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## People and Organisational Development Manager Bulletin

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### myNL - New People and OD Website



As you will be aware myNL launched on 1st November 2019.

Since then, there have been over 39,000 hits on the site. (Over 10,000 in January alone)

MyNL is a one stop shop for all your HR policies and procedures, guidance, forms, frequently asked questions and much, much more! Click [here](#) to access.

The most frequently viewed pages are noted below with direct links that will take you to them.

- [Leave and Absence](#)
- [My Pay](#)
- [Manager Guidance](#)
- [MySelf/MyTeam](#)
- [Jobs with NLC](#)

Other popular searches have included [FAQs](#), [New to NLC](#), [Meet the Team](#), [Career Opportunities](#) and [Managing Attendance](#).

There have also been a few searches that have returned no results and the pages where these topics are covered are in the following links: [Special Leave](#) (misspelt in search), [ATAV](#) (now called Advertising Request Form), [Job Evaluation Proforma](#) and [Digital Signature](#) (guidance available in NOC Guidance Note).

Visit myNL from anywhere, on any device connected to the internet.

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.

If you would like the People Helpdesk to provide a demo in your area or would like promotional posters and business cards sent to you, please contact Louise McHenry, People Helpdesk Manager who will arrange this. At the demos we are also offering

support with accessing and using **mySelf**, as well as answering any other enquiries you may have about the Employee Service Centre.

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## Adverse Weather policy - Coming Soon!

On 31 January 2020, the Policy & Strategy Committee gave its approval to a new Adverse Weather Policy. The Policy still needs to receive final approval from Council on 24 February 2020. Should this be granted, the new policy will take effect.



The key change to provisions set out within the new policy relates to arrangements made for those workers who require or are able to attend work during a red weather warning. Following a wish to recognise the efforts made by employees during the “Beast from the East” weather disruption in 2018, it has now been proposed that any worker who attends work during a red weather warning will receive full pay (as will all workers) and in addition, be granted a corresponding period of Time off in Lieu (TOIL). The period of TOIL may be taken at a later date, following discussion and agreement of the line manager and subject to exigencies of the service.

Building on earlier guidance, the new Policy links with Business Continuity arrangements in every Service. Services will, as part of this process, confirm the employees who will be treated as critical workers during periods of adverse weather.

More details will be published, subject to formal approval.

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## Notification of Change form rollout



It has been agreed that the notification of change (NOC) form will no longer be sent to Business Partners and will be sent directly to the Employee Service Centre. This is aimed at alleviating time delays, catching errors earlier and reducing the number of overpayments or pay corrections required.

The rollout in Education and Families takes place from 2nd March 2020 and a number of Head Teacher and staff sessions have been arranged. There is also robust guidance available to guide you through the NOC form and next steps.

All other services will be involved in rollouts throughout the first half of the year.

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## Changes to timeframes for issuing contracts - start dates effected

Changes to employment law means that from the 1st April 2020, all contracts of employment must be issued to employees prior to their start date. Currently the law states these must be issued within 12 weeks of their start date so this is a big change for the ESC.



### What does this mean for managers?

As managers, you determine the start date of employees, following all relevant recruitment and pre-employment checks have been completed. Going forward you will need to ensure that the start date agreed is at least two weeks following the date you notified the ESC, to ensure the contract is drafted and sent out to the employee in advance of them starting in your service. Failure to do this could mean NLC breaches employment law by not having sufficient time to get the contracts out and this could result in employment tribunal claims for the council.

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## Pay Scales 2020-21



The pay scales for 20-21 for Local Government employees have been updated and are now available on [MyNL](#).

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## Rule of 85 Protection Changes

Did you know that the Rule of 85 is changing?

The Rule of 85 gives protection to members who joined the Scottish local government pension scheme before 1 December 2006 and which, when reckonable service is added to their age, equals or exceeds 85 in whole years.

For more information click [here](#).



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## Redeployment Guidance



Following the appointment of our Redeployment Coordinator, Melissa Fraser, guidance has been developed to complement the redeployment policy.

This guidance will support both the manager and employee through the process.

Click [here](#) to be taken directly to it.

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## Third Party Accident Claim Forms

If any manager receive a third party accident claim from their employees, please forward this immediately to ESC Payroll & Pension team.



We review the reason for the absence, therefore this needs to be accurately recorded with the reason, especially if the absence relates to a Road Traffic Incident (RTI).

There have been a couple recently where we've not been able to claim money back as someone replied that there was no loss of earnings, one where the reason hasn't been recorded as RTI related and there's been a couple in the past where there was no absence logged on iTrent at all. This results in less money that can come back to the council.

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## Recruitment forms and training



The recruitment team have reviewed our forms and streamlined them to make them user friendly. This is the first step in some of the changes that will be implemented in the recruitment process and we are keen to make the process as effective as possible. We aim to make the candidates journey the best it can be as well as supporting the hiring manager to selected the most appropriate candidate for their vacancy.

If you are unsure on any aspects of the recruitment process, please contact the People Helpdesk on 01698 403151 or alternatively, contact us by email and arrange to come on one of our recruitment information sessions.

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## iTrent Update - Automation on its way

Over the coming months, we will be rolling out further improvements to both mySelf & myTeam. Here a just a few of the updates coming in the near future:



**Leavers** - New functionality which will allow employees to resign via mySelf and for managers to process this request via myTeam. This new process will remove the need to complete Notification of Change forms and speed up the process.

**E-P45s** - Employees who leave the council will be able to view and download their P45 from mySelf. This will reduce the time it takes for an employee to receive this information. Employees who leave the organisation will now have access to mySelf to view their Payslips, P60's and P45s for up to 6 months after leaving.

**Expiring of temp contracts** - Employees whose temporary contracts expire in the current leave year will now have holiday entitlement calculated up to their expected end

of occupancy. If the date is extended, then the employees annual leave entitlement will be automatically recalculated.

**Holiday balances** - Employees who request annual leave which exceeds their entitlement will receive a warning by email. When the manager receives this request, a warning message will also be displayed.

**Term Time employees** - who have bought or applied for unpaid leave will now be able to view and request this via mySelf. Managers will be able to authorise this in the usual way.

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## Medical Certificates in iTrent – no longer to be uploaded



To improve and streamline the recording of sickness information for managers, from **7th February 2020**, there will no longer be a requirement to scan and upload Fit notes to iTrent. Full guidance on the new process can be found [here](#). Please ensure that all staff are aware of the new process.

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## Learning Management System (LMS)

The TOD team have recently been given approval to implement a learning management system which will transform our learning and development offering to all staff. The new system will allow you to manage all your learning and development in one place and access lots of new and exciting learning activities. We will have a brand new look and feel to our e-learning and lots of new exciting topics for you to explore. As part of this system, we are launching a new leadership and management development offering where our leaders and managers will have access to a wealth of learning and development resources to help develop their skills. Keep an eye out on [LearnNL](#) for updates, for further information, please contact the TOD team on [tod@northlan.gov.uk](mailto:tod@northlan.gov.uk)



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## Employee Service Centre – On the Move



The Employee Service Centre are moving location!

From Monday 2nd March 2020, our new home will be 2nd Floor, Civic Square, Motherwell.

All telephone numbers and email addresses will remain unchanged but if you are posting any documents or need to drop anything in, please note the change of address.

We will be operating a clean desk, paperlight office with lots of agile working space so if you need a desk between meetings or just a nice place to check a couple of emails, please feel free to use our space.

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### 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](mailto:ESC-HelpDeskTeam@northlan.gov.uk) on [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk)

