Details of Packages

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

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| **Package** | **Standard** | **Enhanced** | **Add. Charges** |
| Flat rate charge + per capita rate based on headcount staff numbers per school. | See IOS for costs | See IOS for costs |  |
| **Advice and Support** |  |  |  |
| Professional, efficient telephone, video conferencing 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, industrial action, performance related pay, grievance and harassment. | ✔ | ✔ |  |
| Ongoing HR advisory support via telephone and on-site visits to resolve casework issues. | ✔  15 hours | ✔  25 hours |  |
| Consultancy to support your school to investigate and manage more complex casework and other identified school priorities including conversations with trade unions, advice and 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 and Appraisal. | ✔ | ✔  (reduced preferential rates) |  |
| Attendance (in person or by video link) of an HR Business Partner at formal reviews, hearings and appeals to provide advice and support to the head teacher/governing body/trust included in the package. | ✔  Dismissal hearings/appeals only | ✔  All hearings/appeals irrespective of procedural stage |  |
| Recruitment solutions, including apprenticeships. | ✔ | ✔ |  |
| Financial assistance towards the cost of specialist support arising from the application of the employment processes\*. | ✔  £12,500 cap | ✔  £25,000 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. | ✔ | ✔ |  |

**\***Applies to Nottinghamshire maintained schools only buying the annual HR service. Capped at this amount unless in exceptional circumstances by agreement. Assistance is provided against employment tribunal remedy costs. Please note these costs will **only** apply where HR advice has been fully sought and followed. These amounts do not apply to settlement or other compensation payments.

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 / trust should consider arranging their own separate insurance cover for these purposes.

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| **Package** | **Standard** | **Enhanced** | **Add. Charges** |
| **Advice and Support** |  |  |  |
| Advice and support for a school restructure including TUPE, redundancies and advice on job design/ evaluation of grades for school support staff (additional charges may apply). | ✔ | ✔ |  |
| 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. | ✔ | ✔ |  |
| Support for home visits to staff in welfare capacity. | £68.25 per hr | ✔ (no extra charge) |  |
| HR alerts, updates and guidance relating to new and impending changes to government guidance, employment law and associated policy development and its application in the school’s context (e.g. changes to terms and conditions) including negotiation and consultation with the relevant trade unions on behalf of your school. | ✔ | ✔ |  |
| Access to our comprehensive HR Schools Portal and email advice service keeping you updated on all new and revised policies, guidance, toolkits, FAQ’s 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 (SCR) | ✔ | ✔ |  |
| 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. | ✔ | ✔ |  |
| Exclusive access to the Nottinghamshire Schools Staff Absence Insurance scheme. Charges apply – see Staff Absence Insurance Section 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) |  |
| Expert advice on job design and job evaluation to ensure future equality proofing of your pay structure. | Additional consultancy charge | ✔ | ✔ |
| Safer Working HR Audit – specific to your school | £525 | £420 |  |

**\*\*Schools must purchase one of our annual HR Advisory and Support packages and our Payroll Service 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.**