) on CYPInfo in the 'Useful Documents' section.

#### Actions for leaders



It is suggested that School Leaders advise newly appointed ECTs of the option to request an advance payment. Payment requests should be made directly to ESS via the form. Any payment requests must be received in ESS by 25th July 2024, as detailed on the payment request form.

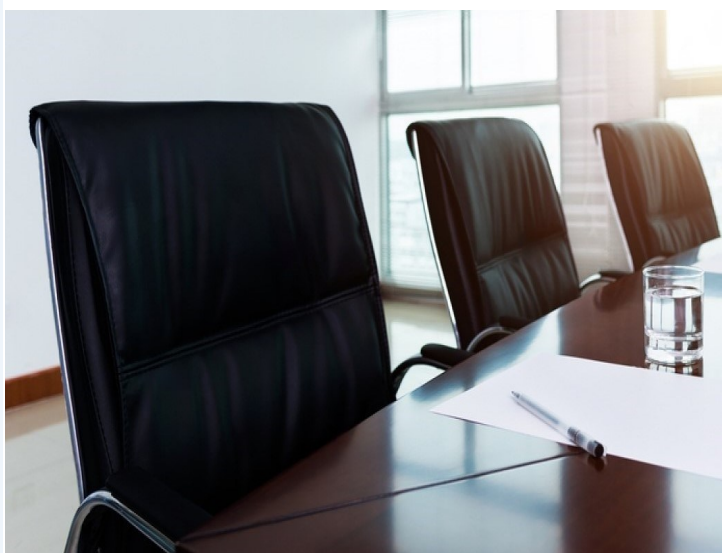
## E-Learning Courses

### 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

## July 2024 Latest News



**Please note eligibility for the Green Car scheme is for those employees on NJC Terms and Conditions only**

### Green Car Scheme

Our provider, Tusker, gives you the chance to drive a new car for an affordable fixed monthly amount, as part of your salary sacrifice initiative. With no deposits or credit checks required, spread the cost on the latest hybrids and EVs through your Car benefit. Included in your monthly salary deductions is insurance, tax, breakdown cover, tyres and servicing.

Find out more visit <https://northyorks.vivup.co.uk> or use the QR code



### Lifestyle Savings

From cosy staycations to sensational trips abroad, keep your travel costs from totting up with discounts in your Lifestyle Savings benefit. Savings can be made on holidays, accommodation, holiday extras and sightseeing trips.

To look at all the discounts available from some of the leading travel providers visit <https://northyorks.vivup.co.uk> or use the QR code.



Any questions, comments, feedback?



Email [payandreward@northyorks.gov.uk](mailto:payandreward@northyorks.gov.uk)