



People and Organisational Development Manager Bulletin

IOSH Training

The Occupational Safety and Wellbeing Team is now offering IOSH Managing Safely and IOSH Working Safely training.

IOSH Managing Safely aims to provide managers and supervisors with an understanding of their responsibilities and accountabilities when it comes to health and safety at work, and with the knowledge and tools necessary to address these.

IOSH Working Safely aims to provide employees with a grounding in health and safety essentials, making them aware of their responsibility for their own health and safety and for that of others.

Details of both courses can be found on [LearnNL](#). Log in and search for IOSH.



Occupational Health Portal - Health Hub



Managers are reminded that if you need to refer an employee to Occupational Health you will need to be registered on HealthHub.

All of the information that a manager needs on how to register and use HealthHub including a video tutorial and a number of quick 'How to Guides' can be found [here](#). This page also has lots of helpful information for employees.

An additional FAQ document for managers is also available [here](#)

Changes to Flexible Retirement Guidance

The Flexible Retirement Guidance has been updated to now reflect that any request for Flexible Retirement is a permanent change to the employee's contract of employment. Employees cannot increase their hours or



move to a post at a higher grade at any point in the future, where they have elected to take flexible retirement.

The updated guidance can be found [here](#).

Recruitment changes



We are working on a number of ways to streamline and speed up recruitment due to the exceptionally high volumes of recruitment the team have been experiencing over the last year.

We have now agreed CAT4 forms are no longer required and managers can go directly to recruitment with vacancy request forms appropriately authorised. This will reduce recruitment timeframes significantly.

Looking ahead....We are developing a number of digital solutions to enhance the applicant recruitment experience as well as supporting managers to reduce the volume of paperwork currently required for recruitment. This includes developing iTrent to record Right to Work checks and recording qualifications, negating the requirement to request this information for internal applicants for any subsequent roles they apply for.

We are also working with the Myjobscotland Development team to introduce electronic shortlisting. If you would like to be part of our working group (I am looking for 6 managers with mixed digital ability), please email me, mcnallyan@northlan.gov.uk to register your interest.

There have been a few changes in our Recruitment team recently and your key contacts are noted on [myNL](#).

New ID production software

The project to introduce a single ID production software and process for the council is starting to gather pace. This will allow all services to produce ID badges electronically with minimal manual intervention, in a standard format and with the option for digital IDs.



If your service doesn't currently have someone aware of this project or if you would like to nominate someone in your team to be trained on the new system, please get in touch with Jennifer Hardy, ESC Manager.

Buy and Bank Leave



The scheme this year will be open from 1 November and will run until 12 December which is a longer period than in previous years. All applications should be made by the employee to the manager via mySelf.

Like last year, employees are not required to meet the absence criteria to apply. More detailed information will follow including learning from previous years to minimise late claims and claims not authorised.

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

Amending or Deleting Absences

If an employee's absence needs to be amended, managers should email the ESC People Helpdesk with the employee details and the corrected dates to be changed. Absences should **not** be overtyped as this will delete the absence that was previously there and may impact on the pay.



If an absence requires to be deleted, managers should email the ESC People Helpdesk with the employee details and the start and end date of the absence. The helpdesk will then action this request and pass to the Payroll & Pension Team to confirm if there is any impact on their pay.

Faster Payment Requests



Faster payment requests should only be submitted after the record has been updated in iTrent e.g. a casual employee must input their hours in MySelf and be authorised by their Manager before the Manager submits

the Faster Payment request.

Information provided on the Faster payment request needs to be accurate and correspond to the information in the system. Any incorrect/incomplete requests will be returned to managers for resubmission which can delay the payment to the employee. Payroll do not have the authorisation to amend the details.

Temporary Teachers - claiming hours on iTrent

Please remind all temporary teachers that when claiming on iTrent for hours worked, they should not claim for days they have not work. Recent examples have been teachers claiming for the full September weekend and the October holiday week.



Claims should be checked thoroughly before being authorised by managers.

Abatement of Annual Leave due to Sickness



There will now be a report that will be scheduled and checked each month by The People Helpdesk Team. This report will identify any employee who has returned to work after a period of sickness lasting 13 weeks or more. The team will reduce (abate) the annual leave entitlement on iTrent and advise the employee and the manager.

This will be applied using the following criteria and in line with abatement guidance:

When an employee has been on sick leave for a period of 65 working days (13 weeks) or more (pro rata for part time or alternative work patterns), either continuously or cumulatively, during a leave year, the annual leave entitlement above 20 days will be abated, provided that the combined total of annual leave and public holidays (either taken or still to occur) does not fall below the statutory minimum. The leave entitlement above 20 days will be limited to a proportionate amount equal to the period of actual service given during the leave year.

Term Time Adjustment - Movers and Leavers

This is a reminder for managers who have term time staff (not including teachers).

Many term time staff when taking a decision to leave or move wait until after the summer school holiday break. By doing this they inevitably put themselves into an overpayment situation.



If an employee is discussing retirement or moving, please advise them to access the information below on myNL which provides examples of the impact of their leaving/moving date to the term time adjustment.

[Term Time Adjustment - Manager Guidance](#)

[Term Time Guidance - Employee](#)

When a change occurs, there may be a difference between the amount that was due to be paid and what was actually paid. This could lead to an under payment or an overpayment.

Should you require any further information or clarification regarding term time adjustments please contact the People Helpdesk ESC-HelpDeskTeam@northlan.gov.uk

Myself - Overtime and Expenses Claims



Just a reminder that Microsoft Edge or Google Chrome should be used when submitting any Time & Expense Claims as mySelf is no longer supported by Internet Explorer. Failure to do so may result in claims not being processed and impacting pay.

Staff should also allow plenty time for the manager to authorise any claim and avoid submitting for authorisation on the day of the deadline.

iTrent Updates

- A **new look Employee Self Service portal** is coming in February 2021. This is a complete overhaul of the portal and should make for an enhanced user experience. Testing of this new functionality is underway and we will share more information with you in the near future.
- The **iTrent User Security Audit** will take place in November. It is important that managers who receive this, return it within the timeframe to ensure that staff access to the core iTrent system is not impacted.
- Work has now been completed to **update the work email addresses in iTrent** for over 7000 staff within Education & Families.
- Work is underway to facilitate the **recording of mandatory training requirements** within iTrent. This will allow managers to view this information in myTeam. More details will be provided in the coming weeks.
- There is on-going work between the DigitalNL and the Workforce Systems teams to **streamline the work involved in recording absences**. In future, only the iTrent record will need to be updated, with the MS Dynamics Scheduling Software being updated directly from iTrent. This removes the need to record absence in multiple systems, saving both time and effort in maintaining employee records.



Document Management



It has been a long journey but Document Management will be introduced late 2021/early 2022.

This is great news for managers as it will provide greater access to employee information and the ability to store documents relating to employees. This new system will also ensure that the Council complies with GDPR and retentions schedules.

In advance of this change, can you please review all employee documents that you hold within the service, dispose of documents that are no longer required and prepare any current documents ready for upload to the new system.

More information coming soon including manager guidance and training.

LearnNL – your go to resource for all your learning and development needs

New content is being added to [LearnNL](#) all the time giving employees access to a huge range of learning and development activities. We've added a calendar to the front page so you can see at a glance what's happening in the month and book yourself onto learning activities directly. Check it out [here](#).



Remember to sign up for our new Supporting Attendance programme – this is currently available to all managers and will give you the support you need in dealing with absence cases. Click [here](#) to sign up.

If you haven't done so already, please add your email address to your account to ensure you receive regular updates and information to your inbox from LearnNL. Watch this short [video](#) which shows you how. For any learning and development enquiries, contact TOD@northlan.gov.uk.

MyNL



MyNL remains your first stop shop for all people policies, guidance, forms and documents. It is regularly updated and widely used. See some links to key pages below for your information:

[Latest Staff Information](#)

[Managers Guidance](#)

[MySelf/MyTeam guides](#)

[Teachers T&Cs](#)

[CLNL Staff T&C's](#)



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



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