



HR Updates

Ozge Ozturk

Strategic HR & OD Business Partner

&

Ozlem Lindley

Strategic HR & OD Business Partner



Schools HR Team Staffing Update (1)

London Borough of Hackney - One Human Resources and Organisational Development Service
Schools HR Team is a traded service, supporting Hackney Schools and Schools within neighbouring boroughs

New structure and New job title

Strategic Team

Lolita Brown - Strategic Lead Schools HR & Traded Services

Ozge Ozturk - Strategic HR & OD Business Partner supporting the Strategic Lead with strategic school matters, project work and overseeing complex casework.

Ozlem Lindley - Strategic HR & OD Business Partner supporting the School Estates Strategy and proposed school closures



Schools HR Team Staffing Update (2)

To support employee relations, each School will have a HR Consultant (Schools) and an ER Officer to support them. The schools will be allocated between 2 HR Consultants and 2 ER Officers.

- Ziad Miah - HR Consultant (Starting 17th February)
- Currently recruiting to a vacant post - HR Consultant
- Junaid Khan - ER Officer
- Makhala Boyd - Little - ER Officer

Other HR colleagues supporting Policy and Compliance within the Schools HR team are: -

- Pam Shaw - HR Policy Consultant
- Ebru Kaya - DBS Lead
- Hale Fedai - DBS Officer

All staff contacts are on our HR Newsletter that is sent to school twice each term with HR News and Updates



Redundancy Estimates and Strain Costs

A number of schools are undergoing restructures to support the changing needs within their schools. Please use the Organisation Change Policy to support the process

Please remember as part of the planning process prior to submitting papers to the redundancy panel for consideration to complete the HK12 form for each staff included within the restructure process.

School Business Managers are asked the HK12 form, this form collates information of staff affected by the redundancy eg. continuous service, age, date of birth

Pensions use this form to calculate redundancy costs and strain costs. Please note these costs are all estimates and at the time of being made redundant could change.

If staff over 55 are made redundant and there is a strain cost, costs will be reclaimed from schools by Equiniti (pensions administrator). This has been known to take up to 18 months after the event, so funds must be put aside for this.



HR Policy / Employment Law Updates / Right to work checks

Please ensure your Governing Body is ratifying new policies - a [list](#) of policies is available on S4S website.

- **Launch of the Domestic Abuse Policy: see later**
- **Right to work checks:** Guidance on pre-appointment vetting checks
 - E-visas (December 2024)
 - Birth certificates
 - Prohibition for teachers checks - any involved in teaching work e.g HLTAs
 - Upcoming:**
 - Prevention of Bullying and Harassment Policy
 - Neonatal Care Leave - 6th April 2025



Support Staff with 2 jobs or more - How does that affect their pension?

It is very common for staff working in schools to have dual roles - it is important that roles are separate and distincts. Especially when roles are at risk of redundancy.

When staff have been put at risk of redundancy, and are made redundant from one role it is important that staff know about this options. To ensure that this is the case, the following will be added to all offer letters.

It is also important that all staff in your school, who have dual contract are notified and updated regarding these roles.

Every time you start a new post/role it will create a new separate pension record. Therefore if you have more than one post/role in a school you may have more than one pension record. When you leave a post/role and you are still working in another post/role you can then decide whether you wish to combine your pension records together. You have 12 months to decide whether you wish to do this or not.



Pay Award for Agency Staff & Teachers July Pay Date

A REMINDER....

Pay award for agency staff: This year's pay award for teachers and support staff must also be applied to agency workers or any staff who have undergone a TUPE transfer to a new employer in your school. Please check with your agency suppliers and contractors that they have applied and backdated the pay award to 1st April 2024 for their workers on support staff terms and conditions and 1st September 2024 for teachers, where appropriate.

Salary payment for teachers in July: Please remind teaching staff that their salary payment in July will be paid at the end of the month from this year and going forward as opposed to mid month which has been the practice in recent years.



Misuse of parking permits

In recent years it has been common for school based staff to have been caught fraudulently using blue badges of family members.

Schools should take appropriate disciplinary action in these cases, including dismissal as such misuse is likely to be considered gross misconduct. Misuse of a Blue Badge is also a criminal offence and can result in a £1,000 fine, vehicles being removed and confiscation of the parking permit.

There have been incidents where members of staff have been found to be using a Blue Badge that has been reported as stolen to park while at work. Using a stolen badge may constitute an offence under the Fraud Act and can result in even more serious sanctions, including a custodial sentence.

Concerns about misuse of Blue Badges and other parking permits in Hackney can be reported to bluebadgefraudteam@hackney.gov.uk or by calling 0208 356 8866.



HR Workshops coming up...

Dates for the diary...

- **Capability** - 13th June 2025 - Online
10am-12pm