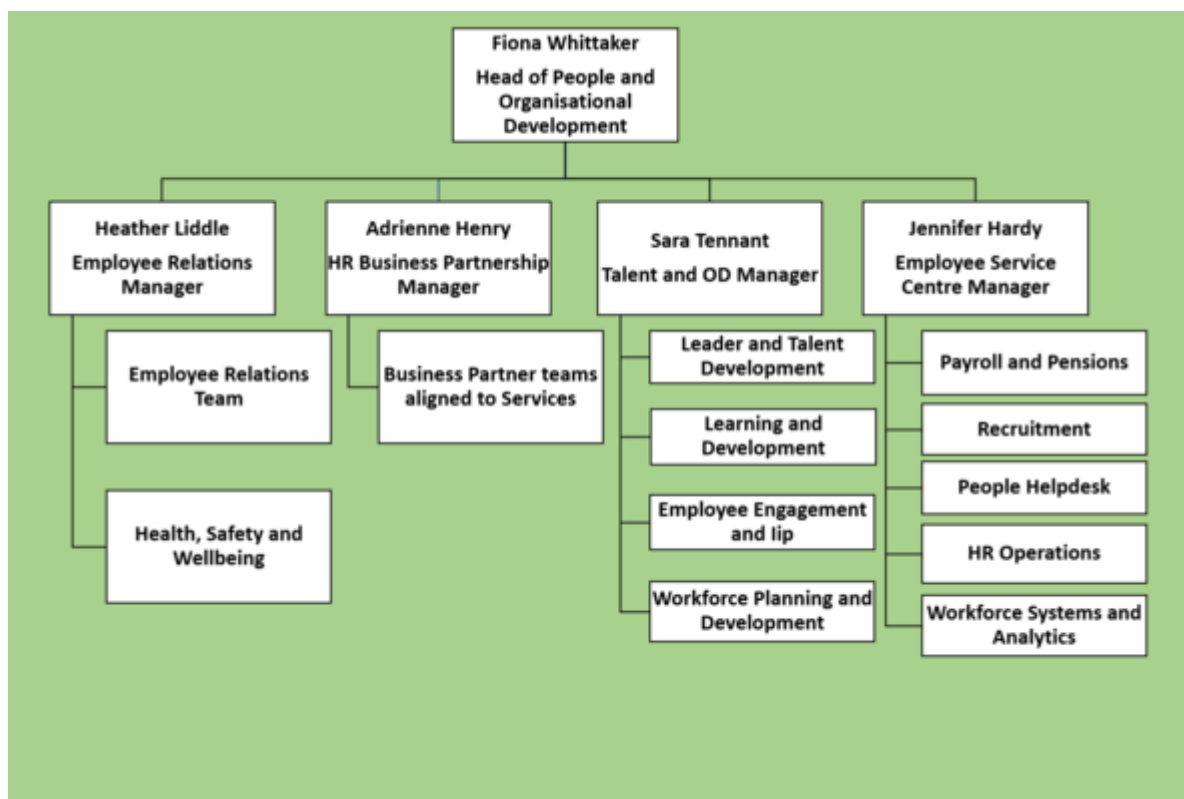




People and Organisational Development Manager Bulletin

Our team...

Just a reminder of the set-up of the People and Organisational Development service.



Pay award - non teaching

As you may be aware, the 2018-2020 Local Government pay settlement (non-teaching staff) was agreed on Friday 1st March 2019 and will be applied as follows:

April 2018 – Increase in Rates & Backdated pay agreement – 3.5%	
Pay Frequency	Pay Date
Four Weekly	Tuesday 12 th March 2019
Fortnightly	Thursday 21 st March 2019

April 2019 – Increase in Pay Rates – 3%	
Pay Frequency	Pay Date
Four Weekly	Tuesday 9 th April 2019
Fortnightly	Thursday 4 th April 2019

For any employees currently in receipt of Universal Credit, please refer to the attached advice note. **Please cascade this information – including the advice for Universal Credit claimants attached – to ensure employees have awareness.**

Changes to standby allowance and living wage are noted below.

Any enquires should be directed to the People Helpdesk on Tel no 01698 403151 or by email to ESC-HelpDeskTeam@northlan.gov.uk

Standby Allowance

Current (Rates from 1 April 2017)	Revised Rates from 1 April 2018
£28.49	£29.49

Living Wage

Current (Rates from 1 April 2017)	Revised Rates from 1 April 2018
£8.51	£8.81

Buy and Bank Update



The introduction of applying to either buy or bank leave through mySelf this year has been really successful. We are now at the end of the process and 2188 employees have either bought or banked leave! The feedback so far has been that the process is simple and it is easy to apply.

As it is the first year of the new approach, we have had a few challenges with how information was either submitted by the employee or authorised by the manager. These are as follows:-

- Employees who submitted a request but didn't complete the process by saving it, leaving their request as provisional rather than sent for approval.
- Employees who applied and had their request authorised twice.
- Employees who had more than one job and didn't apply for the correct hours against the right job.
- Managers who did not authorise on time and/or the request did not appear on their to-do list.

The team responsible for buy and bank leave at the Employee Service Centre have worked hard to ensure that all the above issues were identified and rectified. However, moving forward in future if claims are not submitted or authorised correctly and on time they will not be processed. We will ensure that additional guidance is issued that will cover all these points prior to next year's process commencing.

All holiday balances have now been updated on mySelf. Deductions for bought leave will commence from Thursday 21 February for fortnightly paid staff and Tuesday 13 March for four weekly paid staff.

Leadership Development Opportunities

The Talent & Organisational Development team has recently launched 3 new leadership development programmes to support delivery of We Aspire - our shared ambition. These programmes offer participants a fantastic learning experience, where they can develop practical skills and knowledge while building connections across the organisation and working towards a recognised management qualification. Topics covered include leadership best practice, managing change, strengthening teams and developing communication techniques.



There are 3 levels available:

- **We ASPIRE Foundations** (6 days) – for new or aspiring team leaders with a CMI qualification at SCQF Level 5
- **We ASPIRE Fundamentals** (8 days) – for new or aspiring managers with a CMI qualification at SCQF Level 6

- **Influential Leaders** (12 days) – for existing managers looking to develop their leadership skills and career progression opportunities with an SVQ or CMI qualification at SCQF Level 7, 8 or 9

What current participants say about the programme:

“This programme has been a very useful tool in assessing my own management style, highlighting areas I can work on and how I can approach things differently.” – ASPIRE Fundamentals.

“I would definitely recommend this programme as a useful tool for reflecting on how best to approach different situations that arise in the workplace.” – ASPIRE Fundamentals.

“I found that the course provided practical skills and knowledge in dealing with realistic working situations. Overall I felt that the course was a fresh take on the subject of people management and leadership and was delivered extremely well.” – Influential Leaders.

For further information, and details of how to apply for the next cohort, please visit [Learn NL](#).

Investors in People



A big thank you to everyone who participated in the recent Investors in People (IiP) on line assessment.

Overall the Enterprise and Housing teams returned 1216 responses, representing 52% of our workforce. This is a significant return, the highest we have ever achieved!

The feedback will identify what’s working well and where we can improve and the data is currently being analysed by IiP. This taken together with the feedback from the Managing Assessor who interviewed a selection of employees will form the

basis of our feedback report. The content of this will be communicated in the very near future. Watch this space!

We are delighted with the response rate we have achieved. We expect the report to give us valuable information to work with as we continue to engage our employees and deliver our workforce for the future plans.

Brexit

Over the last few months, we have been confirming our list of employees who are EU citizens and therefore may be affected by Brexit. This list is almost complete and we will be writing out to all of these employees in March. The purpose of the letter is to signpost them to the various support mechanisms available to them to assist them in applying for settled/pre-settled status - to remain in the UK following Brexit. They have until 30 June 2021 to do this.



All new starts to be paid four weekly



From the 1st April 2019, all new staff will be placed on the four weekly payrun, regardless of grade. This is reduce the number of times they receive more than one pay in a month and therefore reduce the number of times they would potentially require to re-apply for universal credit. Staff currently paid two weekly who would like to move to

four weekly to help them with universal credit can contact the People Helpdesk to arrange for this.

Digitalisation of Personnel Files

Over the next 8 weeks, all personnel files stored within the Employee Service Centre will be forwarded for scanning in preparation for access digitally. In this interim period, if you need a personnel file, please contact the relevant HR Operations team who will coordinate access to the file for you.



No personnel files should be retained within the services so if you believe you have a personnel file, please contact the People Helpdesk to arrange for the file to be delivered to the ESC.

iTrent Overtime and Mileage Rollout



As you know we have been tasked by the Chief Executive and the CMT to complete rollout of iTrent with regards to leave requests, overtime and mileage authorisation by the beginning of April 2019.

To date this rollout has captured Education and Families and we are working with Health and Social Care, Land, Waste, Housing and FSS to rollout in these frontline areas.

Training and awareness sessions are being undertaken across the Council to assist employees and managers with the rollout.

Due to the complexity of overtime rates, overtime rollout in some areas will be delayed beyond the April deadline in some areas. These discussions are ongoing with the relevant services.

ESC Manager Events 2019

Just a reminder that we have one further scheduled date for a manager session. Manager feedback from these sessions have been very positive and there are still some spaces remaining for anyone who would like to know more about the ESC, the links to other parts of the People and Organisational Development service and what you as managers might find helpful to know.



DATE: Thursday 28th March 2019, Colville Suite, Dalziel Building, Motherwell.

If you would like to sign up for this session, please email kerrigans@northlan.gov.uk indicating preference for a morning or afternoon session.

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.



The People helpdesk remain your first point of call for enquires. Call us on 01698 403 151 or email us on

ESC-HelpDeskTeam@northlan.gov.uk
