

To: Headteachers of all maintained schools

Contact details are at the end of this letter.

Date: 09 April 2020

Dear Headteacher

HR Services Updates

Good Work Plan changes April 2020

As of 01 April 2020 legislation changes have come into force for the written statement of Employment particulars. These changes have been considered within the Good Work Plan 2020 which involves an upgrade to current employment law.

Employees have a day one right to a contract of employment so you are required wherever possible to leave adequate time between offering a job, notifying HR Services and providing the person with a start date so that contracts of employment can be issued.

The Good Work Plan 2020 involves many changes but in summary the key changes are listed below. The changes will:

- Confirm how Part-time leave entitlement is calculated including additional normal holiday pay and accrued leave. This guidance which has been attached for your reference, covers an example annual leave calculation for a term time 38 week worker. This example will be included as an additional document to the Working for Us Booklet. A new version is currently being updated subject to the 2020/21 pay agreement and will be shared with you in due course. It will be the schools responsibility to make this copy available to all school support employees from day one as part of the induction process.
- Inform working arrangements from day one.

- Inform the process for resolving a problem at work, including how to raise a formal grievance. As part of this process schools are reminded that they must provide access/notification to employees where school policies can be viewed.
- Make available a brief description of the person's duties in the role they have been successful for. In order to achieve this, HR Services have updated the schools appointment forms in order to request that the advert job number is included by the school so that HR Services can attach the relevant job description and person specification to the relevant person's contract. The revised appointment forms have been uploaded onto Derbyshire SchoolsNet. You will need to provide this as part of the new starter payroll process. If the job has not been advertised via Derbyshire County Councils internal Recruitment system or if you do not provide the job advert number it will be the schools responsibility and legal obligation to provide the relevant job description and person specification as part of their day one induction process.

Retention of documents

You may recall in a letter dated 17 January from HR Services that it outlined a change to the retention of documents by the HR Services from 01 April 2020. You will be aware of the General Data Protection Regulations (GDPR) and the requirement to retain information only where it is necessary and lawful to do so. There is already a requirement for schools to retain the personnel file for all employees. In consideration of these two factors it has been agreed that signed contracts and signed variation to contract letters from 01 April 2020 will be returned directly to the school for retention with the existing personnel file in the school. HR Services only need to keep information for payroll purposes i.e. payment of salaries, which from 01 April 2020 will be retained for 6 years plus the current financial year and this does not include signed contracts or variation letters.

Whilst acceptances for new starter contracts will now be retained by the school, please be aware that employees may note their wish for their information to be provided to relevant Trade Unions, on the acceptance itself. If this is the case, please ensure that you make the Schools Appointments Team aware of the employee's wishes, so that the relevant information can be provided to Trade Unions on behalf of the employee.

Recording of asylum and immigration data

It has also been agreed that it is not necessary for HR Services to record the personal data of employees, which is gathered by the school at the recruitment stage, for the purposes of meeting the requirements of the Immigration, Asylum and Nationality Act 2006 ("Asylum and Immigration Act check"). This information is not required for payroll purposes and therefore, the appointment forms have

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been adjusted to remove this information and revised copies have been uploaded in conjunction with the changes made for the Good Work Plan 2020 onto Derbyshire SchoolsNet.

If you have any questions in relation to the content of this letter please contact Matthew Edinboro by phone on 01629 532947 or by email matthew.edinboro@derbyshire.gov.uk.

Yours sincerely

A handwritten signature in black ink that reads "Lee Gregory". The signature is written in a cursive style with a long, sweeping underline.

Lee Gregory
Commissioning, Communities and Policy
Head of Human Resources Services