



People and Organisational Development Manager Bulletin

Prudential Shared Cost AVCs



The Shared Cost Additional Voluntary Contribution (AVC) Scheme provides an opportunity for NLC employees who are members of Strathclyde Pension Fund to pay additional contributions in order to increase their pension benefits at retirement.

Further information on this can be found using the following link in NL Life:

<https://www.nllife.co.uk/finances/#pensionsavc>

Living wage consolidation

Employees on NLC Grade 1 & 2 (SCP 3-9) currently receive living wage on top of their current hourly rate. Following the Council agreement, the living wage will be consolidated into NLC salary scales. Employees involved will notice an increase in their hourly rate effective from 1st July 2019 and implemented in their August pay, as below:



Fortnightly paid employee's pay date
22nd August 2019

Four weekly paid employee's pay date 27th August 2019

Employees affected will have received individual communication recently with details of the changes.

Teachers calculation - updated information



SNCT provided a new specification to all Local Authorities in relation to teacher's pay and leave for various scenarios effective from 1st August 2018.

Following the first full year of compliance of the teachers calculation, we have updated our information to reflect the new pay scales and academic year.

Click [here](#) for the link to the document from SNCT in relation to the specification which will provide a detailed explanation.

Smarter Working - Recording outcomes

Many applications for Smarter Working are received and processed by the Employee Service Centre every week. We now have a better facility for recording these on iTrent which helps us report on uptake and trends.



We are now able to:-

- Record trial periods
- Record requests not approved
- Record results that have not been approved and have been appealed (Employee Relations)

We already receive approved requests via the HR Business Partners Team but to ensure that requests that have been declined are recorded, please advise the Employee Service Centre by providing a copy of the Manager's notification of the declined decision letter to the relevant HR Operations Team Mailbox:-

HR Operations Team 1 – Health & Social Care & Chief Executive's Office

ESC-HROperationsTeam1@northlan.gov.uk

HR Operations Team 2 – Enterprise & Communities

ESC-HROperationsTeam2@northlan.gov.uk

HR Operations Team 3 – Education & Families

ESC-HROperationsTeam3@northlan.gov.uk

Occupancy end dates



There are many employees who are on temporary contracts. It is the manager's responsibility to take decisions on whether:-

- Temporary Contracts are ended or extended
- Temporary Contracts are made permanent

You will receive an email alert prior to the contract ending and you should take action.

As an employer it is our **legal responsibility** to ensure that all employees have an up to date contract of employment.

The Employee Service Centre is currently carrying out audit checks and will be contacting managers over the next few months.

Please ensure that you always take immediate action when you receive an e-mail alert. The e-mail contains a detailed manager's guide on how to update iTrent.

EU Exit

As you will be aware, the UK plans to leave the European Union on the 31st October 2019. Letters have now gone to all staff who are potentially affected by this exit and to ensure they are well signposted to the relevant information and support.



Equality Update



In March this year the Council published its reports required by the Public Sector Equality Duties – you can access them [here](#).

As part of the duties we are required to gather information about the protected characteristics of our employees. We do this not because we're nosy but so we can:-

- Identify key issues in employment
- Assess whether we are discriminating unlawfully in any of our employment functions and help identify action to remedy this
- Identify any actions we can take to avoid discrimination and harassment, advance equality of opportunity or foster good relations
- Understand the impact of our employment policies, practices and decisions on people with different protected characteristics and thereby plan them more effectively
- Consider taking steps to meet the needs of staff and potential staff who share relevant protected characteristics
- Make informed decisions about our policies and practices which are based on evidence about the impact of our activities are having
- Demonstrate to the public and others how we are performing on equality

Unfortunately more than 80% of employees haven't provided sensitive information on MySelf about their characteristics so we don't have a clear picture.

Please encourage your staff to complete this information via [mySelf](#). The information will only ever be used for statistical analysis – nothing will be identifiable to an individual and it will help the Council support its employees better.

New Alcohol and Drugs Policy

North Lanarkshire Council recognises that drug and alcohol related problems are matters of health and social concern and, in the first instance, seeks to provide, as far as is reasonably practicable, all possible support to employees who seek assistance to overcome such problems. While respecting the right of our employees to a private life, the Council has a legal obligation to ensure the safety of our workforce and our customers by putting in place appropriate measures to prevent the potential negative impact of alcohol and drug misuse.



Following full consideration of all options and lengthy consultation with trade unions and employee representative groups, the Council has made the decision to introduce a system of testing for alcohol and drugs on “with cause” basis. Further details on the procedure to be followed should a Head of Service wish to seek testing can be found [here](#). The Alcohol and Drugs Policy can be accessed [here](#)

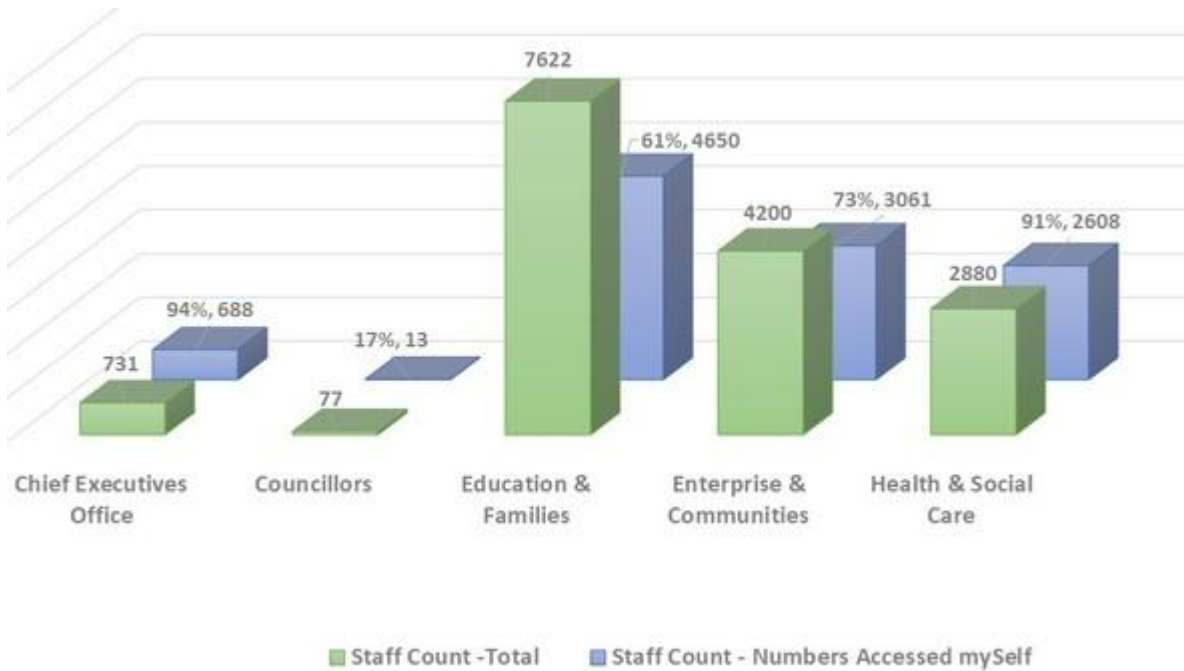
iTrent Update



Rollout of mySelf and myTeam across the Council has continued at pace with over 10,700 employees now having level three access to mySelf, the highest current level. This allows employees to request leave, overtime, and expenses. This is a 99% increase on the same time last year.

An additional 4679 employees have either level 1 or level 2 access. The move to level 3 requires more input from management teams and POD to ensure overtime claims can be simplified or automated to reduce the likelihood of errors. 1400 staff within Asset and Procurement, mainly FSS staff remain on level one however this rollout will move to level 2 in September.

Not only do these staff have login details but they are actually logging on with over 72% of all employees having accessed a part of their myself account in the last three months. See below for service breakdowns.



Website Update

Development of the new MyNL website is ongoing and testing of the site has been completed.

We are now on to the final stage where graphics are working hard on the look and feel of the website to make sure it is user friendly and accessible for all.



Watch this space for details of the launch date and roadshows across the Council to follow.

National Payroll Week



Week commencing 2nd September is National Payroll Week, and this year the focus is 'Keeping the UK Paid'.

We would like to use this as an opportunity to invite you to come and meet all the ESC teams who work hard to ensure you and your staff are paid.

We are hosting a cake and coffee morning on **Friday 6th September between 9.30 and 12pm in the ESC, 4th Floor, Dalziel Building** where you are more than welcome to drop in for a cuppa, meet the teams and learn a little more about what we do.

We look forward to seeing you then.

Extended Opening Hours for the People Helpdesk



Since Tuesday 14th May, the People Helpdesk has operated extended opening hours with an 8am start.

The new hours are Monday-Thursday 8am-4.45pm and Friday 8am-4.15pm.

Call us today on 01698 403 151

Manager Sessions

Back by popular demand, we have scheduled 6 more half day manager sessions, details are below. These sessions have proved very popular with over 100 managers from across the Council having already attended in the last year. These sessions are interactive and informative and are geared at assisting managers to understand the work and set-up of People and Organisational Development and in particular the Employee Service Centre. The sessions contain lots of helpful hints and tips to assist you as a manager to understand the processes involved within iTrent as well as contractual, recruitment and payroll elements. The dates of these sessions are below:



- Thursday 5th September (afternoon only available)
- Thursday 3rd October
- Thursday 7th November

All sessions will take place in the Dalziel Building, 7 Scott Street Motherwell.

If you would like to attend, click [here](#) to register.

Follow us on Yammer



The Employee Service Centre now has a Yammer page - click on the yammer icon to follow us and keep up-to-date on what is going on.



The ESC People Helpdesk remains your first point of call for enquires.

Call us on 01698 403151 or [email us](mailto:ESC-HelpDeskTeam@northlan.gov.uk) on ESC-HelpDeskTeam@northlan.gov.uk

