



INTRODUCTION TO THE SCHOOL'S EMPLOYMENT MANUAL

This document applies to Community and Voluntary Controlled Schools and is advisory for Foundation and Voluntary Aided Schools

June 2013

The Education Reform Act 1988 (ERA) gave schools with delegated budgets powers for the determination of certain staffing resources and for the management of their employees.

Such powers include:-

- determination of staffing requirements
- recruitment and selection of staff
- equalities matters
- grievance and dispute procedures
- disciplinary and dismissal procedures

As the employer, the County Council continues to have overall legal responsibility. Thus all employees will continue to be engaged under contracts of employment with the County Council and the County Council's employment policies will continue to apply in many areas. Such policies include:-

- the adoption of national and local schemes of conditions of service and their associated pay provisions
- equal pay/value
- recognition of and facilities for, trade unions and their representatives
- Health and Safety at Work.

The purpose of this handbook is to provide clear and concise advice to Head Teachers and through them to governors in all community, voluntary and special schools with delegated budgets on the human resource implications of the ERA and the effective management of those resources under their control.

The ERA and subsequent legislation has significantly affected the relationship between the County Council, school governors and employees with regard to employment matters. The Handbook gives guidance on the powers and duties of the governing bodies, from the recruitment of staff through to the termination of employment.

For many activities, the responsibility to determine policy and procedure is delegated to the governors and it will be for them to decide, within established requirements, how these activities are to be undertaken and by whom. Governors will need to formally adopt the policies and adapt where appropriate and allowed.

The handbook is designed so that Head Teachers can easily identify a process to follow once it has been identified. As many aspects of the human resource function cross "subject" boundaries, links are provided to other policies and processes within the handbook.

The handbook should be read in conjunction with Section 5 of the guide for governors "Managing Schools" and the conditions of service handbooks for:-

Teachers

- Conditions of Service for School Teachers in England and Wales (The Burgundy Book)
- The School Teachers Pay and Conditions Document

Support Staff

- The National Agreement on Pay and Conditions of Service (The Green Book)
- The Local Scheme of Conditions of Service

The County Council has taken the opportunity to consider a wide range of policies and practices. However, there is a commitment to a continuing process of review, improvement and updating and welcomes any suggestions or constructive contributions which will assist in this process.

There are many aspects of human resources for which a head teacher and governor have responsibility, interest and involvement. To assist in the discharge of these responsibilities there are support mechanisms in place through advisers within the County Council and through the Council's strategic partner, Mouchel.

However the Council recognises that not all School's will have purchased their services from Mouchel and they are advised to share the contents of this advice with any HR or Payroll provider with whom they have an arrangement.

Useful contacts:-

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Signed: _____ Dated: _____
Chair of Governors