



People and Organisational Development Manager Bulletin

NEW Occupational Safety and Wellbeing Update Section



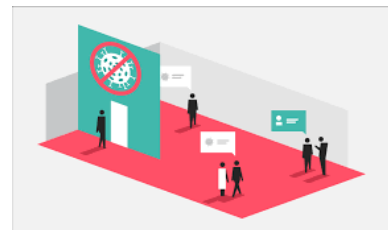
The Safety & Wellbeing Team have moved!

We now have a dedicated section within the POD bulletin for safety and wellbeing information so please look out for updates here!

If you need any safety assistance please email healthandsafety@northlan.gov.uk and the duty officer will pick up your enquiry.

COVID Risk Assessments - myNL

To allow all staff to access the most up to date risk assessments relevant to the role they undertake please ensure they are uploaded onto the Service specific risk assessment section on My NL which can be found [here](#)



CIRIS



All employees who test positive for COVID-19 require to have an entry made on the Council's Incident Reporting & Information System (CIRIS) so that the safety & wellbeing team can ascertain if there is a requirement to report to the health & safety executive under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 2013. Please ensure this happens for all employees as soon as you are made aware of any

Covid positive cases.

When any type of incident is recorded on CIRIS can you please ensure an accurate telephone number is entered so that if there is any follow up required this can be done

easily. If you are working from home the telephone number should be your work mobile number.

Coronavirus tests, whether positive or negative should also be recorded on iTrent. Guidance on how to do that can be found [here](#).

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



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

Occupational Health Portal



On the 15 February 2020 a new Occupational Health Portal, HealthHub will be launched. Health Hub will bring all case referral information together in one place, it will provide quicker access to Occupational Health referrals and questionnaires, an improved appointment booking process, clearer case tracking and faster reporting.

If you are already registered on the current Occupational Health portal and have used this in the last 12 months, in the next few weeks you will receive an automated email confirming that your profile has been created on HealthHub and instructions on how to activate your account.

Further information on HealthHub for managers and employees will be available on MyNL in due course including how to obtain an account if you are not currently registered.

Please ensure that you share this information with all line managers in your service.

Recording Absences

It is very important that all absences are recorded on iTrent and that this is done in a timely manner, to avoid impacting on pay.

Absences relating to the COVID pandemic must also be recorded accurately and if the reason changes, these should be updated as soon as possible. For a quick guide on the different categories, see myNL [here](#).



Change to Deadline - Fortnightly Paid Staff 0416FO



Due to an iTrent system outage, the normal service deadline for fortnightly paid staff for week 48 will be brought forward. The deadline was Wednesday 17 February and the new deadline is **4.45pm on Tuesday 16 February.**

Please ensure that all NOC's and employee changes etc. are sent to the HR Operations and HR Operations Education and Families mailboxes before the revised deadline.

Buy and Bank

The Buy and Bank request scheme has closed for another year. The following requests have been received and approved.



Leave	2020	2021
Bought	1395	1200
Banked	1156	1253
Unpaid	256	116

The first deductions will be made from pays as follows:-

0407FW – Four Weekly	9/2/21
0416FO - Fortnightly	18/2/21
0410MO - Monthly	25/2/21

Because annual leave from 2020 can be taken up until 31 March 2021 balances relating to bought, banked and unpaid leave will not be updated on myself until April.

Notification of Change Forms (NOC's)



Almost all services are now sending these forms directly to the HR Operations Teams within the Employee Service Centre with just one service still to go and we are confident that the remainder of Enterprise and Communities will be on-board by 31 March 2021.

Some points below to remember to ensure that there are no delays in processing:-

- A Position number must be recorded on the NOC. If you are a head teacher you should link in with your HR Business Partner for clarification.
- The form should always be downloaded from myNL it can be found here:
- [Non-Teaching](#) and [Teaching](#). Please do not overtype previous forms as this leads to errors and difficulties with the digital signature.
- Each form should be digitally signed. Instructions on how to do this can be found [here](#).

Should you require any further assistance with completing the form or adding your digital signature please contact our Process Improvement Team on the e-mail address below. They will be happy to assist in any way they can.

ESCPProcessImprovementTeam@northlan.gov.uk

Standby Payments

This is a reminder that the rates for standby payments can be found on myNL and the link to this information can be found [here](#). If your teams are responsible for processing standby payments please ensure that they are aware of the correct rates. Once the new rates from 1 April 2021 are available this document will be replaced.



Overtime Claims by Employees Earning Over SCP 35



It has been highlighted in various audit reports that overtime claims have been made by staff earning more than SCP 35 (second spinal column point in NLC 10 grade) and authorised by line managers.

The core conditions document (October 2007), part 3 point D relating to overtime stipulates that:-

*Only in exceptional circumstances where an **Executive Director** considers that a payment should be made to an employee who has reached this earnings “ceiling” or to*

an employee paid above spinal column point 35, consideration may be given to a payment calculated at spinal column point 35.

Claims that fall into this category will be highlighted on overtime reports issued to Services and will also be monitored by staff at the Employee Service Centre.

Rollout out success

The Process Improvement Team and System Development Teams within The Employee Service Centre have worked together to enable the rollout of myTeam to Community Learning and Development.



There is also a further update on the rollout of myTeam to Facility Support Services who are now the first front line service to successfully provide staff with the means to claim overtime via myself eradicating the need for timesheets and the cost of postage. Janitors have been first and catering staff will follow and we are hopeful that by the end of March all training will be completed ensuring that both janitorial and catering staff can claim digitally. Cleaning staff will follow and the plan is that this will be completed by the end of 2021.

The buy in of the management team and the cooperation and willingness of the staff to embrace new ways of working has been fundamental to the success so far.

Hopefully this will encourage other services to come on board. If you think that your service could benefit please contact The Process Improvement Team by e-mail and we will be happy to assist.

ESCProcessImprovementTeam@northlan.gov.uk

Recruitment



The majority of interviews continue to be conducted virtually. The preferred option for this is Microsoft Teams. Please use this for all internal interviews and where possible, external interviews. Cisco WebEx should only be used when both you and the external candidates do not have access to Teams.

We are continually reviewing our recruitment processes and looking at methods to make the processes more efficient. We are currently working on an on-line process for shortlisting on Talentlink (via Myjobscotland). If you would like to be involved in the testing, please e-mail the [ESC-Recruitment Mailbox](#).

We are moving to anonymised application forms in February, this means the application form will have a candidate number rather than the candidates initial and surname. This is to promote diversity in the workforce. This will help overcome

possible discrimination or unconscious bias. Guidance will be available on MyNL when this feature is launched.

Reminder - a start date cannot be agreed with the applicant until a member of the recruitment team has contacted you and confirmed all pre-employment checks have been complete. This is to ensure the contract of employment is issued prior to or on the start date, in line with employment legislation that was implemented in April 2020.

Annual leave - carry over to 31st March 2021

Please remind all employees that they should use their full 2020 leave entitlement by 31st March 2021.

Any outstanding leave that has not been banked, will be lost at this point.



Leaver process through mySelf/myTeam



A gentle reminder to managers that the leaver's process (of updating employee leaver information on myTeam after an employee **resigns** from a position/leaves the council), is only applicable where the employee is **not transferring** to another position within the council.

If the employee is transferring to another position in the council, the leavers process should not be used.

People First App - Coming Soon

Please note that this new enhancement to iTrent is coming soon.

Chatbot is an app you can use on your phone or tablet, and is a great way to utilise some of the mySelf and myTeam functionality.

Some of these features for employee are:

- Clock in / out for your recording of Flexi
- Request Flexi Leave / Annual Leave / Other (Special) Leave
- View your payslip / P60s / confirm next pay dates
- View your holiday balance
- View your upcoming holidays
- View requested information on MyNL



As a manager you will be able to:

- View and action Flexi Leave / Annual Leave / Other (Special) Leave requests (**some info from myTeam may be required to aid your decision*)
- View your daily brief (who's in / out of the office)

The infographic and an employee guide for the new process can be found [here](#).

Future enhancements will also include the ability for an employee to make overtime / mileage / expense claims, and easily attach receipts.

Look out for further information on the launch of this app coming soon.

New Leadership Academy



The Talent and Organisational Development team are delighted to announce the launch of the new Leadership Academy on LearnNL. As well as our flagship programmes Fundamental Leadership and Influential Leadership, leaders now have access to a wide range of masterclasses, e-learning, the latest thinking in leadership and many more interesting and exciting resources.

Click [here](#) to explore the new academy. If you haven't logged in before, your username is your employee number and your password is Welcome1! which you will be asked to change. Remember when you login to update your email address on your profile. For further information or to chat to someone about your development needs, contact tod@northlan.gov.uk

Updating contact details on iTrent

There have been a few communications sent out to all NLC employees to remind them of the importance of updating their own contact details and their emergency contact details especially in light of the current situation.

We will be contacting staff who have email addresses to ask them to complete the missing contact details. However as a manager we would ask that you add this item to your team agenda to encourage staff to complete this information.





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
