



People and Organisational Development Manager Bulletin

COVID-19



For the most up-to-date employee and manager guidance relating to the Council's response to COVID-19 and looking to recovery, see the pages on myNL.

Please direct all staff especially those who are self isolating or off on 12 weeks special leave, to these myNL pages.

[Employee Guidance](#), [Manager Guidance](#)

iTrent COVID-19 Information

We have added new functionality to [myTeam](#) which will allow managers to record additional information for employees in relation to both Home Working and COVID-19 related testing. We are now in the final stages of testing and this will be made available in the coming weeks.



More information to follow shortly.

Annual leave and buy and bank



There have been a few questions asked with regards to the most recent update on annual leave and also how these annual leave procedures impact on buy and bank leave.

For up-to-date guidance, see myNL [here](#).

Important Information for Recruiting Managers

Virtual recruitment

The Recruitment Team have been working hard to adapt recruitment processes to ensure fair selection processes are maintained during the COVID-19 pandemic. There is now a digital solution for virtual interviews. Skype is being used successfully for internal candidates and Cisco Webex for external candidates. Teaching staff are using MS teams via their Glow accounts.



The undernoted link directs you to the guidance on MyNL and provides more information on how to access the applications for Virtual Interviews.

<https://mynl.co.uk/knowledge-base/recruitment-virtual-interviews/>

Checks on proof of eligibility to work in the UK have also been adapted, and more guidance can be found [here](#).

Disclosure Scotland are processing applications using their online portal and this seems to be working well. Although only available for key workers at the moment, we hope this will be rolled out to all roles shortly.

As part of continual development of the recruitment processes we will be trialling One Way Video on Myjobscotland and this can be used as part of the application/selection process. If you have any recruitment coming up, please contact the recruitment team at ESC-RecruitmentTeam@northlan.gov.uk and we will talk you through what is available and how this could best work for you.

Changes to Employee Contracts of Employment that became Effective from 6 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 is now 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.

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 confirmed by the Recruitment Team. Managers will be contacted by the Recruitment Team at this stage in the recruitment process to discuss and agree a start date, prior to informing the successful applicant, allowing sufficient time for the contract to be issued.

The contract of employment must now also detail any essential training that is specific to the role as well as full details of the work pattern i.e. time of work and days of work. Managers will be prompted to complete this mandatory information on the advert request and contract offer stages of the recruitment process.

Overtime

Managers are reminded that they should adhere to the terms for authorisation of overtime. A report is also regularly sent to senior managers that identifies any employee falling into this category. This report should be regularly checked and discussed and the appropriate action taken.



Schedule A specifies that an employee on or below spinal column point 35 (SCP 35) is eligible for payment of overtime, but that in any financial year an employee will not receive in overtime payment, a sum greater than the difference between their basic salary and spinal point 35.

It goes on to state that in exceptional circumstances when an Executive Director considers a payment should be made to an employee who has reached this ceiling, or to an employee paid above spinal point 35, that consideration may be given to a payment calculated at spinal point 35. For clarity SCP35 is the second spinal column point within the NLC 10 pay grade and equates to £34,197 for employees working 35 hours per week and £36,151 for employees working 37 hours per week.

Please also note that managers should not authorise overtime claims via myTeam unless there is sufficient information within the claim to enable them to determine that the overtime claimed has been worked and is legitimate. The claim should include sufficient information to explain the reason for the overtime worked.

Designated Users Allowance



Employees undertaking 2500 miles or more per financial year on the business of the Council will, for the following financial year, be a Designated Car User and paid a Designated Car User Allowance which is currently £308.19 per year.

We have a report that identifies all employees who have claimed 2500 or more miles in the last financial year. These reports will no longer be sent to Services for verification and if employees qualify, payments will commence in May for fortnightly paid staff and June for four weekly staff.

Mileage Claims – Managers Responsibility- Insurance and Driving License Checks

As a manager and an authorised signatory you are required to ensure that before you authorise any claims for mileage that you have checked that the claimant has valid business insurance cover on their car insurance policy. You must also ensure that they have a valid and current driving license.



The original copies of the Insurance Certificate including the Schedule and Driving Licence (which must state current address) need to be viewed and checked annually.

The claimant should pass the original driving licence (photo id and paper version) and insurance documentation to you as an authorised signatory for financial tasks.

If you have not had sight of these documents then you **should not** authorise the claim. You must ensure that claims for mileage are submitted regularly. Any mileage claim for a date **older** than 3 months from date submitted **will not** be accepted via mySelf.

We are currently developing a screen which will be available in MyTeam to hold driving license and insurance document information with the ability to hold renewal dates. This will be available soon.

Mental Health Awareness Week



National '[Mental Health Awareness week](#)' starts Monday 18 May.

At NLC we are committed to promoting and protecting the mental well-being of our workforce. Everyone can contribute to improved mental well-being at work. You can view our strategy [here](#).

Next week please get involved in our virtual campaign.

WorkwellNL is there to support you and your team to get involved, with lots of opportunities online – including signposting of helpful resources, webinars, e-learning, coffee-break bite-sized videos and two quizzes (with prizes!).

For more information '[work well NL - Mental Health Awareness week](#)' or get in touch with any questions: NLife@northlan.gov.uk

Investors in People (IiP)

We are delighted that in March 2020 the Education and Families service achieved Investors in People (IiP) recognition. IiP is a well-recognised framework for business improvement through people management. We have now completed our full Council accreditation against the framework, a significant achievement and is a testament to our commitment to employee engagement. Given the current challenging circumstances and the operational and economic context we face, it's never been more important to make sure that we have a consistent focus on our people practices and supporting the wellbeing of our staff. An improvement plan of activity is already underway and will continue over the coming months and year ahead – and we will check in regularly with staff for feedback using this to guide our workforce for the future plans.



Remote working survey



This has been a challenging time for many staff, with many working from home or for those who are key workers, working in a different way than what they are used to.

It's important that we find out how you have found this period as the future landscape will be somewhat different to the way we have worked in the past.

Please encourage all staff working remotely to complete this [staff survey](#) which will remain open until the 29th May.

A survey for frontline workers will follow shortly.

Home working resources

The Talent and OD (TOD) team have been working hard to come up with new and innovative ways of making sure you can still access learning and development while working from home. You can still access all of our e-learning modules on LogintoLearn, please click [here](#) to see what's on offer. If you need your password reset, please contact tod@northlan.gov.uk As of 1st June we will be offering a mini-series of webinars for you to take part in. There will be a variety of topics from Managing Remote Workers to Health and Wellbeing. Keep an eye on [LearnNL](#) to book a place.



We have created a space on [LearnNL](#) with lots of resources to help you work from home effectively. In these current exceptional circumstances, there are more of us working from home where we possibly can. This is a new adjustment for many of us and we've put together some guidelines and resources to help support you.

Keeping in touch is even more important than ever and we must ensure we connect with our teams regularly, including those who are self isolating or off on 12 weeks special leave. If you're a manager who is now leading teams remotely, have a look at the online articles for some hints and tips and complete our new e-learning module available on [LogintoLearn](#)

Etarmis use and Time and attendance module coming soon



IT have asked that while staff are working from home, they should not use the desktop application for Etarmis. They should book out on business absence and not put any further adjustments through at this time.

New functionality will be soon be available which will allow staff to clock in and out using mySelf. This will replace the current Etarmis system and will improve the management of Flexitime, Annual Leave and Special leave for both Managers and Employees, with all information held in the one place. The new system

is currently in the early stages of testing and will be rolled out to all services over the coming months.

Updating Personal Information

It has never been a more important time to ensure all staff have updated information on mySelf. Please encourage staff to update their [mySelf](#) account to include a personal email address to assist us to contact them digitally and continue to reduce paper processes.



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
