

Regional Group for Education/Children's Services HR Officers – 20th May 2019

In attendance

North Tyneside/Engie
Durham CC
South Tyneside
Gateshead BC
Northumberland CC
Newcastle CC
Department of Education
NEREO

Paul Stewart, Christie Blades
Michelle Moses
Barry Morris
Sandra Hewson, Emma Manfren
Bridget Halpin
Anna Calvert
Beverly Smith, Kelly Walker
Mick Brodie

Apologies for Absence

Lyndsy Stamper (Hartlepool), Sandra Eldred (Kier Services, Middlesbrough), Mel Walkington (Redcar & Cleveland BC), Diane Henderson (Together for Children (Sunderland)), Selena Lansley (LGA), Corina Dias (Darlington Council), Nicola Reid (South Tyneside Council), Christina Ponting (North Tyneside/Engie) and Jane Moore (Redcar & Cleveland Council)

Notes of previous meeting

Notes of last meeting (14th February 2019), no queries or issues raised.

Data Sharing Agreements / GDPR and Trade Unions

Discussion took place around data sharing agreements, other authorities stated they have nothing in place regarding this. Only issues raised about GDPR and Trade Unions is that the unions were using personal emails. It was shared that regarding restructures, some trade unions ask for all details to be shared although LA's continued to send out anonymised data.

HR Data Retention Policies / Good Practice Guidance

NTC were looking to review data retention policies, there was a mixed response in regard to level of detail as a central HR service and the level of advice given to schools.

Part 4: TTO Guidance

Discussion took place regarding TTO Guidance that has been released. Majority stated they were waiting for case law to come in and to back date.

Accrual of Annual Leave

Mixed response in discussion around Annual leave regarding whether to do this from holidays per calendar months from exact date, pro rota or anniversary of appointment.

“Safer Recruitment – pre-appointment checks and allegations” - Presentation by Beverley Smith and Kelly Walker, Teacher Regulations, School Safeguarding & Safety Team, Department for Education

DBS

Department of Education stated they are aiming to move focus on DBS and to safer recruitment as a whole. They currently think that section 4 is too text heavy. They also discussed how they will be carrying out some research within 30 schools using 5 scenarios which will include supply, teachers, coaching and volunteers. This will involve them asking how they will deal with that and the tool kit.

There was also a discussion on if schools understand what comes back on a DBS certificate and whether part 3 works. The overall response was yes. It was suggested that a timeline of process may work and that there has been good feedback and that it is an understanding process.

BS asked about the process of when DBS Certificates come through to schools and whether HR get involved. There were mixed responses that some will meet with the school, and some don't get involved. It was also discussed that a tool kit would be helpful and that they'd try to follow the consortium training.

BS discussed that they were working with DBS and that some potential ideas were in the works such as Roadshows, DBS Leaflets and webinars that may be useful to get schools involved.

References

BS stated they may be adding and publishing more into part 4 such as more information regarding supply agencies. There were also queries regarding contractors in the schools.

Single Central Record

LA suggested it may be useful to add the single central record in. There was a discussion on the inconsistency with Ofsted inspector on what they ask for/expect in the single central record. BS stated that they had already been in contact with Ofsted about certain requirements and advice. LA suggested it would be better if it was made clear what checks need to be done and who by, requirement checklist at the front of Single Central Record and templates. It was discussed that although schools often ask for templates and that they would be helpful it may prevent schools from understanding Siecord more.

Safeguarding

BS asked whether schools understand the safeguarding requirements, in which majority stated most do. It was discussed whether their needs to be more created for admin staff within the school and LA's thought it may be useful if they had some guidance although not to be created for a specific audience. It was also discussed how volunteers do not have

the same duty of care as employees and that it would be helpful to make this section clearer. Queries regarding Governors within schools and whether they have too much freedom and if their should be more checks required for them. Suggestions were made that could be put in for DFE such as more structure and framework regarding safeguarding and that the same statement in used across on the reference forms.

Date of next meeting

16th October 2019

Any other Business

Tupe

Discussion around if anyone has a representative from the education team during TUPE Meetings. There was a mixed response to this as some authorities have just HR in the meeting and others have their service director of schools or their rep.

Support Staff Appraisal

Discussion took place around support staff appraisal and whether that policy is offered. Majority of authorities stated they do have a support staff appraisal policy that mirrors Teaching Staff Appraisal. Support Unions encourage to have a Support Staff Appraisal Policy. It was also discussed that the private sector is getting rid of appraisals.

Updates

- 2019
 - No Major updates.
- 2020
 - a full consultation in October 19 so that it is ready for 2020.
 - Simplified version for not regulated activity
 - Pay claim for 2020
 - Government consulting on 95k pay cap.
- Trade unions keen on bodies to generate a regional supply agency group and for supply teachers to have access to teachers pensions scheme.
- STPCD
 - No updates, report was meant to be start of May.