



People and Organisational Development Manager Bulletin

myNL - New People and OD Website launches tomorrow



The much anticipated new website for People and Organisational Development is finally here.

Officially launching tomorrow, you are getting an early notification of what is to come!

MyNL is a one stop shop for all your HR policies and procedures, guidance, forms and frequently asked questions.

Some of the topics in the new website include:

- Understanding your pay and your payslip
- What you need to know if you are new to NLC
- How to report an absence
- Manager guidance
- Guidance specific to teachers and associated professionals
- Jobs
- Safety and Wellbeing
- Equality and Diversity
- Contact details for the POD team

Use the **'How can we help?'** bar to search for what you need quickly and easily.

You can also find helpful links here to MyTeam and MySelf along with access to our other website including LearnNL, NL Life and Work well NL.

This website will be continually developing and improving so please feel free to contact us if you have any feedback.

Click [here](#) to be taken straight there.

Buy and Bank

The buy and bank scheme will be open from 1 November until 1 December 2019 and all applications should be made by the employee to the manager via **mySelf**.



North Lanarkshire Council is a family friendly organisation which supports a work life balance. Managers are asked where possible to support and encourage staff to apply to buy leave, bank leave and/or apply for unpaid leave subject to the exigencies of the Service.

The introduction of applying to either buy or bank leave through mySelf was a success last year with 2085 employees having either bought or banked leave. The feedback received was that the process was simple and it was easy to apply.

90 employees applied for unpaid leave with the facility to spread the cost over the year. This year we are happy to announce that unpaid leave can also be requested via myself and there are no restrictions on who can apply.

Some learning from last year is noted below to hopefully alleviate it this year. Please be aware of these challenges and assist the team where possible to ensure the buy/bank/unpaid leave is processed correctly.

- Employees who submitted a request but didn't complete the process by saving. In these instances the request sat at a provisional stage. **Employees must ensure they save their submission**
- Employees who applied and had their request authorised twice. **Managers ensure you only authorise the request once, even if submitted twice.**
- Employees who had more than one position and didn't apply for the correct hours against each position. **Employees need to check the position they are requesting their leave against.**
- Managers who did not authorise on time and/or request did not appear on their to do list. **Managers check emails for notifications of requests and if ensure timeframes are met for authorisation.**

More detail and guidance can be found [here](#).

Festive Pay Deadlines



Just to remind everyone that the deadlines this year for overtime and mileage claimed through mySelf can be found [here](#).

The deadlines for any notification of change forms, overtime and expenses etc. which are received and **processed by the Employee Service** can be found [here](#).

It is very important that the HR Operations teams are advised promptly of anyone leaving during this period to prevent overpayments. If you find yourself in this situation or you require any additional assistance or guidance please contact your HR Operations Team for advice.

Education & Families

PYOL 23 (temp teachers) and PYOL 24 (Early Learning Practitioners) - Should be authorised on **Thursday 19 December** before the schools close.

For further information, see our [mileage and overtime](#) pages.

Final dates for advertising in 2019

In order to enhance the recruitment journey for candidates on Myjobscotland (MJS), in consultation with MJS and all 31 Local Authorities, it has been agreed there will be a change to the application process for candidates.



This process will be referred to as the Responsive Application Component (RAC) and includes more user friendly applications and enhanced features for candidates and additional functionality for recruitment teams.

In order to facilitate and implement this on MJS, there will be a freeze on publishing adverts on MJS for a 6 week period.

The last date the recruitment team can publish adverts will **Friday 22nd November** with a closing date of Friday 6th December. This freeze will be lifted on **Monday 6th January 2020**. It is imperative that you work with your HR Business Partner if you have any recruitment requirements in the pipeline as **THERE WILL BE NO FACILITY FOR PUBLISHING ADVERTS DURING THIS PERIOD.**

The recruitment team will continue to accept advert requests during this period in preparation for publishing them as soon as the advert freeze is lifted.

Please note Talentlink will still work during this period and all jobs that have been advertised will continue to be processed including electronic pre-employment checks.

Disclosure/PVG Applications



The recruitment team have been advised by Disclosure Scotland that they currently have a backlog and that PVG and Disclosure applications are taking longer than the normal 2 week turnaround times.

Can Hiring Managers please bear this in mind when appointing successful candidates and return their completed paperwork along with their contract offer as soon as possible after the interview date.

Change in screening questions for applicants

In order for Hiring Managers to have more autonomy in the shortlisting process, the advert request form has been amended to include screening questions.

Hiring Managers will have the opportunity to request screening questions that are relevant to the role they are advertising. The recruitment team will continue to add the screening question for essential criteria for the qualification/training element of the role.



HR Operations - Team Changes



With effect from Monday 4 November, our HR Operations team are moving to a two team model.

Below are the details of the two teams and key contacts:

HR Operations will provide HR operational support to all Services **except** Education & Families.

Team Lead – Shona Shirkie

Senior HR Operations Advisors – Kirsten Lowrie, Margaret McNeill, Alana Chalmers, Rhiannon Chisholm

HR Operations Education and Families will provide HR operational support to **Education & Families**.

Team Lead – Caroline Weldon

Senior HR Operations Advisors – Amy Duncan, Carol Hendry, Louise Quigley

The new set up will provide Managers and Business Partners with named contacts for specific service areas (details on this to follow). It is anticipated that this will provide an improved experience and better customer focus.

Changes to employment contracts April 2020

From April 2020, North Lanarkshire Council as an employer no longer has a 2 month period from commencement of employment to issue a written statement of particulars (contract).

It will be our legal obligation to issue a contract of employment to the successful candidate prior to commencing employment. Failure to comply with the rules relating to section 1 statements could expose us as an employer to a claim for compensation of two to four weeks' pay per worker.



It is therefore **crucial** moving forward that managers **do not** agree a start date with a new employee until all pre-employment checks have been completed and the Employee Service Centre has been advised in advance of the start date allowing time for the contract of employment to be issued.

There will be further communication and guidance to follow as we amend our procedures to ensure these timeframes are met.

Mental Health and Wellbeing Strategy



The new Mental Health & Wellbeing Strategy is applicable to all employees and sets out the Council's commitment to promoting positive mental health and wellbeing.

It sits alongside the Managing Attendance Policy and demonstrates the Council's intention to strengthen the positive factors of employment – such as support and development – and provide opportunities to manage stress and build resilience in the workforce.

The Strategy is only the starting point in the work which the Council needs to do to support mental health and wellbeing in the workplace. Further developments will include awareness raising, training for managers and potential use of Mental Health First Aiders. Look out for more developments coming soon.

Click [here](#) to be taken directly to the new strategy.

Changes to special leave policy

The council's Special Leave Policy supports the provision of paid and unpaid leave for employees across a number of categories.

This includes both Carers Leave and Paternity Leave and changes are now proposed to both of these categories.

- Following a council motion on 18 June 2018 plans were approved for the implementation of the increase to four weeks paid paternity leave for the father/partner of the expectant/new mother. This also applies to adoption, and is now reflected in the Special Leave Policy.
- The new category of Time off for Dependants (formerly known as Carers Leave) has established the following categories:
 - Terminal Illness of a Dependant - 8 weeks paid/ 8 weeks unpaid)
 - Serious/Long Term Health Condition of a Dependant - 4 weeks paid/ 4 weeks unpaid.
 - Post-Operative Recovery - 4 weeks paid/4 weeks unpaid



Click [here](#) to be taken to the policy and guidance.

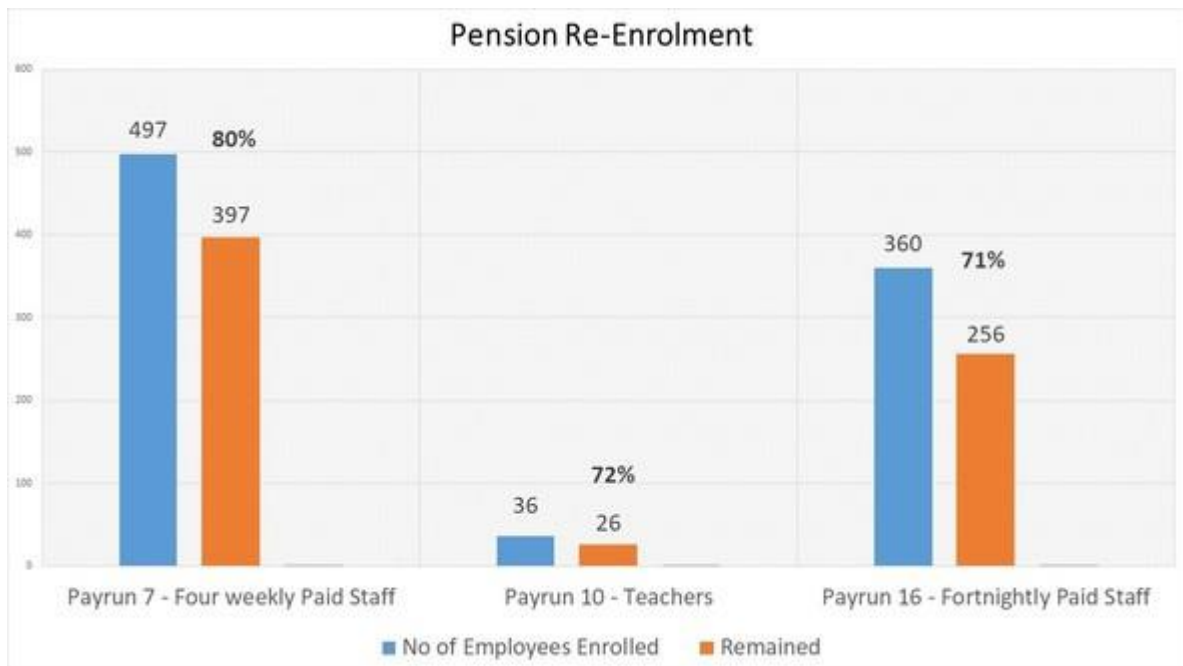
Re-enrolment success



As you will be aware from May's Manager bulletin, pension re-enrolment require all employees not in a pension scheme to be reassessed and enrolled every 3 years. This happened on the 1st June this year.

We are pleased to report that out of the 893 employees who were re-enroled into the relevant pension scheme this year, 76% of them have remained in the scheme. Therefore only 24% choosing to opt out. See the detail by payrun below. It is particularly encouraging that for payrun 16, our fortnightly paid staff who tend to be those on lower

grades, 71% of them have remained in the pension scheme following this re-enrolment exercise.



iTrent Update

iTrent Upgrade – We will be upgrading to the latest version of iTrent on 14th November 2019. This means that Core iTrent, mySelf and myTeam will be unavailable on this day. A reminder of the downtime will be issued to all staff nearer to the date.



Absence recording - When recording absence information on myTeam, the only documents that should be uploaded are employee fit notes. All other paper work should be retained by the manager until no longer required. Retention schedules for absence information are currently being reviewed by the Legal team, but if you require

any support in relation to absence retention periods, please contact our Employee Relations Team [here](#).

Improved access for managers. Work is underway to provide managers with a better experience when using myTeam. The team are looking at how managers can use myTeam to request changes to employee records, without the need to fill out paperwork. We are looking to start to rollout this additional functionality at the beginning of the New Year and more information will follow in the coming months.

Security Audit – The 6 monthly iTrent security Audit will take place in November. This will focus on staff who have access to the core iTrent system and will not include staff who require access to myTeam. If you receive a confirmation request, can you please return it as soon as possible to prevent staff having their access removed.

NL Life



Lots has been happening with NL life for your team members to get involved in. We recently ran a NL life week to focus on the support and benefits available through NL life. Congratulations to all 50 winners of the recent competitions for cinema, music festival and New Lanark tickets.

There is lots more your team can get involved with NL life in November:

- [Flu vaccinations](#) through work well NL
- Training & development opportunities including [digital skills toolbox](#) with learnNL
- [Give a gift card](#) collection to support local communities
- More [local and national discounts](#) for Christmas shopping
- [NL Leisure free](#) trial week in November
- Improved [financial wellbeing support](#) and the Talk Money week 18th November
- Save £hundreds on a new bike with [Cycle2work](#)

In December the Disability Confident Leader conference is happening on the 6th and Christmas Jumper day 13th. More details available soon!

Keep your questions and comments on NL life coming by emailing NLlife@northlan.gov.uk or posting on [Yammer](#)

Manager Session 7th November

Our final set of planned Manager Sessions will run on Thursday 7th November - morning and afternoon sessions are available.

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 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.



If you can't find what you are looking for on [myNL](#), call the ESC People Helpdesk on 01698 403151 or [email us](#) on ESC-HelpDeskTeam@northlan.gov.uk
