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## People and Organisational Development Manager Bulletin

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### Pay award - teaching



The SNCT has agreed the pay award for teachers and associated professionals arising from the Teachers' Side claim for 2018 to 2019. This agreement covers a period of three years up to 31 March 2021 and includes Scottish Government policy interventions in 2019-20 to restructure the Main Grade Scale and to revalue the salary scales for all SNCT grades. This pay award encompasses a 3% rise for all three years plus a further 4% from 1 April 2019 as the result of a restructure of the main grade scale.

There will be a cap of £80,000 for 18/19 where a flat rate increase of £1600 will apply.

The SNCT have also agreed an additional 2 in-service days to be held in academic year 19-20.

We anticipate paying the backdated pay for 18/19 and implementing the 19/20 rates in the June pay.

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### Pension re-enrolment

Re-enrolment require all employees not in a pension scheme to be reassessed and enrolled every 3 years.

All employees not in the pension scheme but who are eligible to join Strathclyde Pension Scheme (NLC employee & non-Teaching staff) or Scottish Public Pension Agency (Teachers' Pension Scheme) will be re-assessed on 1st June 2019.

If employee's meet the necessary criteria, they will be automatically enrolled into the workplace pension.

They can choose to opt out of the scheme if they wish, but if they stay in they will have your own pension paid to them when they retire. All enrolled employees will receive a letter by email containing all relevant information about the scheme & FAQ's.



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### Entering cost centres for mileage and overtime claims

## COST CENTRE



When a cost centre is being entered on to the iTrent system to claim for overtime or expenses, please ensure **Upper Case letters** are used e.g. S8501 and not s8501.

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## Requesting and recording trade union facility time

As you may be aware, the Trade Union (Facility Time Publication Requirements) Regulations 2017 took effect from 1 April 2017 placing a legislative requirement on relevant public sector employers to collate and publish, on an annual basis, a range of data on the amount and cost of facility time within their organisation.



In the past this has been difficult due to the paper processes across the Council and the collation of activity has been inconsistent.

To this end and moving forward, to ensure this requirement is met, we are advising that all trade union time should be recorded via the mySelf portal. These requests will be viewed and authorised by line managers, in the same way as other leave.

Paper copies of facility time request forms will no longer be accepted. All requests should be submitted in advance of the time taken.

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## Maternity Risk Assessment



As part of the Council's legal compliance as soon as an employee advises their manager that they are pregnant a maternity risk assessment should be carried out.

This is not an onerous task and should look at the employee's role and anything within it that could cause harm to the employee or their unborn child.

Anything that is identified as harmful requires an appropriate control measure to be identified and implemented and these measures should be discussed with the employee.

The risk assessment should be reviewed as the employee's pregnancy progresses to ensure their wellbeing throughout the pregnancy.

Any manager who requires assistance in undertaking a maternity risk assessment please contact the safety & wellbeing team on 01698-332282 or at [healthandsafety@northlan.gov.uk](mailto:healthandsafety@northlan.gov.uk)

Maternity Risk Assessment forms and associated information can be found on Connect [here](#)

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## Employing Agency Workers - Guidance

If you employ agency workers to support your workforce needs, see the attached guide and checklist to ensure you are getting the best use of your workers and that you are complying with relevant legislation and Council procedures.



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## Refunds for Spectacles



Claims for reimbursement for glasses can now be made via myself and can be authorised by the manager in myTeam. Managers should only authorise any claims for reimbursement:-

- Once the eye test form has been completed and signed by an optician and they have ascertained that glasses are deemed necessary solely for the use of D.S.E.
- If the total value to be reimbursed does not exceed £50. An employee may purchase glasses at a higher price on the understanding that the difference is paid by the employee.
- When an expense form is completed on myself. Monies should be claimed using element code 458.
- If receipts are presented.

Further guidance and the form can be found by following the link below:-

<http://connect/index.aspx?articleid=5875>

Employees will be reimbursed by completing page 2 of the Time and Expenses claim form and using the element code listed above.

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## Recruitment Update

### References

In response to our managers highlighting a need to speed up the recruitment process, we have agreed with the senior team that the reference process will be reviewed.

This means that for internal posts, that don't require a PVG check, no reference is required.



For posts that require a PVG check, in line with safer recruitment procedures, one reference will be required for our internal applicants.

The reference process remains the same for all external applicants where two references must be completed.

For all applicants a Health Questionnaire and Criminal Conviction form must be completed as part of the pre-employment check process.

The reference form has also been amended to make the completion of references simpler and to speed up the process.

This process has been operating as a pilot since January and has made a significant difference to the time to recruit.

### **Interview Follow up**

There have been a few instances lately where candidates applying and being interviewed for roles have not been provided with timely feedback on the outcome. Best practice and our suggestion is that a member of the interview panel contacts each candidate to provide an outcome within 2 working days of the interview. This is then followed up by an email from the Recruitment team once the interview paperwork has been returned to them. This allows for the opportunity to feedback and provides a more personal experience for the candidates.

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## **POD Policy Updates**



There have been a couple of new or reviewed HR policies published lately. Please familiarise yourself with these documents.

These policies are currently on Connect but will move across to the website as part of its development.

### [Workforce Change policy](#)

Includes the recruitment, redeployment, flexible retirement and redundancy policies.

### [Maternity Policy](#)

Updated to include information on breastfeeding.

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## **NL Life - Financial Wellbeing**

Building on the Fairness Commission recommendations and the high levels of spend on NL life discounts, we are increasing our financial wellbeing support to colleagues.



**NL life – financial wellbeing** has been put together so in one place colleagues can find all the financial support that is available as a North Lanarkshire Council employee.

This will be available from the end of May.

Please get in touch with Iain Stanger any questions we can assist with.

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## liYP Award



An assessment was recently undertaken to measure the Council's practices using the Investors in Young People (liYP) Framework.

The good news is that the Investors in People specialist who carried out the assessment was satisfied that the Council fully meet the requirements of the Investors in Young People Award.

Globally recognised, liYP accreditation is a sign of commitment to young people and through them to our customers and the community. It is also the sign of a great employer, an outperforming place to work with a clear commitment to sustainability. And by achieving the liYP accreditation demonstrates a social impact, to reduce youth unemployment in Scotland.

The Investors in People specialist commended our practices:

‘Your practices to support young people are excellent. Your aim to create opportunities for young people not only within the organisation as an employer but also the wider community that you serve is laudable. You are plainly very successful at doing both. You have excellent practices in place that help young people to fit into your organisation.’

The specialist also recommended some areas where we can deepen our practices and maintain consistency across all our Young People.

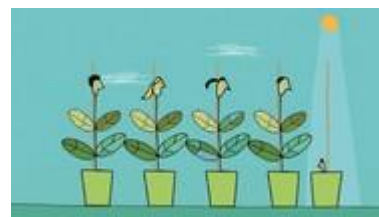
Significant work has already been undertaken to develop our Workforce for the Future strategies in line with the priorities set out in the Council Plan. This process will allow us to benefit from the feedback and drive forward our strategies for managing, developing and supporting the Young People within our organisation.

A copy of the feedback report can be found at <http://connect/CHttpHandler.ashx?id=44171&p=0>

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## Family Firm Update

The family firm programme was established to provide support to young people who are or have been looked after who have barriers in gaining employment. Working with our partner services we have created a robust framework document guiding all interactions and support for the young people. To date we have five young people who are in placements both within the Council and with our ALEO's.



Three of these young people have been part of the programme since August last year and working closely with the Talent and OD team and Route's to Work they are each progressing towards a SCQF level 4 Employability Award and have all achieved an IOSH Working Safely Certificate. It is anticipated that they will reach a positive destination through a combination of trade apprenticeships and modern apprenticeships.

There are currently 17 new referrals and our colleagues in Supported Employment are actively working with these young people in order to complete vocational profiles. Of these 17 we have a group of 5 who are ready and we are actively seeking placements for them in a range of areas including admin, estate management, gardening and waste management.

This is a very exciting programme culminating in improved outcomes for the lives of our young people. We would like to thank all of those who have given their support to the programme thus far and if you would like to discuss your team's desire to provide placement opportunities for young people or you wish more information please contact **Dawn Arnott, Senior Officer, Talent and Organisational Development, 01698 274 010.**

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## Disability Confident Leader - Showcase Event



A sub group is currently running involving Head Teachers from the ASN schools. The group have arranged a Showcase event on **Friday 17th May 2019**, which will take place at Park St, Coatbridge. The purpose of this event is to show managers the qualities and skills of our young people in the ASN schools with a view to opening up career opportunities. This is going to be a big event that local MP's, Councillors and Managers are being invited along to.

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## iTrent Update

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.



This work has now been complete in most services with FSS and some areas within Housing continuing to be trained into May.



Due to the popularity of the training and awareness sessions, more drop ins will be offered throughout the year in line with demand.

Due to the complexity of overtime rates, overtime rollout in some areas continues to be discussed with the relevant services affected.

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## Website Update



Development of the new MyNL website is ongoing.

This project, to create a one-stop shop for all POD related activity and information, is progressing well and a large amount of information has already been loaded onto the new site.

Work will continue through May to test the site to ensure it is user friendly and provides the level of detail and the ease of use that we know our managers and employees are looking for.

It is anticipated that this website will launch fully in June 2019. Watch this space for more information.

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## Extended Opening Hours for the People Helpdesk

From Tuesday 14th May, the People Helpdesk will be piloting extended opening hours with an 8am start. This pilot will run for 3 months to determine if the demand is there.



The new hours will be Monday-Thursday 8am-4.45pm and Friday 8am-4.15pm.

It is hoped the earlier opening hours will allow employees to contact the Helpdesk before work, avoiding the lunchtime rush and being able to get access to help and advice more quickly.

**Call us today on 01698 403 151**

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## 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.

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

[ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk)

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