

Schools Key Messages

Inside this issue:

Day One Statement of Particulars	1
Schools Workforce Census	2
Fixed Term Contracts	3
DBS Charges	4
DBS Errors	5
MATB1	6
Christmas Close Down	7
Pensions Info	8

1. Day One Statement of Particulars

The first provision due to be implemented from the Government's Good Work Plan (Dec 2018) is the right for workers and employees to receive a written statement of particulars from day 1 of their employment.

Currently, the statement of particulars must be issued within the first 8 weeks of commencing employment, this is only

a right for employees. From 6th April 2020 it is proposed that this right will be extended to workers too (relief and supply staff).

In preparation for this we advise that you work with your HR provision as there increased range of terms that will need to be included in the statements.

To be compliant with the new provision schools will need

to submit new starters information early enough to ESS to enable statements to be issued by the start date.



Key Contacts

- **Ellie Hillerby** - Business Support Supervisory Officer
01609 797696 Elanor.hillerby@northyorks.gov.uk
- **Geo Kirk** - Business Support Supervisory Officer
01609 797813 geo.kirk@northyorks.gov.uk
- **Lisa Wilson** - ESS Manager
01609 798540 lisa.wilson@northyorks.gov.uk

2. Schools Workforce Census

All correspondence will be sent to the Admin email accounts but addressed to the Headteacher.

Key dates are:

7th November 2019 – Census Day – require completion of census day form on 7th November

6th December 2019 — Deadline for census submission

3. Fixed Term Contracts

The end of term is classically a time in which a fixed term contract comes to an end. So I would like to remind you that we need to be informed of your decision regarding your fixed term contracts. The records will not automatically end and potentially an employee would continue to be paid. In order to maintain the integrity of your data we need to be informed if the projected end date has been extended, if the contract has been

terminated or if the position has been changed from fixed term to an established position.

Any changes to contracts or expirations of the fixed term contracts need to be sent into your designated payroll administrator via the NYES portal. A link to this can be found below;

[NYESPORTAL](#)

4. DBS Charges

With effect from 1 October 2019, the Disclosure and Barring Service (DBS) will be reducing the fees for DBS checks.

The fees for DBS checks carried out by North Yorkshire County Council will reduce to:

Standard DBS check - £23.00 + £15 Admin fees with VAT

Enhanced DBS check - £40.00 + £15 Admin fees with VAT

These new charges will apply for all DBS processed from 1st October 2019.

5. In Other News - DBS Errors

In line with the new updates and guidance from the Disclosure and Barring Service, please be aware if a DBS application is rejected or cancelled the application fee is non-refundable and will be charged by DBS National. Then a new application will need to be resubmitted with the cost for a new DBS. If this occurs, the DBS processing team will make your verifier aware of the rejected/cancelled application and next steps to process a new application.

All charges incurred for these DBS' will be passed to the employer of the applicant including NYCC's normal processing fees.



6. MATB1

Following a review of the NYCC parental leave policy it has been decided that the original copy of the MATB1 is not needed by ESS in order for occupational maternity pay to be made. This falls in line now with the advice on the HMRC website.

Advice for schools now, is that a scan of both sides of the MATB1 should be done and then attached via the NYES portal on the maternity tile. The original can then either be kept at the school or returned to the employee.



7. Christmas Close Down

The ESS office will be closed from 17:00 on 24th December 2019 to 8:30 on 2nd January 2020. Should you need anything urgently you can still email employmentsupportservice@northyorks.gov.uk this inbox will be monitored periodically.





Teachers Pensions Updates – please ensure these pages are sent to your Teachers

Are you signed up to My Pensions online?

To view these, you need to register with My Pensions Online. To register, all you need is your Teachers' Pensions reference number (also known as your DfE number); National Insurance number and personal email address. For more information click below.

[My Pension Online](#)

MDC – Monthly Data Collection

Data relating to service and salary is provided to Teachers Pensions on a monthly basis and is applied to member records. This allows teachers to access a monthly updated Benefit Statement at any time via their My Pension Online account. If issues are identified with member records please contact the pensions team on 01609 532190 option 1, Option 4 to discuss the requirements to address the issue.

Previous pension schemes – transferring into TPS

For Teachers entering the pension scheme for the first time, they may have a previous pension plan they wish to transfer into TPS. There are strict timelines attached to this and applications must be made to Teacher's Pensions within 12 months of commencing with the scheme. Further guidance can be located on the members' area of the Teachers' Pensions website – www.teacherspensions.co.uk.

Employer contributions - increased from September 2019

Employer contributions to the Teachers' Pension Scheme (TPS) increased from 16.48%