

Dear Colleagues

HR Briefing | Summer Term (2) 2024/25

HR Policy Update

The **Health and Wellbeing Policy** which again has been reviewed with Trade Unions and added to the SLG. The updated version of the **Grievance Procedure** has also been uploaded along with **Paternity Leave Policy**, which standardises paternity pay for both teachers and support staff.

UPDATE Teacher and NJC Pay Award latest

It was confirmed just before half term that the Government have accepted the **SRTB recommendation of a 4% increase** to all teacher and leadership pay ranges from 1 September 2025. There is also confirmation of some additional funding to help cover the increase. It would also appear that as the confirmation has come earlier than in previous years it is highly likely the pay increase can be effective from 1 September rather than later in the autumn term and backdated.

I will be discussing this with payroll colleagues to confirm this in due course. There is also a proposed change to how TLRs are paid. There will now be flexibility for a school to decide the value of a TLR payment to a part-time teacher, rather than the FTE of that teacher being the proportion of TLR they receive. We will provide further guidance on this once fully confirmed after the usual Government consultation period.

There is no further confirmed news regarding NJC increase apart from the offer of 3.2% increase. This is currently with Trade Unions who appear to be suggesting they will reject. We will provide any updates as we receive them.

In the meantime, if you have any queries, please contact me or your HR Adviser.

REMINDER HR Support to the Senior Leadership Team / Governing Body

As the Council continues to work remotely, we have been able to take advantage of the opportunities to 'meet' and work productively and proactively with many of you over MS Teams. This is something we are looking to develop further by piloting remote, online attendance, at school meetings, particularly where this would be beneficial to an early agenda item in relation to HR matters. If you would like to find out more, or be part of the pilot of this initiative, please contact deborah.smith@shropshire.gov.uk

REMINDER Onsite Single Central Record (SCR) Audits | Summer & Autumn Term Dates

We are aware that a number of our schools are keen to secure a date for an HR Advisor to attend school site and undertake an audit of their SCR in the **autumn term, 2025/26**. The audit takes up to 3 hours and we've learned that a Friday morning works best for the school office staff, who are more likely to be on hand to address any queries that arise. We've also found that many schools have been able to offer dedicated office space for the Advisor to work from, for the rest of the day. This has helped mitigate the impact of travel and has been similarly beneficial to schools who might have additional questions about the recommendations of the audit. We have several dates available this term which we assign to schools on a 'first come...' basis. Further dates will follow for the autumn term but do please contact trish.cadman@shropshire.gov.uk if you want to book an earlier appointment.

NEW Onsite HR Consultancy Workshops (£250 per half day)

Last term, we piloted a series of **half-day consultancy workshops**, onsite, working with members of the school leadership team and/or office staff responsible for local HR procedures. These were bespoke sessions with schools creating a training event that suited their need and availability – without the need to travel!

Popular topics are as follows, but schools are encouraged to contact their HR Advisor to discuss their own individual requirements, choosing a single topic, or even combining 2-3, that they have a particular interest in.

- The Single Central Record
- Managing Absence and Return to Work Interviews
- The Grievance Procedure
- Essential Conversations
- Performance Appraisal
- The Capability Procedure
- Recruitment Advertising and Shortlisting
- The School Complaints Procedure

FREE 'bitesize' Breakfast Briefing Sessions the Summer Term

Please find the details of the FREE drop-in briefing sessions we are offering this half term, accessible online via the MS Teams links in the table below.

Breakfast Briefings - ONLINE via MS TEAMS				
Session Focus	Date	Time	Cost	MS Teams Link
Managing Attendance <i>How to make an Occ Health Referral</i>	Wed 18 Jun 2025	11 – 11.45am	FREE	Join the meeting
The Grievance Procedure <i>Updated Procedure May 2025</i>	Wed 02 July 2025	11 – 11.45am	FREE	Join the meeting

I wish you a happy and healthy half term. Please do not hesitate to contact myself or the team with any queries or questions.

Kind regards

Paul Jones

Schools HR Advice Manager

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