



# HR Matters

Your termly update on HR issues from the  
Octavo Partnership



Spring Term 2018

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## Introduction

The new year is often a time for making resolutions!

This year, I've decided to bring forward my 'Spring Cleaning' in relation to reviewing all the different places where I store personal data – be that in hard copy or electronic format. Thinking about the requirements of the General Data Protection Regulations (GDPR) has made me realise just how many different places I store personal data – there's the main computer, but then there are all the portable devices – memory sticks, CD drives etc. The same piece of data may be in multiple places – different folders on the computer, attached to emails, possibly a hard copy version in a file somewhere.

GDPR is going to call on us as organisations to define where we keep personal data, and how long we keep that data for. As we describe and define our data storage processes, we are all going to have to make sure that we are holding data in line with those processes. This won't just apply to the formal records we hold, but to all the informal management notes. Getting control of, and defining the data, in the first place is something that is going to challenge every one of us who holds personal data.

Once we know what data we hold, we are going to have to decide if we have a legal basis for processing that data, as defined by legislation, and document the legal basis for processing. When we process special category data and criminal conviction data, then we will also have to refer to the conditions on which we will be processing it.

There is more about the GDPR in our newsletter, and I am sure it will be a feature of our discussions with you in coming months.

We look forward to working with you in 2018 and to a productive year ahead.

*The Octavo HR team*

## General Data Protection Regulation (GDPR)

Schools will be preparing for GDPR across many areas of their work, and this will include applying the new regulations to data held about the school workforce.

The emphasis on data protection by default and design means that people are going to need to be told if information is held about them, why it is held and what it is used for, the legal basis on which it can be processed and how long data will be kept. This information will be summarised in privacy notices.

All applicants for jobs will need to be advised about how their personal data will be processed and how long it will be retained.

Contracts of employment will need to be amended as it will no longer be acceptable to rely on clauses in them as consent to process data. The separate privacy notice will fulfil this role in the future.

The Information Commissioner's Office (ICO) is providing helpful guidance to support all organisations as they prepare for the new regulations ([www.ico.org.uk](http://www.ico.org.uk)). The guidance is regularly updated and some sections are still out to consultation, with final versions yet to be determined. Despite this, it is important to start preparing now and there are useful checklists on the website that help organisations ensure that everything has been covered. We will endeavour to answer your questions as best we can, but you need to be aware that because the legislation has not been finalised, our answers will be subject to the final version of the legislation.

Whilst our focus is very much on the workforce, the ICO website does have a section about education and this looks at the full range of issues that schools are going to need to consider - <https://ico.org.uk/for-organisations/education/>

The new regulations mean that whenever an organisation asks another organisation to process data about its staff, then the data processor must provide the data controller with details about how they are processing that data and the measures they take to protect that data. (See <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/contracts/> for more information). Schools are the data controller for their staff, and organisations like ourselves and payroll are data processors for the school.

The new regulations mean that we will only be able to process data about your staff when you give us explicit consent to do so. We also need to let you know how long we will be storing information about your staff which we have obtained under our contract to supply employee relations advice to you.

We are in the process of finalising how this will work but are currently thinking that where we have obtained data as part of a complex employee relations issue, we will destroy that data 6 months after the completion of the matter. This will apply whether or not any disciplinary penalty has expired.

We will confirm the precise timescales but you need to be aware that we will no longer be keeping data for as long as we have done in the past, and therefore it is imperative that you ensure you have all the information you need in the school personnel files. If you have any gaps that you think we may be able to fill, you will need to let us know by the beginning of the Easter holidays.

## **Contract Renewals**

Many schools have contracts for their HR service that will need to be renewed from 1 April 2018. We will again be offering our core and enhanced Employee Relations contracts. Although the enhanced service is more expensive, it does ensure that schools have full support for all HR matters including attending more meetings and the drafting of letters, which means this can be more cost effective in the long run. The central Octavo team will be in touch regarding the contract renewal process, but in the meantime if you have any queries or concerns then please contact your HR consultant or Cathy Brearley.

There will be a separate process for renewing the Occupational Health and Teachers' Pensions contracts and Croydon Council has sent out information about these this week.

## **Training Programme (<http://www.octavopartnership.org/courses/>)**

We know that managing people can, at times, be challenging. Effective training can help give you the confidence to manage people issues well, and our training programme is aimed at doing just that. Ultimately, our goal is to equip school leaders with the skills needed to lead the whole school workforce in a manner which ensures they are delivering high quality educational outcomes.

We have a number of courses planned for the coming year, and the details are below.

We have chosen topics that we think most schools will find helpful. Our 'Essential People Skills for Line Managers' courses are aimed at those who starting to manage staff and cover the range of issues that they may have to handle. This particular training consists of two separate modules, each of which is different and, whilst it is not a requirement, it is strongly recommended that you attend both sessions. Modules 1 and 2 can be booked separately at times chosen from a range of options.

Other courses we are running are:

- Sickness Management and Discretionary Leave
- Disciplinary Processes and Investigation Skills
- Safer Recruitment (the accredited Safer Recruitment Consortium training)
- How to run an effective appraisal process
- Difficult Conversations and how to manage them

A full list of courses and dates can be found at the back of this newsletter.

We can also organise training, on request, on the full range of HR issues, for example recruitment and selection, restructuring, or how to manage difficult conversations. As well as delivering to groups of senior and/or middle leaders, we can deliver to all staff in a school and are aware that schools have sometimes found this useful in the past to ensure that there is a consistent whole school understanding e.g. on sickness management and discretionary leave.

Our courses can be booked via <http://www.octavopartnership.org/courses/>.

Contact us on 020 8241 5483 or at [hrrservices@octavopartnership.org](mailto:hrrservices@octavopartnership.org) to discuss your specific training needs.

### **Recruitment Fair: 3 February, Croydon Park Hotel**

On Saturday, 3 February we will be hosting Croydon Schools' teacher recruitment fair at the Croydon Park Hotel from 10am until 1pm.

This is our chance to promote Croydon as a place to teach with banners across the borough featuring the fair, national and local online advertising since 1 December, and print adverts in local publications from early January. Visits to university recruitment fairs, social media and promotion through Croydon websites, job boards and other online media are working alongside our intensive advertising campaign.

Please can you promote the event within your school community – for ideas about how to do this contact Christine Lonsdale, [Christine.lonsdale@octavopartnership.org](mailto:Christine.lonsdale@octavopartnership.org). Christine can let you have flyers about the event and links for your website.

The more widely we can advertise, the more contacts we can make, and the more we can increase interest in our Borough and the jobs available in our schools.

### **Recruitment Website**

Croydon schools have a dedicated website – [www.croydoneducationjobs.org](http://www.croydoneducationjobs.org) – for advertising all their school vacancies. The website is easily searchable by potential job applicants and, along with our recruitment fair, is a key part of our strategic promotion of Croydon as a destination for a teaching career.

For more information about the website, contact Christine Lonsdale, [Christine.lonsdale@octavopartnership.org](mailto:Christine.lonsdale@octavopartnership.org).

### **Recruitment and Selection**

Attracting applicants is the first step of a successful recruitment process. The second step is an effective selection process.

Effective selection comprises many elements, including assessing whether applicants have the skills needed to carry out the job, ensuring decision making is free from both conscious and unconscious bias that will prevent the best appointments being made, carrying out the whole process in a way that is compliant with equal opportunities law

and embedding the principles of safer recruitment into it so that unsuitable applicants are deterred from applying and prevented from being appointed.

The job description and person specification play a vital part in defining the role and the skills needed for the work. They are then used as the basis for developing selection exercises which usually include an interview. The value of any interview is dependent on the quality of the questions that are asked, and care needs to be taken in the wording of questions to ensure that they are effective.

There is a lot to think about with recruitment and selection. Talk to your HR consultant for more information and support with this area.

## **Gender Pay Gap Reporting**

The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 came into force on 5<sup>th</sup> April 2017. This requires large private, voluntary and public-sector employers (including schools) with over 250 employees on 5<sup>th</sup> April 2017 to report on relevant pay and bonus data for their staff. The issue about how to calculate a week's wages for school based staff was one that we were promised further guidance about, and this was received just before Christmas and has been incorporated into an updated version of the ACAS guidance. This now includes guidance for schools on how to calculate pay rates for teaching and school support staff and can be found on pages 30-31 in the link below.

[http://www.acas.org.uk/media/pdf/m/4/Managing\\_gender\\_pay\\_reporting\\_04\\_12\\_17.pdf](http://www.acas.org.uk/media/pdf/m/4/Managing_gender_pay_reporting_04_12_17.pdf)

Multi-academy trusts and large schools who fall into this category are required to collect the relevant pay data for their employees for the pay period in which 5th April 2017 falls. This is otherwise known as the "snapshot date". As a reminder, the gender pay gap information required is based on average hourly rates of ordinary pay for men and women as well as any bonus pay paid in the 12 months preceding the "snapshot date". This applies to employees with a contract of employment, those engaged under a contract of apprenticeship or a contract personally to do work, such as casual workers. Agency workers are excluded.

These employers will need to produce their first gender pay gap report on or before 4<sup>th</sup> April 2018 for the preceding year. It is important for School Business and Office Managers to ensure that their payroll providers are prepared for the new reporting requirement, including how to calculate hourly rates for teaching and school support staff, if you haven't already done so.

The information must be published on both the School's or Multi Academy Trust's website and on a designated government website at [www.gov.uk/genderpaygap](http://www.gov.uk/genderpaygap) .

## Website

We are in the process of making sure that schools can access HR information that we currently hold on the dedicated schools HR website via the Resources section of the new Octavo website - <http://www.octavopartnership.org/resources/>. The site has an easy search mechanism which will assist in finding information.

We are still at the testing stage for this new website and therefore we are continuing to run the old website, whilst introducing the new website, but we would welcome any feedback about how the new site is working, including the various links on it.

## ACAS guidance:

ACAS produces guidance to assist employers which can be accessed at <http://www.acas.org.uk/index.aspx?articleid=1390>. This will take you through to an A-Z guide, and is helpful when employers have to deal with situations that call for sensitivity and clarity. For example, there is guidance on sexual harassment with a link to a new publication about sexual discrimination. In November new guidance was published on pregnancy and maternity discrimination, and there is separate information about Workplace support for parents with sick or premature babies.





## HR Training Programme for School Staff

**2018**

11 January 9.30 – 12.30	Sickness Management and Discretionary Leave
15 January 9.30 – 12.30	Disciplinary Processes and Investigation Skills
26 January 9.30 -12.30	Essential People Skills for Line Managers (module 1)
2 February 9.30 – 4.30	Safer Recruitment
5 February 9.30 – 12.30	Essential People Skills for Line Managers (module 2)
22 February 9.30 -12.30	Disciplinary Processes and Investigation Skills
8 March 12.00 – 3.00	Sickness Management and Discretionary Leave
15 March 9.30 -12.30	Disciplinary Processes and Investigations
19 March 9.30 -12.30	Essential People Skills for Line Managers (module 1)
23 March 9.30 – 12.30	Essential People Skills for Line Managers (module 2)
17 April 9.30 – 4.30	Safer Recruitment
20 April 9.30 – 12.30	How to run an effective appraisal process
4 June 12.30 – 3.30	Essential People Skills for Line Managers (module 1)
8 June 1.00 – 4.00	Essential People Skills for Line Managers (module 2)
18 June 12.30 – 3.30	Essential People Skills for Line Managers (module 1)
21 June 1.00 – 4.00	Essential People Skills for Line Managers (module 2)
22 June 9.30 -12.30	Disciplinary Processes and Investigation Skills

28 June 9.30 – 12.30	Difficult Conversations and How to Manage Them
2 July 9.30 – 12.30	How to run an effective appraisal process
14 September 9.30 – 12.30	Essential People Skills for Line Managers (module 1)
14 September 1.00 – 4.00	Essential People Skills for Line Managers (module 2)
17 September 9.30 – 4.30	Safer Recruitment
25 September 9.30 – 12.30	How to run an effective appraisal process
5 October 9.30 – 12.30	Disciplinary Processes and Investigation Skills
1 November 1.00 – 4.00	Difficult Conversations and How to Manage Them
2 November 9.30 – 12.30	Essential People Skills for Line Managers (module 1)
2 November 1.00 – 4.00	Essential People Skills for Line Managers (module 2)
26 November 1.00 – 4.00	Disciplinary Processes and Investigation Skills

For more information about our courses and to book a place, go to <http://www.octavopartnership.org/courses/>

Remember discounts of 30% apply to schools in our Enhanced Employee Relations contract and 20% apply to schools in our Core Employee Relations contract

All our courses can be delivered for a group of staff at your school. If you want training on a specific HR subject not listed above, we can organise a bespoke course for you. Contact [hrservices@octavopartnership.org](mailto:hrservices@octavopartnership.org) with your enquiry.

Other courses we could run include:

Restructuring and Redundancy

Recruitment and Selection

Contracts of Employment: Getting it Right

## Useful Links

### **Staffing and Employment Advice for Schools**

General: <https://www.gov.uk/government/publications/staffing-and-employment-advice-for-schools>

School Teachers Pay and Conditions Document (STPCD):  
<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>.

Implementing your school's approach to pay:  
<https://www.gov.uk/government/publications/reviewing-and-revising-school-teachers-pay>

Chapter 6.5 (Staffing and Performance Management) of the Governance Handbook -  
<https://www.gov.uk/government/publications/governance-handbook>

Teachers Standards: <https://www.gov.uk/government/publications/teachers-standards>

Headteacher Standards: <https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers>

Disqualification under the Childcare Act -  
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

### **Keeping Children Safe in Education**

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

### **NQT statutory induction guidance**

<https://www.gov.uk/government/publications/induction-for-newly-qualified-teachers-nqts>

### **Employee Support**

The Education Support Network provides free telephone support and counselling to all school staff - <https://www.educationsupportpartnership.org.uk/>.

### **Severance Payments and Academies**

<https://www.gov.uk/guidance/academies-severance-payments>.

### **Teacher Status checks**

(to check that teachers have QTS and whether they have been either banned from teaching or banned from management)

<https://www.gov.uk/guidance/teacher-status-checks-information-for-employers#teacher-services-restrictions-lists>

**DfE: “Schools’ guide to apprenticeship reforms” -**

<https://www.gov.uk/government/publications/apprenticeships-reforms-guide-for-schools>

**Teacher Workload**

<https://www.gov.uk/government/publications/teacher-workload-poster-and-pamphlet>

<https://www.gov.uk/government/publications/reducing-teachers-workload/reducing-teachers-workload> (has links to the reports on Marking Policy; Planning and Teaching Resources and Data Management)

**DfE: Flexible Working Guidance**

<https://www.gov.uk/government/publications/flexible-working-in-schools>

**DfE: School Workforce Planning**

<https://www.gov.uk/government/publications/school-workforce-planning>

**Public Sector Equality Duty and Schools -**

<https://www.equalityhumanrights.com/en/publication-download/public-sector-eq>

**Gender Pay Gap Reporting** - <http://www.acas.org.uk/index.aspx?articleid=5768>

**IR35 and offpayroll working in the public sector**

<https://www.gov.uk/guidance/off-payroll-working-in-the-public-sector-reform-of-intermediaries-legislation>

<https://www.gov.uk/guidance/public-authorities-using-a-personal-service-company>

**DfE: Advice on Handling Strike Action in Schools**

<https://www.gov.uk/government/publications/handling-strike-action-in-schools>

**ACAS Guidance (A-Z list of topics)**

<http://www.acas.org.uk/index.aspx?articleid=1390>

**Domestic Abuse – Croydon Council toolkit**

<https://www.practitionerspacecroydon.co.uk/domestic-abuse-and-sexual-violence-2/domestic-abuse-and-sexual-violence>

**Support for staff with cancer**

<http://www.macmillan.org.uk/information-and-support/organising/work-and-cancer/if-youre-an-employer>

## Contact Details

### Octavo HR

Advice Line: 020 8241 5483 [hrrservices@octavopartnership.org](mailto:hrrservices@octavopartnership.org)

Cathy Brearley – Head of HR - [catherine.brearley@octavopartnership.org](mailto:catherine.brearley@octavopartnership.org)

Mobile: 07920657772

Mark Langston – HR Consultant - [mark.langston@octavopartnership.org](mailto:mark.langston@octavopartnership.org)

Mobile: 07920657754

Cynthia Henry – HR Consultant - [cynthia.henry@octavopartnership.org](mailto:cynthia.henry@octavopartnership.org)

Mobile: 07920657758

Gordon Mackenzie – HR Consultant - [gordon.mackenzie@octavopartnership.org](mailto:gordon.mackenzie@octavopartnership.org)

Mobile: 07920657757

Fiona Evans – HR Consultant – [fiona.evans@octavopartnership.org](mailto:fiona.evans@octavopartnership.org)

Mobile: 07920657755

Julian Roche – HR Consultant - [julian.roche@octavopartnership.org](mailto:julian.roche@octavopartnership.org)

Mobile: 07983225175

Christine Lonsdale – Recruitment and Development Consultant –  
[christine.lonsdale@octavopartnership.org](mailto:christine.lonsdale@octavopartnership.org)

Mobile: 07920657797

### Brokered Services

David Wiggs – HR & Finance Service Centre Support Officer -  
[croydonschools@croydon.gov.uk](mailto:croydonschools@croydon.gov.uk) or; [david.wiggs@croydon.gov.uk](mailto:david.wiggs@croydon.gov.uk) 020 8604 7251

Recruitment Queries:

Teach in Croydon website: [www.croydoneducationjobs.org](http://www.croydoneducationjobs.org).

Adverts on Croydon Council website: 020 8667 8337; [vacancies@croydon.gov.uk](mailto:vacancies@croydon.gov.uk)

DBS Queries: 020 8667 8337; [schoolsdbcs@croydon.gov.uk](mailto:schoolsdbcs@croydon.gov.uk)

Occupational Health: [medigoldcs5@medigold-health.com](mailto:medigoldcs5@medigold-health.com); 0845 127 8888 - Option 7

Teachers Pensions: Diane Whyte – 020 8604 7058; Vicki Langston – 020 8604 7190;  
[teacherspensionsteam@croydon.gov.uk](mailto:teacherspensionsteam@croydon.gov.uk)

Local Government Pension Scheme: 020 8760 5768 x 62892; [pensions@croydon.gov.uk](mailto:pensions@croydon.gov.uk)

## **Liberata Payroll**

All payroll data should be sent to: [liberataschoolspayroll@liberata.com](mailto:liberataschoolspayroll@liberata.com)

Technical support: [LiberataSchoolsTechnicalSupport@liberata.com](mailto:LiberataSchoolsTechnicalSupport@liberata.com)

### Team:

Richard Heywood - 0208 603 3340

Paul Baylis - 0208 603 3335

Mary Rides - 0208 603 3343

Ann Smith – 0208 603 3352