

Details of Packages

Information on costing is available via an interactive order system (IOS).

Package	Standard	Enhanced	Add. charges
Flat rate charge + per capita rate based on headcount staff numbers per school (as at November 2017 payroll).	See IOS for costs	See IOS for costs	
Advice and support			
Professional, efficient telephone and email advice for day to day HR queries including dedicated HR Helpline.	✓	✓	
Advice tailored to specific circumstances for all employment issues including discipline, safer working, performance (capability), ill health and attendance, appraisal, performance related pay, grievance and harassment.	✓	✓	
Resourcing solutions, including apprenticeships.	✓	✓	
Financial assistance towards the cost of specialist support arising from the application of the employment processes.*	✓ £11,615 cap	✓ £23,230 cap	
Specialist advice and support on conditions of service for all school based staff, including in-year changes to the Green Book and the School Teachers' Pay & Conditions Document 2018.	✓	✓	
Advice and support for a school restructure including TUPE, redundancies and advice on job design/ evaluation of grades for school support staff.	✓	✓	
Support to the head teacher to manage attendance issues, disability issues and support to the governing	✓	✓	

body to manage the long term absence of school leaders including head teacher.			
HR alerts, updates and guidance relating to new and impending changes to employment law and associated policy development and its application in the schools context – including negotiation and consultation with the relevant trade unions.	✓	✓	
Access to our comprehensive HR Schools Portal and email advice service keeping you updated on all new and revised policies, guidance, toolkits and training opportunities.	✓	✓	
Professional advice to the governing body/trust to manage all matters relating to employment, policies and procedures, formal hearings and appeals, subject to the package bought.	✓	✓	
Advice on statutory compliance, for example equality requirements and single central record.	✓	✓	
<p>* Applies to Nottinghamshire maintained schools only buying the HR service. Capped at this amount <u>unless in exceptional circumstances by agreement</u> and only applies where HR support and advice has been sought and followed. The financial assistance quoted above is provided to contribute towards defending cases and towards employment tribunal remedy costs (which can be unlimited) though claims will not be valid where HR advice has not been sought and followed.</p> <p>Academy schools and all other non-Nottinghamshire maintained schools – the financial assistance to defend cases and insurance cover for the award of compensation or remedy costs in employment tribunal or court proceedings is not applicable. The school should consider arranging their own separate insurance cover for these purposes.</p>			
Advice and support on all safer working policies, procedures and toolkits including recruitment to head teacher level.	✓	✓	
Exclusive access to a range of additional salary sacrifice employee benefits e.g. child care vouchers.	✓	✓	

Available to academies if separately negotiated with the provider.			
Access to the Nottinghamshire Schools Staff Absence Insurance scheme. Charges apply – see separate entry in the brochure for details.**	✓	✓	✓
Access to whole school safeguarding training and Designated Person training (charges apply – based on numbers trained).	✓	✓	✓
Newly appointed head teachers receive a free personalised introductory briefing/meeting with their named HR Business Partner as part of their induction during their first term.	✓ (up to 2 hours)	✓ (up to 4 hours)	
Ongoing HR advisory support via telephone and on-site visits to resolve casework issues. Consultancy to support your school to manage more complex casework and other identified school priorities.	✓ (see IOS for no. hours included)	✓ (see IOS for no. hours included)	
Consultancy to support your school to manage more complex casework and other identified school priorities including support to mediate resolutions to staffing matters, particularly in relation to emerging work place grievances.	See IOS for costs	See IOS for costs (reduced preferential rates)	
Access to our popular range of HR related training and briefing events for head teachers, school leaders and governors. E.g. PRP – Handling Pay appeals/changes to School Teachers’ Pay & Conditions document, Safer Working and Absence Management.	✓	✓ (reduced preferential rates)	
Attendance of an HR Business Partner at formal reviews, hearings and appeals to provide advice and support to the head teacher/governing body/trust.	✓ Dismissal hearings/appeals only	✓ All hearings/appeals irrespective of procedural stage	

Face to face on-site support for all health related casework.		√	
Support for home visits to staff in welfare capacity.		√	√
Expert advice on job design and job evaluation to ensure future equality proofing of your pay structure.		√	
Safer Working HR Audit	£500	£400	

**Schools must purchase one of our annual HR Advisory and Support packages to gain access to the Staff Absence Scheme.

The Standard and Enhanced options are annual packages available to all Nottinghamshire schools, irrespective of their governance arrangements. Schools are required to give 6 months' notice in order to cease use of the service. Preferential rates are available for those schools prepared to commit to a long-term contract (minimum of two years). Please contact the service direct for further information.