



People and Organisational Development Manager Bulletin

Annual Leave Carry-forward Extension

This exercise has now been completed and all annual leave balances from 2021 have been carried forward until March 2022. Any unused annual leave from 2021 will be removed on 1st April 2022.

Employee Validation Checks

As part of the outcome of an external audit report, managers will be asked to validate that employee information is correct on an annual basis. This is to ensure that any employee who is being paid is receiving payment for the correct hours and grade etc and is not a leaver. We are about to embark on this exercise for the second year with Education and Families and this has just been rolled out to managers within Chief Executives. There is an ongoing programme, and the employee validation check exercise will be rolled out to all managers within each service within the next year.



Authorised Signatories

This is a reminder that any payments processed out with employee's contractual hours MUST be signed off by an authorised signatory. Managers who are responsible for teams who manually process overtime and other payments should ensure that staff are aware of who the authorised signatories are and the value that they can authorise up to.



It is also important that you advise the HR Compliance and Audit team if you have a new staff member and there is a requirement for them to be an authorised signatory for new starters/leavers and/or overtime and travelling expense claims. They can be contacted at the following email address: - esccomplianceaudit@northlan.gov.uk



Ending Sickness Absence

Please remind employees that when they return from sickness absence, it is their responsibility to end their absence on mySelf upon their return to work. This reminder can be issued as part of return-to-work discussions which should take place after every absence.

Guidance on how to do so, can be found here [How to End a Sickness Absence on mySelf](#).

Starters and leavers

It is important that managers ensure that the necessary documentation and/or action is taken in relation to starters and leavers and is submitted to ESC timeously to enable employees initial and final pays to be calculated properly. This has been highlighted in the most recent internal audit report as the consequences are



that overpayments and underpayments can occur. Please authorise resignations timeously via myTeam and in line with the deadlines.

Guidance on how to authorise a resignation on myTeam can be found [here](#).

The ESC will be reviewing any recurring issues within services and linking directly with managers to try to reduce these in the future.



Higher Duties process

The HR Process Reengineering Team have met with representatives from a few different services who have staff who claim higher duties. They are currently mapping out all the different ways that higher duties are processed and why. Once this exercise is complete, they will liaise with the Systems Development Team to streamline and digitalise the process.

LearnNL – Have you completed your mandatory learning?



Now is a great time to [log in to your learn NL account](#) to plan your learning and development for the coming year. This includes mandatory e-learning, which needs to be completed every two years; Data protection and information security awareness, plus four other topics make up the [mandatory e-learning](#) for all NLC colleagues. By accessing the Team Dashboard, you can see at a glance who in your team still needs to complete their learning.

You can take a look at the [essential learn NL guide](#) for more information and frequently asked questions.

If you have any questions, please email: TOD@northlan.gov.uk



Blank Reports

We are aware of a defect within our Business Objects environment which is resulting in some managers receiving blank files attached to their monthly Absence Management emails. The system should automatically discard these as there is no information to report. This issue is being investigated by our software provider and we hope to have a resolution to this in the near future. If you receive an email with a blank file attached, please delete the email as there is no data for you to review.

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.

IS 26 Safety Training



IS 26 Safety Training is also available on myNL here [Information, Instruction and Training - Connect](#)

This information sheet has a helpful training matrix within it to give a start point as to which safety training is required for which role. Services should create their own matrix detailing relevant safety training for the activities their teams undertake.

Employee Service Centre – Restructure Phase 1

The Employee Service Centre has now concluded phase 1 of the restructure and we would like to advise that the HR Operations Team and the Process Improvement Team have been renamed and are now part of HR Transformation and Engagement and are managed by Yvonne Doyle, HR Transformation and Engagement Manager.



The Recruitment team now incorporates Recruitment and Redeployment and has been named Workforce Resourcing. The team is managed by Anne McNally, Workforce Resourcing Manager.

The changes were effective from 10 January 2022. Further and more detailed information on the teams and their remit can be found by following the links below.

[HR Transformation & Engagement](#)

[Workforce Resourcing](#)

We are confident that these changes will help us to support the workforce through changes to HR processes and digital change.

Please be aware though that some mailboxes will be closed with effect from Monday 21 February and new mailboxes will replace them and there are also some new mailboxes: -

Current	New – Effective from Monday 21 st February 2022
ESC HR Operations eschoperations@northlan.gov.uk	ESC People Operations escpeopleoperations@northlan.gov.uk
ESC HR Operations Education & Families eschoperationseducation&families@northlan.gov.uk	ESC People Operations escpeopleoperations@northlan.gov.uk
ESC Process Improvement Team escprocessimprovementteam@northlan.gov.uk	ESC Workforce Engagement esc-workforceengagement@northlan.gov.uk
People Helpdesk esc-helpdeskteam@northlan.gov.uk	Unchanged esc-helpdeskteam@northlan.gov.uk
N/A	ESC Process Reengineering escprocessreengineering@northlan.gov.uk
N/A	ESC HR Compliance & Audit esccomplianceaudit@northlan.gov.uk
Recruitment esc-recruitmentteam@northlan.gov.uk	Unchanged esc-recruitmentteam@northlan.gov.uk
Redeployment esc-redeployment@northlan.gov.uk	Unchanged esc-redeployment@northlan.gov.uk



Updated Information Safety Sheet (IS24)

An updated version of the Information Safety Sheet IS 24 is now available within Connect. IS 24 covers health and safety for workplaces. The document covers a variety of safety topics providing basic information and in addition there are 2 manager checklists, one for fire and one for property.

Both manager checklists should be completed annually and there are instructions within the document of where they should be returned to.

Anyone with management responsibilities for a Council property should familiarise themselves with the document and start completing and returning the checklists.

The document can be found on myNL here [Workplace - General Requirements - Connect](#)

Hybrid Worker Scheme



Over the last couple of weeks communications have started to come out regarding the move to a hybrid worker scheme for around 1,600 employees from the 4th April 2022 as part of our Future Workplace ambition. The draft scheme has been shared with Heads of Service for comment and is currently being discussed with trade union colleagues.

Managers should have already started initial conversations with their teams to ensure they are clear on their service base location, what the 6 days means for them to make sure staff are fully informed on the progress being made and what the transition to the new model over the next few weeks will look like.

Information for managers and staff is currently being developed and will go live shortly, links are below. This detail will be built on over the coming weeks so we would encourage managers and staff to regularly review the detail on myNL for the most up-to-date information. NLC Announcements will also go out weekly to point staff to relevant resources and confirm arrangements as they are agreed. As Managers, we have a key role to play in helping staff navigate this change and to assist them to have a positive experience of the new model.

[Manager Guidance – My NL](#)

[Employee Guidance – My NL](#)

Fresh Look Employee Self Service



The new look Employee Self Service portal (mySelf) is now live.

This launched on 23rd February 2022. This is a complete overhaul of the portal and should make for an enhanced user experience. To access mySelf please visit: www.northlan.gov.uk/myself

Please have a look at our suite of guides, infographics and videos which are available on myNL. Drop in sessions took place in February but if you were unable to attend these and you would like to arrange a training session for your team, please contact the Workforce Engagement team on esc-workforceengagement@northlan.gov.uk



Four Weekly Paid: Week 56

Employees paid on Tuesday 5th April 2022 (four weekly pay cycle only) will receive a Week 56 payment in this current tax year 2021/22. You will

be allocated an additional period of free pay tax allowances which may impact on your overall annual tax paid. Further information is available on MyNL: [Understanding Your Pay – My NL](#)



mySelf/myTeam Rollout



Our goal is to roll out self-service to allow claims for overtime and expenses to be made via myself by the employee and authorised by the manager to the entire workforce by December 2022. We have made considerable progress although we have occurred some delays due to the COVID pandemic. We are currently formulating a plan for delivery but if you are keen to progress for your service area, please e-mail Janet Jones Team Lead HR Transformation, JonesJa@northlan.gov.uk

Overtime Claims – Review and Maintenance

Overtime claims awaiting authorisation will be monitored by the HR Compliance and Audit Team to ensure these are reviewed or cancelled where appropriate. Employees will be notified of any claims cancelled that may require to be resubmitted. Please remind all staff they should ensure when submitting any overtime claims, that the correct authorised signatory is selected, and should not select a vacant authorised signatory, as these claims are unable to be processed. Staff should also ensure no duplicate claims are submitted.



Managers Bulletin

All copies of this bulletin can be found on myNL. Save the link below to access: -

<https://mynl.co.uk/knowledge-base/manager-bulletins/>

Are you interested in helping us to build a culture of collaboration ?



As we continue to enhance our HR digital transformation across a range of HR tasks, the Employee Service Centre are keen to create a culture that is built on a shared sense of ownership.

Recently restructured, our new teams are reviewing several HR processes and are looking for your input. This is not only about attending meetings but being involved and having input from process mapping current processes to developing new ones.

This is a chance to have your say on what you as a manager would like to see developed to make your job easier. We want to expand our current critical friend's network and would like to invite managers from different service areas to participate. This will not take up a lot of your time and you can opt to join sessions that you have a particular interest in.

By engaging with critical friends, we hope to improve collaboration by encouraging participation in group sessions and use your feedback with the aim of improving and prioritising the current HR processes for change.

A critical friend is described as a supportive person who can ask difficult questions using critical thinking. Is this you?

If you would like to be a critical friend, please contact: -
Yvonne Doyle, HR Transformation and Engagement Manager by teams, e-mail or telephone.

Doyley@northlan.gov.uk

07583 072509



If you can't find what you are looking for on [myNL](#),
contact the ESC People Helpdesk via email on

ESC-HelpDeskTeam@northlan.gov.uk
