



## **TBAP FINANCE, PREMISES AND HR SUB-COMMITTEE**

### **HR – INFORMATION NOTE: SEPTEMBER UPDATE**

#### **HR, PAYROLL & RECRUITMENT**

The Select HR self-service system went live on 5<sup>th</sup> September. As well as being able to check their personal data, staff should now be using the system to access the 2016-17 Policies and Procedures documents. The system allows us to check that staff have accessed and read the documents. Any changes to individual policies and procedures can be promulgated through the system, which will alert staff automatically to information they need to read. Once we have finalised the organisational structure, staff will also be able to apply for leave, record absences and change their details; expected to be from beginning of October. In due course, staff will also be able to access their pay record and receive on-line pay slips.

Select Pay is still being worked on. We have yet to achieve the two clear runs which the Board has previously set as our go-live trigger. Payroll is extremely complex, largely due to TUPE and the resulting variations in pay structures and associated contractual terms such as maternity pay. The April parallel run has been completed and as the pay history builds the process should accelerate. We are aiming to be running Select Pay in parallel with real time payroll in November. A decision cannot yet be taken on cut over until we have the two clear runs. Realistically, that means severing the ties with the current provider and moving to Select Pay for January.

TBAP has also made an investment in a recruitment module. When live, this should simplify management and running of recruitment exercises from advertising, to handling applications and automating to a degree the populating of Select HR and Pay following selection and appointment.

Introducing these systems, alongside the new Finance system, has placed pressure on the existing team and will continue to do so until cut over due to the dual running aspects. However, it is vital that when live the new systems address the major problems we have experienced over the past 12 months with pay. We also need to be certain of our proposed cut over date in order to give notice to the current provider.

**Decision – Is the Committee in agreement with a target cut over date to Select HR of January 2017?**

## **PAY DATES**

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 15<sup>th</sup> 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. 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?**

## **PAY**

Revised pay scales for support staff came into effect from 1 April 2016, reflecting a 1% cost of living increase in NJC scales. The uplift was implemented with July salaries. A further 1% increase is expected for April 2017. The DfE have now issued the School Teachers' Pay and Conditions Document 2016. This too provides for a 1% increase in scale minima and maxima. It is open to schools to limit pay increases to that; apply a 1% increase to all scale points; or, adopt a different approach altogether. We need to advise our payroll provider as to what course TBAP wishes to adopt as part of our pay policy. It is recommended that we apply a 1% uplift across the board so as to match both staff expectations and ensure that we stay in line with the majority of schools. If the Board agrees, the expectation is that the new rates will be implemented with October salaries.

**Decision – Does the Committee agree that TBAP should apply a 1% increase to all pay points and allowances applicable to teaching staff with effect from 1 September 2016?**

The Chief Executive is also presenting to the Committee recommendations for progression awards to eligible staff meeting or exceeding their work objectives, together with a discussion on possible bonus arrangements and what that might be. The aim is also to implement the outcome of these deliberations with October salaries. Annual statements of teachers' salaries need to be issued as soon as practicable.

## **PENSIONS**

The 2016 – 17 TBAP Teachers and Support Staff Pay Policy includes a reminder about pension contributions and auto-enrolment (a 3 yearly cycle for anyone opting out). TBAP contributes to Teachers' Pensions and currently 5 Local Government Pension Schemes (LBHF, Westminster, RBKC, Haringey and Cambridgeshire). Staff contributions vary depending upon pensionable pay, but the rates for teachers are the same regardless of where they work. The same applies to support staff in LGPS. As the employer, TBAP contributes a higher single percentage which varies between schemes. The employer rates for LGPS schemes do change and may rise as individual schemes seek to match fund assets to forecast pension liabilities. This is addressed 3 yearly and may impact on staff costs from April 2017.

## **INVESTORS IN PEOPLE**

A simple questionnaire has been issued to staff for completion by 23 September as part of TBAP's commitment to securing Investors in People (IIP) status. Seeking accreditation is part of the drive for continuing organisational improvement. The questionnaire will be followed in early October by visits from our IIP assessor who may wish to talk to one or two Board members. We will receive a report on our strengths and areas for possible improvement in November which will inform an action plan for improvement. We will follow this up with the annual Keele Survey in early 2017.

**Small section on the well being workshops at the conference**

## **RECRUITMENT**

Although the majority of positions are now occupied by permanent staff, there are still substantive posts to be filled, including at SLT level. We are looking to recruit HoS positions at Octagon and Unity, together with DoL and DoAI posts at Unity as part of the September recruitment round.

## **EMPLOYEES FORUM**

The transfer of Unity to TBAP brings the total number of staff to over 300 employees. The size and complexity of TBAP and the prospect of further growth suggests that we should consider the merits of establishing an Employee Forum to facilitate informing staff and seeking their views on a variety of issues that may arise. These could include, for example, changes in work organisation or contractual relations, as well as developing some policies and procedures. The Wellbeing Group might serve as a potential model for this approach.

**Decision – Does the Committee wish us to develop the concept of an Employee Forum further for consideration at a future meeting?**

**STAFFING** – Information only.

### **New Appointments**

**New starters in September who attended the staff induction**

### **Leavers**

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

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