



HR ONE NEWSLETTER

Thinking a**HEAD**

Welcome to the Spring term 2015 edition of 'Thinking aHEAD', the HR ONE newsletter dedicated to the Education sector.

This edition includes an update on recent changes; including revisions to the Flexible Retirement Policy, the introduction of DfE guidance on 'disqualification by association' and the recent NJC pay award. There have been a number of significant changes to the Teachers' Pension Scheme; we ask that you pass this information onto all teachers as they need to notify the Scheme of their choices within one month of joining the career average arrangement.

Finally, please keep a lookout for details of the Portfolio of Services to Schools renewals information dropping through your letterbox in the very near future.

Childcare Disqualification Requirements

School leaders will most likely by now be aware that supplementary guidance to the 'Keeping Children Safe in Education' document was published by the DfE last term. The guidance relates to 'childcare disqualification requirements' and details new requirements for childcare disqualification checks to be carried out on relevant staff working in schools and academies.

As well as other disqualification criteria, the guidance introduces a new concept of 'disqualification by association', meaning that anyone who is disqualified themselves under the Regulations, or who lives in the same household as a disqualified person, is potentially prohibited from working in early years provision, later years provision for children who have not attained the age of 8 and/or from working in a role directly concerned in the management of such early or later years provision.

The DfE advice is that schools should by way of pre-employment checks and/or staff self declarations, ask all new and existing workers engaged to work regularly with children under the age of 8 or managing provision for children under 8 whether they are suitable to do so and to provide the same information on those who live or work in the same household as them.

In the vast majority of cases, schools already have robust employment checking mechanisms in place to safeguard children including the legal requirement to seek enhanced Disclosure and Barring Service (DBS - formerly CRB) checks on all new appointments. This should continue despite any self declaration processes.

To assist schools in satisfying the requirements of the guidance, a self-declaration form has been developed by HR ONE for individuals to complete. This, as well as accompanying advice on this subject is available from HR Direct.

Topical News

The Devon Portfolio of Services to Schools renewals process is once again upon us. Headteachers of all maintained schools will receive a letter in the post week commencing 19 January providing details on:

- ◆ How to access information on the services available
- ◆ Costs
- ◆ The process to inform us of your subscription choices

Please contact us if you haven't received the letter by 23 January (hronedevon@devon.gov.uk).

Events

Schools' Forum

More than 65 delegates attended our recent school forums. Topics covered included updates on changes to teachers' pay & conditions; teachers' pensions; the NJC pay award; the new LGPS 2014 and the latest changes to SIMS. Speakers attended from Scomis and Peninsula Pensions, as well as HR ONE.

The closing panel discussion, new for this year, was well received and provided some lively discussion on a range of topics.

Academy Forum - 2 March, Exeter

This year's academy school forum is being held at Great Moor House, Exeter on 2 March (9.00—12.00).

On the agenda is an update on essential employment law 'need to knows'; changes to Teachers' Pensions; making the best use of your occupational health provision and an update from Peninsula Pensions.

For more information, or to book a place email hronedevon@devon.gov.uk



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NJC Pay Award 2014-16

The Local Government Association (LGA) has confirmed that agreement has been reached between local government employers and trade unions on a pay increase for employees covered by the NJC for Local Government Services Agreement. The agreement, which covers the period 1 January 2015 to 31 March 2016, means staff will receive a pay increase of 2.2% from January. Those on salaries of £14,013 and under will see a slightly bigger pay rise.

In schools, this will apply to school support staff on these terms and conditions; it does not apply to teachers and school leadership staff.

In summary, the pay award consists of:

- An increase in rates of pay with effect from 1 January 2015, in accordance with the rates at appendix 1
- The payment of a non-consolidated payment to staff. The conditions relating to payment, the amounts and timing of each payment are detailed in appendix 2
- Spinal Column Point 5 (SCP5) will be deleted with effect from 1 October 2015. Therefore, employees on SCP5 shall progress to SCP6 on 1 October 2015.

The first unconsolidated payment was made in the December 2014 pay run, with further payments for those on SCP26 and above due in April.

For further information please see the full notice sent out via the electronic Schools' Communications newsletter.

Job and Position Numbers

For your information and convenience, all job and position numbers for any current post within your school are shown on the termly Payroll Information report you receive via SecureNet. This information will assist you when completing Prism 3/3X and Starters forms.

National Insurance Changes

There are new categories of National Insurance from 1 April 2015. These are for employees who are under 21 years old. There will not be any employer contributions for the new categories, unless the employee is a higher rate tax payer.

Flexible Retirement

The [Flexible Retirement Policy](#) has been updated to bring it into line with the Local Government Pension Scheme 2014, and to update processes and procedures to current practice.

Flexible retirement allows employees aged 55 and over to release Local Government Pension Scheme benefits, without leaving employment, by reducing working hours and/or grade. It could provide an opportunity to make changes to working lives, whilst enabling the Council to retain valuable skills and experience.

All applications for flexible retirement with release of LGPS pension benefits must go through the process outlined in the [policy](#) to ensure the necessary criteria are met and the business case is satisfactory. An employee should apply for Flexible Retirement using the [Employee Request Form](#) available on the Flexible Retirement page of the Source.

A [Frequently Asked Questions](#) document and [Manager's Toolkit](#) are also available on the Source.

For further information contact [Alison Palmer](#), Human Resources.

Term Time Employees paid on an Annual Hours Basis

If you have any term time only staff paid on an annual hours basis please follow the guidance provided below for Starters and Leavers in April:

Starters – If an employee starts on the 15th April, they should be paid from 1st April. If they start after the 15th April they should be paid from their start date.

Leavers who have worked for a term or more – Leavers at the end of the spring term should be paid until 12th April.

Leavers who have worked less than a term - Pay to the last day worked, or following Sunday if this is a Friday

More information can be found in the following link: [Annual Hours Workers](#)



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Teachers Salary Assessments from April 2015

Over the past few years Payroll Services have included additional services, such as Auto Enrolment assessments and letters, at no additional charge. During this time, there have also been significant changes to the *Teachers' Pay & Conditions* Document, which have made it increasingly difficult and time consuming to provide accurate salary assessments.

We are finding a growing number of assessments are changed by schools as many schools are fixing the salaries of their teachers; or schools do not want to pay the salary that has been fixed by another school and passed on in the salary assessment.

As there is no longer a requirement for schools to pay at least the previous salary received by a teacher, from April 2015 Payroll Services will cease to carry out teachers salary assessments as part of the standard service. This will apply to any teacher commencing on or after the 1st April 2015. If a salary assessment is required for after April there will be a charge of £25 per assessment and forms Prism 1T and 1S will be changed accordingly.

Teachers' Pensions Changes

There are a number of significant changes being made to the Teachers' Pensions Scheme this year.

For the first time in many years there is a change in the Employer's rate on 1 September 2015. The rate, which is currently 14.1%, will increase to 16.48%.

In April 2015 the Teachers' Pensions Scheme will become a Career Average Scheme. However, not all teachers will be moved to this new scheme in April:

- ◆ Teachers within 10 years of their normal pension age on 1 April 2012 will remain in the old scheme
- ◆ Teachers within 10 - 13.5 years of their normal pension age on 1 April 2012 will be moved over to the new scheme during the next seven years.

Teachers will be able to see how they are affected by checking their details on-line. There are a number of facts sheets on-line for further information:

<https://www.teacherspensions.co.uk/reform/members/resources/factsheets.aspx>

Schools need to ensure that teachers are made aware of the flexibilities that are available to them from April, as in the communication from Teachers' Pensions on the next page. Applications for these flexibilities need to be made one month after joining the new scheme.



The Teachers' Pension Scheme is **changing...**





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Please pass this information from the Teachers' Pension Scheme onto all teachers

Have you heard about the new flexibilities?

Members will be able to choose from a range of flexibilities depending on which arrangements they are in. A new factsheet has been produced to help you understand which flexibilities you can access and when.

Members who remain in the final salary arrangements will be able to access additional pension benefits, whilst those who are moving into the career average scheme will have access to additional pension, faster accrual and buy out.

Some of the flexibilities will only be available to members within the career average scheme so it will be important that you understand which arrangement you are, click [here](#) to view our member 2 factsheet (*Understand which member type you are*).

Make sure you understand the flexibilities and the timescales of when you have to apply as one of the flexibilities must be elected within one month of joining the career average arrangement.

Click [here](#) to view the flexibilities factsheet.

The Reform Modeller – help to understand how the Scheme will work for you.

During the consultation exercise, to help you understand the changes to the Teachers' Pensions, Regulations a handy reform modeller was developed :-

- ◆ How the changes will affect you?
- ◆ When you will move from the current final salary arrangements to career average
- ◆ How benefits will be calculated
- ◆ What options and flexibilities you have open to you?

We think you'll find this another useful tool to help you understand the changes. We recommend you spend a few minutes working through the simple exercise to determine which member type you are and how Teachers' Pensions will work for you. Click [here](#) to go to the modeller.

Watch our new videos

When you know your member type, our new videos will help you to understand how the changes will impact on you as either a protected, tapered or transition member. The videos will take you through the pension journey of each member type, meaning you watch a video that is specific to you.

Protected member – [click here](#)

Tapered member – [click here](#)

Transition member – [click here](#)

Have you missed these supporting tools?

Make sure you take time to use these helpful resources:-

Estimate your final pension value with the our calculator – [click here](#)

At a glance – the main changes to the scheme – [click here](#)

Member profiles – [click here](#)

We want to hear from you

If there is anything in particular that you would like to hear about in future newsletters, or any feedback you would like to pass on to us about this newsletter, please contact *the HR ONE Editorial Team* Tel: 01392 383578 Email: hron@devon.gov.uk

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