



TBAP FINANCE, PREMISES AND HR SUB-COMMITTEE

HR – INFORMATION NOTE: UPDATE

HR & PAYROLL

Data cleanse and completion of the detailed technical templates for loading onto the payroll system has proved to be a more complex process than we envisaged. As well as dealing with the many issues flowing from TUPE arrangements overlaying the diverse TBAP reward system, finalising the coding structures enabling the payroll and accounting systems to exchange information took time to resolve. This has set back planned dates for parallel running. The Board has asked for two clear parallel runs before cut-over. It is now extremely unlikely that the planned go live will be achieved for June pay. A delay to September would allow for take-on of Unity staff and completion of auto-enrolment functionality being worked on now by the Tri-Borough and current payroll provider. This would also avoid issues around end year procedures and allow for a longer period of testing as we build the pay history for the year.

Initial training of the HR team on the new HR system has taken place and that part of the project is currently on target for TBAP wide implementation in September, with initial data loading over the next few weeks. The 2016/17 staff conference provides an opportunity to highlight the introduction of the new systems together with details of how to access Self Service HR.

PAY

The revision of the TBAP Teachers and Support Staff Pay Policy is not yet ready for approval. We have examined the potential for simplifying the treatment of annual leave for non-teaching staff and attached is a short paper seeking approval to adoption of an entitlement of 33 days which is the current maximum regardless of length of service and grade.

Decision – Is the Committee content for us to proceed to consultation around implementation of this recommendation?

An element of the cost of payroll services is linked to the number of pay runs each month. Currently, teachers are paid in arrears on the last weekday of the month and support staff on the 15th day of the month. It is proposed to move to all staff being paid on the same day; that being the last weekday of the month. This is an approach being adopted by most academies. Having a common pay day simplifies both HR and accounting requirements. We would consult on the move and allow at least 3 month's notice before any change.

Decision – Is the Committee in agreement that we should move to a single unified pay date for all staff?

No announcement has been made on the revision of the NJC pay scales, due for the end of March.

DEVELOPMENTS

The final recruitment window for Heads of School to register requests to recruit closed on 15 April, aimed at recruiting staff for September. Responses have generally been positive. Julie Sadler took on the Cambridge Head of School role this month. Andre Bailey resigned from the Bridge and Janet Packer is retiring at the end of the year.

The assimilation process to the approved revised executive structure is proceeding smoothly. The new responsibilities will apply from 1 September. Staffing of the 16-19 Free School is nearing completion for a September start.

There is a continued focus on absence management. Long term absence cases are approaching resolution. There is a good fit between our policies, the work of the staff wellbeing group, and an accredited framework sponsored by the London Mayor’s office. We are looking at registration with the aim of lending weight to publicising the commitment of TBAP to staff wellbeing.

Absence data for April 2016

Academy / Service	Total number of permanent staff employed	Number of staff with no absence this month	Number of Staff with 1 to 5 days sickness absence(s) this month	Number of Staff with 5 days plus sickness absence(s) this month	Number of staff with Trigger mtgs this month	Number of Staff with one or more days Special leave absence(s) this month
BAPA	48	35	5	1	0	7
BCAPA	20	13	4	0	0	3
CAPA	15	10	2	2	1	1
LAPA	22	16	5	0	0	1
CSS	36	31	5	0	0	0
OAPA	31	15	5	3	1	8
CBAPA	18	13	2	1	1	2
TBAP totals	190	133	28	7	3	22

(red highlight equals increase and green is an improvement or same as previous month)

	April 2016	% total number of days	March 2016	% total number of days	Feb 2016	% total number of days
Number of Sickness days lost	90	3.16%	145	4.82%	170	5.71%
Number of Special Leave days lost	61	2.14%	46	1.53%	56	1.88%

Fenland learning Base and Trinity Special School

The Fenland Learning Base transferred to TBAP on 1st May and became the TBAP Octavia AP Academy. The 1st July remains the planned date for Trinity Special School, to become the Unity School. The initial TUPE consultation meeting is taking place this month.

STAFFING – Information only.

New Appointments

Julie	Sadler	HoS, Cambs
Trevor	Button	DoL, AcAPA
Roschelle	Viette	BSP, BAPA
Kafel	Brown	Teacher, OAPA
Toni	Ayton	LSP, BAPA
Rebecca	Vassello	LSP, LAPA
James	Paris	LSP, BAPA
Lyndsay	Parent	Teacher, Cambs
Serita	Philogene	LSP, BCAPA
Charmain	Malcolm	LSP, BCAPA
Kayser	Izzard	Teacher, BAPA
Ogenekome	Akiri	Teacher, BCAPA
Maxine	Capps	Teacher, Octavia
Christopher	Dobson	Teacher, Octavia
Catrina	Ford	LSP, Octavia
Lisa	Gregory	LSP, Octavia
Clare	Hale	LSP, Octavia
Steph	Larham	Instructor, Octavia
Thomas	Mandley	Instructor, Octavia
Lynsey	Wilson	Teacher, Octavia
Toni	Wright	Teacher, Octavia
Amber	Doyle	BSP, Octavia

Leavers

Andre Bailey	Ayesha Lehai-Taylor
Janet Packer	Lauren Gunner
Jan Adelhof	Felicity Chame
John Howitz	Toby Jarvis
Rita Rogerson	Ananda Courtman
Sandra Roseboom	Jacqui Jones
Tony Toghil	

Nathan Crawley-Lyons (Head of Business Development and Operations)