

**WE PROVIDE SCHOOLS WITH A HIGH QUALITY, PRACTICAL, COST-EFFECTIVE HR SERVICE**

- **As the main HR provider for schools and academies within the Bury Council area we have expert knowledge of HR/employee relations relevant to your local needs**
- ***Our highly experienced team offers an HR consultancy service designed to free school leaders from worries about specialist functions and provides support to Governors with their employment responsibilities***
- **The school workforce is the most important element in delivering high quality education and raising attainment, therefore it is vital that schools follow good practice in terms of HR policies and procedures**
- ***The HR team is committed to providing expert advice and guidance so that HR issues can be resolved quickly and efficiently***

## **OUR STAFF**

- ***Have a wealth of schools HR experience***
- ***Are trained to provide up-to-date advice and support with employment legislation together with all policies and procedures in relation to staff in school***
- ***Undertake regular employment law and schools specific training***

### **Standard Package**

**Covers all your HR requirements and meets the demands of regulatory bodies eg. Ofsted, the DFE and employment legislation**

**Nominated HR Business Partner assigned to your school**

**On-site support provided promptly following request.**

***We work in partnership with:***

- HR Transaction Team
- Pay Services Teams
- DFE
- Local Govt Employers Assoc
- North West Employers Org
- Recognised Trade Unions & Professional Associations - regular meetings are held with the local secretaries to maintain good relations

**Optional add-ons are available to suit your needs – see page 5**

# SERVICE TO SCHOOLS – Standard Package

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## Accessibility

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- ***A nominated HR Business Partner will be assigned to your school to be your contact***
  - ***They are available to visit your school each term to discuss and advise on your school's current and forthcoming HR issues*** (there may be an additional charge for site visits outside the agreed visit timetable but you will be informed in advance if this is the case)
  - ***In addition, other HR Business Partners will be available to discuss problems as they arise, and provide advice***
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## Policy development

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- ***Interpretation and implementation of employment law into practical HR policies, procedures and guidelines***
- ***Consultation with the Professional Associations, Trades Unions and other relevant bodies***
- ***Revision of existing practices and the introduction of new policies and procedures***
- ***Training as appropriate for Head Teachers, Governors and staff (See additional services)***

## Advice and guidance on

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- **Conditions of Service for Teaching Staff and Support Staff**
- **Consultation and negotiations with Professional Associations & Trade Unions on employment issues including redundancies and redeployment, ill health issues and policy development**
- **Family friendly and work-life balance initiatives – maternity/paternity/shared parental/adoption leave guidance; interpretation of regulations & issuing of letters/notification for teaching and support staff**
- **Research and interpretation of relevant employment matters, including previous case law and Employment Tribunal decisions**
- **Equality Act – advice on statutory responsibilities/how to ensure compliance with general and specific equality duties**
- **Safer Recruitment**
- **Job evaluation & moderation of job descriptions for support staff and help with the arranging of appeals**

## Casework

*On-site support and guidance with the following casework issues:*

### **Exit Strategies**

Capability

Restructures

### **Disciplinary Investigations**

Employment Tribunals

Conflict Management

### **Managing Attendance**

Redundancy/Redeployment

Employee Relations

Probation

Dignity at work

TUPE

### **Allegations**

## Recruitment and selection

### Advice on:

- Recruitment and Selection of Teaching and Support Staff, including job descriptions and adverts
- Leadership Team appointments, including on request, attendance at Governing Body/Sub-Committee meetings
- Appropriate advertising media and recruitment packs

## Managing attendance:

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**Support any formal Managing Attendance meetings, Welfare meetings and Hearings**

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- **Advice and support on how to deal with non-attendance issues both short-term and long term, including sickness, mental health issues, injuries, pregnancy related**
  - **Referrals to Occupational Health, Counselling, Physiotherapy, Cognitive Behavioural Therapy**
  - **Risk Assessments**
  - **Advice and support around other leave of absence**
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## Salaries and Wages

Salary assessments will be carried out for all new teaching staff (in advance of interview, if required) Advice to Chairs, Governors and Heads on salary and wage issues, which affect your school, e.g. Leadership Team salary ranges

Whole School Pay Policy development -HR Team consult with representatives of the Trades Unions and Professional Associations to agree a model policy for Schools to adopt

Teachers' Performance Management (PM) - HR Team available to advise on the PM process

## Other

- On request, check Schools' instructions regarding new starters, contract amendments or leavers prior to onward transmission
- Administration of Voluntary and Compulsory Redundancy Schemes: this includes consultation with Elected Members and the submission of business cases to HR Panel
- Estimates and payment of redundancy/severance pay
- Referral for Ill Health Retirement applications and completion of paperwork

### SCHOOL RESPONSIBILITIES:

- **Ensure that staff sickness records are kept up to date via Trent People Manager - without this information overpayments can arise**
- **Contact the Local Authority Designated Officer (LADO) – Tel: 0161 253 5582 - immediately, should a child protection issue relating to a member of the school workforce arise**
- **Ensure that the HR policies and procedures provided by CC HR have been formally adopted by the Governing Body and communicated to staff**
- **Ensure that statistical information is provided to the Council on request for statutory monitoring purposes**

## ADD – ON SERVICES:

*The following services can be provided by Human Resources at an additional cost:*

- Attendance at a Governors meeting out of normal hours
- Conducting an investigation (after first 20 hours) and bespoke training/briefing is offered to Schools and Governors on employment related issues, e.g. managing attendance, pay and conditions of service and recruitment and selection. This can be delivered, either at an individual school level or on a group basis at an appropriate venue

## **QUALITY ASSURANCE AND FEEDBACK**

School leaders are invited to raise any concerns with their designated HR Business Partner in the first instance.

The Schools HR Team will circulate a consultation questionnaire periodically to invite feedback on service delivery.

In the unlikely event that following liaison with your HR Business Partner, your issues remain unresolved and you are dissatisfied with the service you have received, you should direct your concerns to:

Simon Bagley      Head of HR      0161 253 5888, or

Sue Roberts      Senior HR Business Partner      0161 253 5632