

# KEEPING IN TOUCH WITH HR



Welcome to the Autumn edition of our Schools Human Resources (HR) Newsletter. We hope you had a great summer and we look forward to working with you in this new academic year.



## Hello from the HR Traded and Shared Services Team

Over the last few months, there have been a few changes in the HR Traded and Shared Services Team and we wanted to introduce you to our new team.



**David Wasley-Wood (MCIPD)**  
– HR Traded and Shared Services Professional Lead

David has worked in HR for 12 years and at the Council for seven years. David leads the HR Traded and Shared Services Team.



**Nikki Smith (MCIPD) – HR Adviser**

Nikki has worked in HR and Development for 35 years and at the Council for 24 years. Nikki has specialised in many areas of HR and is an ACAS Internal Workplace Mediator.



**Becky Smith (MCIPD) – HR Adviser**

Becky has worked at the Council for four years and has specialised in employee relations, managing change and Equality, Diversity and Inclusion.



**Margaret Wilkins (MCIPD) – Schools HR Intervention Lead**

Margaret has worked at the Council supporting schools for almost 40 years. Margaret is based within the Education Outcomes and Intervention team, and mainly works with schools with an identified school improvement journey.

## HR Network

The next HR Network for School Business Managers and those with HR responsibilities will be held on the morning of the 10th November 2021.

Book your place at the event by emailing [hrschools@gloucestershire.gov.uk](mailto:hrschools@gloucestershire.gov.uk) and let us know any topics you would like on the agenda.

## NJC 'Green Book' Pay Award

Since the NJC pay claim was submitted by the trade unions in February, the employers made a final offer of 2.75% on NJC pay point 1 and 1.75% on NJC pay points 2 and above, along with completion of the Term-Time Only review.

The Trade Unions consulted their members. UNISON has confirmed that the majority of its members voted to reject the pay offer and UNISON's local government committee have agreed to begin preparations for an industrial action ballot. GMB and Unite will announce the outcome of their consultations shortly.

More information will be released over the coming weeks; however, it may mean that a pay deal will not be agreed for some time yet.

## Teacher's Pay Award '21-22

Consultation has ended on the Teacher's Pay Award 2021 – 2022. The School Teachers' Review Body recommended:

- £250 uplift for the unqualified teacher range (under £24,000)
- A reduction in directed hours to allow for the Jubilee Bank Holiday in June 2022
- Use of consecutive TLR3s for tutoring over and above normal directed time

The School Teachers Pay and Conditions Document (STPCD) will come into force on the 22 October 2021, backdated to 1 September 2021.

# Covid-19 Vaccinations and Self-Isolation – Common Scenarios



The new self-isolation and vaccination rules that came in to affect on Monday 16th August have changed the way we respond to being in close contact with someone who tests positive for Covid-19. As a school, this can bring challenges to managing self-isolation. Here is what to do in some common scenarios:

## **My employee doesn't know whether they should self-isolate**

If a member of staff meets one of the four categories below, they will be exempt from self-isolating if they are identified as a close contact of a positive case:

- They are fully vaccinated (the vaccines must be MHRA-approved and in the UK vaccination programme. Vaccinations must have been administered at least 14 days prior to contact with a positive case)
- They are below the age of 18 years and 6 months
- They have taken part in or are currently part of an approved Covid-19 vaccine trial
- They are not able to get vaccinated for medical reasons.

They will be advised to take a PCR test as soon as possible, although this is not a legal requirement.

If a member of staff tests positive for Covid-19, has symptoms of Covid-19, or is required to self-isolate because they have been in contact with a positive Covid-19 case and are not exempt, then they are legally required to self-isolate for ten days. Employees must inform the school, through the normal absence reporting procedure, if they are self-isolating.

## **I want to check whether an employee is exempt from self-isolation**

You do not have to check whether employees are exempt from the self-isolation rules. However, it is an offence to knowingly allow an employee to attend the school premises when they should be self-isolating.

Your employees need to know what to do if they get a notice to self-isolate.

- If they are required to self-isolate and are not exempt, then they must inform you of this.
- Remind them that if they come into school after receiving a notice to self-isolate, they are confirming they are exempt from self-isolation and that they have received a negative PCR test.
- Any breach of these rules may be dealt with under the school's conduct procedure, and could result in dismissal. Please seek HR advice if this situation arises.

## **I want to record the vaccination status of employees**

You may be considering asking your employees for their vaccination status. Asking employees whether they have been vaccinated means you will be collecting personal and health data. Therefore, data protection needs to be considered a priority.

HR advise that this data is not collected. If you want to collect this information please seek advice from the Information Management Service to discuss the reason you are collecting the data, how the information will be recorded and how it will be stored.

**Further advice is available in our HR Covid-19 FAQs on [Schoolsnet](#). This guidance is subject to change so please seek HR advice on 01452 425888 or [contactus@gloucestershire.gov.uk](mailto:contactus@gloucestershire.gov.uk)**

Source: People Management 2021

## **Job Evaluation**

We have implemented a new job evaluation questionnaire which should help make the process much more efficient for you to complete. You can find all of the documents you need on the [job evaluation page](#) on Schoolsnet.

Please note that from 1 October 2021 we will no longer be accepting evaluations using the old style questionnaire. Any evaluations submitted using the old style questionnaire will unfortunately have to be returned, so please ensure all your documentation is up to date before submitting your request. If you'd like further information, please contact [jobeval@gloucestershire.gov.uk](mailto:jobeval@gloucestershire.gov.uk)

## Tips on managing wellbeing

1. Show you genuinely care by building these three principles into your everyday interactions
  - **Ask** - colleagues appreciate being asked how they are doing not just what they are doing
  - **Observe** - be interested in the answer you receive
  - **Notice** - pay attention to body language and how things are said

Just noticing and showing someone that you care is in itself a wellbeing intervention.



2. Checking in with staff needn't be time consuming; build this into your regular catch ups, emails and team meetings. Allow space during the first 5 minutes of your team meeting to 'get to know each other today'. Follow up separately if you notice that someone is in need of more.
3. Have a 'wellbeing conversation' – The LASS model can provide a structure.
  - **L - Listen**
  - **A - Ask**
  - **S - Signpost**
  - **S - Support**
4. Model positive wellbeing behaviour to send a clear message to staff that their wellbeing matters. This might involve ensuring you take breaks, or that you do not send emails late at night, or starting your own fitness routine. Put health and wellbeing on the staff meeting agenda as a regular item.
5. Finally, remember to recommend staff to contact the Employee Assistance Programme (EAP) – it's free for all schools until March 2022. Phone 0800 030 5182 (free 24 hour helpline 365 days a year); go to Health Assured EAP (username: Gloucester and password: Council); download the new app 'My Healthy Advantage' from the app store or Google play, the employee code is MHA051864



## Change to childcare vouchers update for Local Authority and Voluntary Aided Schools

As from 1st September 2021 the scheme will no longer be provided by KiddiVouchers. The new provider is with Edenred. Further information will be provided over the coming weeks.



Access to the HR advice service for subscribers is through **ContactUs 01452 425888**, Option 2 then Option 4 or e-mail **ContactUs@gloucestershire.gov.uk**

ContactUs is staffed by experienced HR professionals from 8.30am until 5pm Monday to Friday.