



HR ONE NEWSLETTER

# Thinking a**HEAD**

Welcome to the Summer term 2014 edition of 'Thinking aHEAD', the HR ONE newsletter dedicated to the Education sector.

This edition includes an update on recent changes to employment legislation and School Teachers' Pay & Conditions, as well as information from our Payroll team and information on our Employee Assistance Programme. This edition's 'Service in Focus' is Temp Solutions our in-house temporary staffing register.

## Employment Law Update

### Absence during Sporting Events

With the World Cup well under way (and likely to be over for most teams we are supporting!!), we have the start of an exciting Summer of sport ahead with Wimbledon and the Glasgow Commonwealth Games just around the corner. These events lift the spirits of most workers in the UK but they also pose some HR related questions that are worth all organisations considering as early as possible to help avoid any workplace disputes.

These events can often take place late into the evenings as well as in the middle of the working day. Staff enthusiasm and interest increases during these events as Andy Murray is set to serve for his second Wimbledon Championship, however the challenge for you is to ensure that the excitement around these events is balanced alongside the requirement for staff to continue working productively. It is advised that the following are considered:



- Coverage of events being shown in common areas such as staff rooms during staff breaks;
- In posts where it is suitable, flexi time rules & flexible working arrangements are communicated to staff;
- Continued monitoring of short term sickness absence to address any increases or suspicious patterns of absence; and
- Communicate to staff the policies and procedures in place for social networking and website use during work time.

If the organisation is clear and open with their staff then the only headaches that will be caused during the Summer will be as a result of trying to predict how far British interests will last this year.

### Flexible Working

On the 30 June 2014 the government extended the right to request flexible working to all employees after 26 weeks employment with the employer. This change removes the previous eligibility criteria where requests could only be made by those with children, or with caring responsibilities.

#### **What does this mean for you.....?**

All it means is that more employees have the right to request flexible working. The key word is request. The organisation must consider this application and look at whether it can be accommodated. In total there are 7 reasons for fairly declining a request and they are outlined in the Flexible Working Request Policy available for subscribing schools from HR Direct.

HR ONE have made amendments to the policies and are consulting with Trade Unions. It is anticipated that these policies will be available on the Source shortly.

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## **TUPE**

At the start of 2014 there were changes to the Transfer of Undertakings and Protection for Employees (TUPE) Regulations. These are in place to protect employees if the business in which they are employed changes.

The changes aim to simplify the process and to make changes that are related to business reasons, much easier to put in place.

There are 9 changes and the key areas are:

Change 1: The activities carried out under outsourced or tendered work must be “fundamentally the same” for TUPE to apply.

Change 3: Dismissals are no longer automatically unfair because of a change in the workplace location.

Change 4: Terms and conditions from collective agreements may be renegotiated after one year provided that overall the contract is no less favourable to the employee.

Change 7: Redundancy consultation can begin before the transfer if both employers agree.

Change 8: Information about transferring employees should be given earlier (within 28 days of the transfer).

If you are looking at transferring any services in or out of your school then it is recommended that you access HR Support at the earliest opportunity to ensure there is no delay in the process. HR ONE has a large amount of experience in TUPE's so please do not hesitate to contact us if you require any information.

## **Employee Assistance Programme**

A significant majority of schools recognised the excellent value and peace of mind offered by HR ONE's all-inclusive occupational health subscription. Included in the subscription is unlimited access to an Employee Assistance Programme (EAP) for all your employees. The EAP provides practical information, resources and advice, including access to counselling, to help staff balance their work, family and personal lives. We have sent leaflets and posters to subscribing schools; please use these to promote the service to your employees.

Did you know that the EAP provides?

- Immediate Emotional Support – 24/7 via a freephone number
- Counselling – up to 6 sessions of structured telephone counselling or face-to-face sessions  
Couples can also gain support with relationship issues
- Face to face Cognitive Behavioural Therapy (CBT) – up to 6 sessions
- Telephone helplines for personal legal matters, family issues, gambling, substance abuse, debt support & housing support
- Access to an online health & wellbeing portal (coaching, health, fitness & emotional advice)

If you haven't yet subscribed or would like to know more about our EAP, please contact us on 01392 383578.

## **School Teachers' Pay and Conditions update**

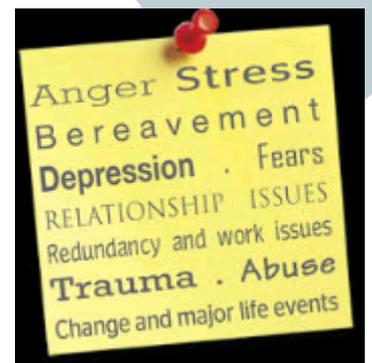
The Department for Education published the final draft version of this year's school teachers' pay and conditions document on 11 June. The document is now subject to a consultation period ending on 18 July and is scheduled to come into effect on 1 September 2014. Following last year's extensive changes to teachers' pay, the changes this year focus on leadership pay, allowances and non-pay conditions for teachers. Of particular note is the change in the method of calculating leadership pay.

Schools will need to update their pay policy in accordance with these changes. HR ONE are making updates to the model pay policy and this will be made available following consultation with trade unions and subject to publishing of the final agreed version of the pay and conditions document.

## **SIMS /Con-Docs and the development of employment contracts**

HR ONE has been working closely with ScoMIS to review the Contract document ('Con-Docs') information and on an alternative to the current contract printing module. This work is almost complete. In the coming weeks, a new template statement of particulars (employment contract) will be made available for use. Customers should continue to use the current contract printing module in the meantime.

A reminder also that whilst HR ONE will continue to provide SIMS and Con-Docs updates, these will no longer be notified to you and made available by ScoMIS via an automatic upload. Future changes to data held in SIMS and in Con-Docs will be notified to you by HR ONE for you store locally.



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**'Service in Focus'** – In each edition we will be highlighting a specific service or product that may be of interest to you. In this edition, we want to tell you about our Temp Solutions service....

We specialise in supplying admin/office support staff for short and longer term placements to meet your recruitment needs. We hold a large pool of high calibre workers who are available at short notice, ranging from administrative roles to finance clerks and PA's. Specialist roles such as project management can be recruited for as required. We offer:

- ◆ A high calibre of experienced, flexible and adaptable office workers;
- ◆ Workers whose skill sets are carefully matched to meet the specific requirements of your service;
- ◆ Competitive charge rates compared to commercial recruitment agencies
- ◆ A strong framework of tendered external supplier agencies, ensuring competitive pricing if outsourcing is required;
- ◆ All workers will be fully vetted and must successfully complete interviews designed to assess their competency and suitability for admin / office support temp work and identify their specific transferable skills, as well as completing several assessments on their computer literacy skill levels;
- ◆ All workers are fully checked for eligibility to work and will come with a full 3 years of employment references, with any gaps in employment accounted for; and
- ◆ Excellent Customer service—we aim to build a strong working relationship with you by keeping you regularly updated on the progress of your requests and dealing with you in a personable & professional manner.

To discuss how we can help you with your recruiting needs please contact Temp Solutions on 01392 383000 or [temps@devon.gov.uk](mailto:temps@devon.gov.uk)

## Teachers' Increments

Changes to the Teachers' Pay & Conditions 2013 removed automatic increments for teachers from September 2014. To improve the notification process for pay changes for staff, we are currently developing a spreadsheet for you to complete for this September.

This will remove the need to use individual Prism 3T forms and will provide the names and pay details of all teachers. You will need to populate the spreadsheet with any changes and we will load it directly in to the Payroll System. In addition, we are taking the opportunity to include the changes to the Upper Pay Scale, which you currently submit via paper forms.

Unfortunately, in order to implement these improvements, we have had to restrict access to the Payroll Information of SecureNet whilst testing is taking place. This will be reinstated as soon as possible and no later than the start of the Autumn term.

**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 385555 Email: [hronedevon@devon.gov.uk](mailto:hronedevon@devon.gov.uk)

## Pay Statements for Supply Teachers

In line with the School Teachers Pay and Conditions document, all teachers, including supply teachers, are required to receive a review of their performance and subsequently their pay, each September. Following this review they are entitled to a salary statement within one month of the decision.

Prior to the 2013 changes, HR ONE provided a salary statement for supply teachers on the payroll in September. The introduction of performance related pay means that supply teachers can now receive different rates of pay in different schools in Devon. As a result of this, and the need to link the salary statement to performance, a centrally produced statement is no longer possible or relevant and therefore will not be available from September 2014.

Schools should ensure that from this September all supply teachers employed directly in that school, i.e. not via an employment agency, are subject to a performance appraisal meeting and subsequently a salary statement detailing their pay.



## Important information regarding overpayments

All change notification should be sent to Payroll as soon as possible to prevent overpayments. This is especially important for leavers.

Please check your reports each month to ensure that payments are not being made in error. If you notice any overpayments, please contact Payroll immediately on 01392 383000 as we may be able to cancel the payment.

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