

Report for: Staffing and Remuneration Committee

Item number: 13

Title: Schools
Report authorised by: Richard Grice – Assistant Director, Transformation and Resources

Lead Officer: Victoria Tricarico, Head of People and Change, Human Resources

Ward(s) affected: All

**Report for Key/
Non Key Decision:** N/A

1. Describe the issue under consideration

1.1 This reports presents a number of policies to be recommended by the Council from 8th February 2017 for adoption by the governing bodies of the community, voluntary controlled, community special and maintained nursery schools which the Council maintains and to be implemented by the Council in respect of any unattached teachers it employs. The policies for recommendation are as follows:

- Family friendly suite of policies (incorporating maternity policy, adoption policy, paternity policy, shared parental leave policy, parental leave policy)
- Recruitment policy
- Equality and diversity in employment policy

2. Cabinet Member Introduction

2.1 Not required for the Staffing & Remuneration Committee.

3. Recommendations

3.1. That the Committee approves the model family friendly, recruitment, and equality and diversity in employment policies, attached at Appendix A, B, and C, to:-

- (i) be recommended by the Council from 8th February 2017 for adoption by the governing bodies of the community, voluntary controlled, community special and maintained nursery schools which the Council maintains
- (ii) to be implemented by the Council in respect of any unattached teachers it employs from 8th February 2017.

- 3.2. These new policies will replace any existing policies and guidance that is currently in place.
- 3.3. That the Committee authorises the Assistant Director Transformation and Resources in consultation with the Chair of the Committee to make such amendments to the model family friendly, recruitment, and equality and diversity in employment policies as he considers minor, any such amendments to be reported back to the meeting of the Committee immediately following the making of the amendments.

4. Reason for decision

- 4.1 Having good HR policies and procedures assists in providing schools with a framework to manage Council employees based at the school effectively, and ensures compliance with employment law, but also statutory requirements relating to staff in schools. A full review of schools policies is underway, with full consultation with stakeholders.

5. Alternative options considered

- 5.1 None.

6. Background information

- 6.1 The Council has various model HR policies and procedures that cover its employment relationship with its staff in schools. The decision whether to adopt certain of these policies and procedures lies with the governing bodies of those schools. In the case of these policies and procedures, the Council from time to time recommends a model policy/procedure to these governing bodies for adoption. Owned by Human Resources, these documents are periodically reviewed and will now be presented to the Committee for ratification following a full consultation process with key stakeholders including headteachers, governing bodies, the unions, and the Schools Consultative Group. It is good practice to review HR policies regularly to ensure that these are statutorily compliant and meet the needs of our schools, so that schools may deliver the best possible educational outcomes for children of the borough.

7. Model Family Friendly Policies (Appendix A)

- 7.1 The Haringey schools family friendly policies were last issued in 2004 as the 'Leave and time off, and maternity and childcare arrangements' policy. Since then, there have been considerable changes to the legal framework for maternity, adoption, paternity, and parental leave, including the introduction of shared parental leave. As a result, these policies have undergone an extensive review to make them legally compliant. The review has also focused on ensuring that these complex policies are as user friendly as possible.
- 7.2 Further work is required in relation to other types of leave, for example special and annual leave. Flexible working will also form a new separate policy as the entitlement to request flexible working is now no longer limited to those with responsibility for the care of children or vulnerable adults. These policies will be brought to the Committee in due course.

8 Model Recruitment Policy (Appendix B)

- 8.1 The Haringey schools recruitment and selection procedures and the criminal conviction checks policies were last issued in 2004. Since that time there have been considerable changes to, in particular, the requirements of schools around safer recruitment practices and criminal conviction checks (now called Disclosure and Barring Service (DBS) checks). The two previous policies have also been combined into one recruitment policy as part of a process to reduce and streamline the number of policies to schools.

9 Model Diversity and Equality Policy (Appendix C)

- 9.1 The Haringey schools equal opportunities in employment policy was last issued in 2007. Since that time, a number of changes to legislation (including the introduction of the Equality Act (2010)) and to the requirements on schools have been introduced which have been incorporated into the new policy.

10 Contribution to strategic outcomes

- 10.1 The Council's Corporate Plan sets out an ambitious agenda, and one that will require significant change to deliver. Having robust HR policies and procedures is a key element of how the Council will meet the Corporate Plan objectives by having fair and consistent approaches on how it manages and develops its workforce. Specifically effective people management within schools will also contribute to the achievement of Priority 1.

11 Statutory Officers' comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities Assistant Director of Corporate Governance Comments)

- 11.1 The Assistant Director, Corporate Governance has been consulted in the preparation of this report and makes the following comments.
- 11.2 Legal Services have been involved in the drafting of the Policies. They comply with all relevant legal requirements.

12. Chief Finance Officer Comments

- 12.1 The policies are updated to reflect correct statutory requirements and do not appear to have any financial implication as the entitlements re: occupational pay have not changed in relation to maternity etc and shared parental pay is a statutory requirement. The leave entitlements in the policy have been changed to reflect the correct statutory requirements.

13. Use of Appendices

Appendix A – Haringey Schools Model Family Friendly Policies

Appendix B – Haringey Schools Model Recruitment Policy

14. Local Government (Access to Information) Act 1985

Not Applicable.