



TBAP FINANCE, PREMISES AND HR SUB-COMMITTEE

HR – INFORMATION NOTE: FEBRUARY UPDATE

HR, PAYROLL & RECRUITMENT

The Select HR self-service system is being launched at the beginning of March. Staff will be able to apply for leave, record absences and change their details. As well as being able to check their personal data, staff will be using the system to access 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. We are looking at how to highlight those policies all staff should read for 2017-18, with the balance being there for when needed. With the rollout of Select pay, now planned for April, staff will also be able to access their pay record and receive on-line pay slips. This facility in particular should ensure that staff regularly access the system and become more familiar with using it. Local BSPs will be trained to enable them to support users, in addition to central HR.

Preparations have been hampered by continuing problems in obtaining information needed from the current provider. This aspect is preventing data load on Year-to-Date, needed for parallel runs. We are now aiming for an April cut-across, relying on a test of staff and pay data available which should enable gross pay to be verified. We are looking at how best to ensure minimum pay errors with a less than ideal switch over. An April cut over should at least avoid issues with reconciling year to date information and a clean break from the current provider.

TBAP has also made an investment in a recruitment module. Our aim is to utilise this when recruiting staff for the new academic year. It 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.

Decision – Is the Committee in agreement with a revised target cut over date to Select Pay of April 2017, even in the absence of full parallel running?

PAY

Revised pay scales for support staff come into effect from 1 April 2017, reflecting a 1% cost of living increase in NJC scales. The uplift will be implemented with April salaries.

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 employees are the same regardless of where they work. As the employer, TBAP contributes a higher single percentage which varies between schemes (currently 14.1% up to 23.9%). The employer rates for LGPS schemes do change in response to Triennial Reviews which seek to match fund assets to forecast pension liabilities. As a result, we expect staff costs to increase from April 2017. We are awaiting details, but it seems likely that some employer contributions may increase, with a small reduction in Westminster rates.

We are seeking to cleanse pension records for TBAP staff. TBAP is now registered as a Multi-Academy Trust with Teachers Pensions and we have established links with LGPS administrators. Our aim is to have identified and started to resolve any gaps in service records and pension entitlements for staff by this Easter. Errors in the records flow from poor service by the current payroll provider and by some of the pension scheme administrators.

INVESTORS IN PEOPLE

TBAP secured Silver Investors in People accredited status following the assessment at the start of this academic year. This is the first time that the whole organisation has been assessed. An action plan is being developed which is focussed on two areas: Leadership & Management; and, Recognition and Reward. The Wellbeing Group will support further development of the action plan which is due to be finalised for October 2017.

RECRUITMENT

Recent recruitment activity has been light, with 11 posts since December. A cautious approach has been taken to future proof the structure against possible reductions in learner numbers and external funding streams. The focus has been on completing therapist numbers and ensuring that SLT level posts are filled. In addition, we are looking at potential recruitment requirements associated with the temporary move of learners and staff from the Bridge to Latimer.

APPRENTICESHIPS

In May 2017 the way the government funds apprenticeships in England is changing. Some employers will be required to contribute to a new apprenticeship levy, and there will be changes to the funding for apprenticeship training for all employers. TBAP due to the number of staff it employs will be required to pay a levy of approx £33,000 per year.

The government definition of an apprenticeship is a genuine job with an accompanying skills development programme. Through their apprenticeship, apprentices gain the technical knowledge, practical experience and wider skills they need for their immediate job and future career. The main rules governing apprenticeships are:

- the apprentice must be employed in a real job; they may be an existing employee or a new hire
- the apprentice must work towards achieving an approved [apprenticeship standard](#) or [apprenticeship framework](#)
- the apprenticeship training must last at least 12 months
- the apprentice must spend at least 20% of their time on off-the-job training - this training must be directly relevant to the apprenticeship framework or standard.

TBAP will be able to access funding for apprenticeships through a new apprenticeship service account, which is linked to the Levy we will be paying through HRMC.

Through the online apprenticeship service all we will be able to:

- select an apprenticeship [framework](#) or [standard](#)
- choose the training provider or providers we want to deliver the training
- choose the organisation that will assess our apprentices
- post apprenticeship vacancies
- set the price we have agreed with our training provider
- pay for apprenticeship training and assessment

The government will apply a 10% top-up to the funds we have for spending on apprenticeship training. That means for every £1 that we put in our account to spend on apprenticeship training, we get £1.10.

Funds will expire 24 months after they enter our apprenticeship service account unless we spend them on apprenticeship training with a training provider. Whenever a payment is taken from our account, the service automatically uses the funds that entered your account first.

We can only spend funds in our apprenticeship service account on training from a government-approved training provider.

There are 2 different types of apprenticeship training we can choose from:

- [apprenticeship standards](#) - each standard covers a specific job role and sets out the core skills, knowledge and behaviours an apprentice will need to be fully competent in their job role and meet the needs of employers, standards are developed by employer groups known as '[trailblazers](#)'
- [apprenticeship frameworks](#) - a series of work-related vocational and professional qualifications, with workplace and classroom based training

Funds in our apprenticeship service account, and funding provided by the government through co-investment, can only be used towards the costs of apprenticeship training and end point assessment.

Funds can't be used on other costs associated with your apprentices or wider training effort. For example wages, statutory licences to practise, travel and subsidiary costs, managerial or brokerage costs, traineeships, work placement programmes or the costs of setting up an apprenticeship programme.

Typical apprentice schemes:

Level 2:

- 12 months contract
- Suggest minimum £6.80 or living wage
- Candidates will have minimum 5 A-C GCSE equivalent
- Training outsources:
 - Online training
 - Tutor on site monthly
 - Quarterly training at college
 - Another option is to attend training at college one day per week
- The apprentice levy can be used to pay the training provider but the trust must pay salary
- Fixed term contract
- Probation period as per Trust contracts

Level 3:

- 18 months contract
- Suggest minimum £8.70 or living wage
- Candidates will have minimum 2 A-level equivalent
- Training outsources; their supplier is Olympia but we can choose any:
 - Online training
 - Tutor on site monthly
 - Quarterly training at college
 - Another option is to attend training at college one day per week
- The apprentice levy can be used to pay the training provider but the trust must pay salary
- Fixed term contract
- Probation period as per Trust contracts

CONTRACTS

The uptake of staff from P3 at Walmer Road, RBKC (now TBAP Portobello AP) was achieved smoothly. All staff are now on standard TBAP contracts, the majority being with CSS/Latimer and a couple of staff taking up posts with TBAP 16-19 Academic AP Academy and Octagon AP Academy. A restructuring exercise for Unity Academy is now underway following the appointment of a substantive Head of School. The aim is to populate the TBAP structure with Unity staff, supplemented by recruitment where necessary, so that all staff benefit from the full remit of TBAP terms and conditions under standard TBAP contracts. This will bring to an end some uncertainties arising from a large number of temporary allowances. It is our intention to follow up this exercise with a review of remaining TUPE contracts across both TBAP regions to maximise the application of standard contracts. Audit identified a number of instances where contracts held within HR have not been signed. This provides an opportunity to ensure that individual HR records are complete and up to date.

STAFFING – Information only.

New Staff

Deborah	Meadow	LSP, Wave Leader, CBAPA
Osman	Katircioglu	LSP, OAPA
Ekim	Bireroglu	LSP, 16-19 AcAPA
Jane	Lancaster-Adlam	HoS, Unity
Matthew	Hemma	LSP, Wave Leader, CBAPA
Vasiliki	Papoutsi	LSP, CBAPA
Marcin	Zielouka	Therapist
Edozie	Ameke	LSP, LAPA (maternity cover)
Marianne	Johnson	Therapist
Jack	Morgan	Therapist
Oludare	Dairo	LSP, BAPA (maternity cover)
Lee	Simmons	Therapist
Christine	Samuel	Therapist
Jo	Sellam	Therapist
Mickaela	Antha	LSP, BCAPA
Matthew	Snow	Care Manager, Residence, Fixed Term
Ashley	Arnold	BSP, Courtyard
Penny	Towell	Cook, BAPA, Fixed Term, Part-time
Jeffrey	Pattison	IT – Cambridgeshire base, Octavia
Jess	Gooderham	Cook, Unity
Sarah	Anderson-Rawlins	DoAI, Unity
Tracey	Alexander	Art Teacher, BAPA
Andy	Malloy	Science Teacher, BAPA
Tom	Bruce	Construction, BAPA
Olivia	Long	Hair & Beauty, BAPA
Sally	Turner	Teacher, CSS
Matthew	Smith	Teacher, CSS

Leavers

Vasiliki Papoutsi	Diane Stygal
Duncan Stewart	Vicky Priestley
Howard Fisher	Mark Argent
Nick Haycraft	Alison Flanagan
Alison Towers	Gill Heffer
Gerson Sanchez	Emma Jones
Lorraine Buckley	

Nathan Crawley-Lyons (Chief Operating Officer)