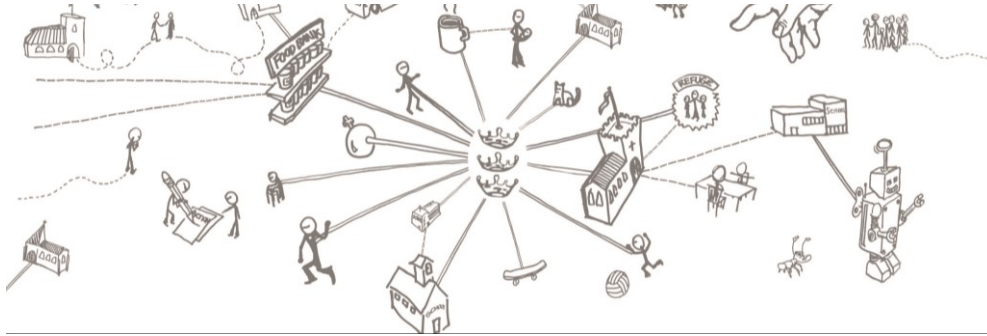


HR Newsletter

Spring 2020



CREATING CONNECTIONS

The HR Team at the Bristol Diocese can support parishes with advice on recruitment and other HR matters. This handout is designed to give you some information on what is available and to draw your attention to some recent changes in employment law that you may need to be aware of in your parish role. We have included some pointers to other sources of help should you require further information.

Have you got the right HR Policies in place?

We have Policy Document Templates

HR has over 28 policies that parishes can adapt for their own use. Some of these can be accessed on the Diocese website or email us to request a copy e.g.

- Annual Leave policy
- Absence Management policy
- Maternity Policy
- Shared Parental Leave policy
- Flexible working policy

In addition, we have a **Health and Safety Policy** which you are welcome to look over to give you ideas for use in your own parish. The policy contains sections on:

- Building Structure and Maintenance
- Display Screen Equipment
- Drugs, Alcohol and Smoking
- Children and Young People
- Machinery and Equipment
- Driving for Work
- Fire Safety
- Disabled Persons
- Lone Working
- First Aid
- Manual Handling
- Workplace Stress

Thinking of recruiting staff?

We have Recruitment Templates available on the website you can use:

- Application Form
- Called for Interview letter
- Emergency Contact form
- Recruitment checklist
- Offer letter
- Unsuccessful applicant Letter
- Administrator advert template
- Interview question suggestions
- Standard Contract template
- Standard Job descriptions e.g. Parish Administrator

The Good Work Plan

Following the publication of the Taylor Report in 2017 the Government overhauled employment law and in Dec 2018 published **The Good Work Plan**. The report places quality of work as equal to quantity based on 5 principles:

- Satisfaction
- Fair Pay
- Participation and Progression
- Well-being, safety and security
- Voice and autonomy

Key outcome that all employers must do:

- **From 6 April 2020 All employees including ‘workers’ must have a written statement (contract, or list of terms and conditions) from day one of employment.**
- **All employees will have the right to request stable hours.** After 26 weeks employment, employees on Zero hours contracts can ask for minimum weekly hours or set days they prefer to work. You will have to consider requests but may be able to refuse.
- **From 6 April 2020 Holiday Pay must be calculated with reference to 52 weeks rather than 12.** Staff whose hours vary from week to week will now have holiday calculated with reference to the peaks and troughs of a whole year.

The full report can be found at;

<https://www.gov.uk/government/publications/good-work-plan>.

Keep up-to-date with increases in Pay & Statutory Rates

6 April every year

Changes to the National Minimum Wage

<https://www.gov.uk/national-minimum-wage-rates>

Statutory Sick Pay and Maternity, Paternity, Shared Parental and Adoption Pay

<https://www.gov.uk/browse/employing-people>

NB. The Real Living Wage is currently £9.30* per hour for those 18 and older. The Diocese of Bristol is a Real Living Wage employer and encourages parishes to adhere to this where possible.

*2020

Important New Legislation

New Parental Bereavement Legislation 2020

Employees who have suffered the death of a child will benefit from new legislation from 2020. While the Government has expected employers to be compassionate and flexible at such difficult times, there is currently no legal requirement for employers to provide paid time off for grieving parents. The new **Parental Bereavement Leave and Pay Act** will give all employed parents a day-one right to 2 weeks' leave if they lose a child under the age of 18, or suffer a stillbirth from 24 weeks of pregnancy. Leave can be taken in one or two blocks within a 56 week window from the child's death. Leave can be taken without prior notice and parents will not have to provide the employer with a death certificate as evidence.

Written Statements (Contract or T&Cs) Legislation 2020

From 6 April 2020 All employees including 'workers' must have a written statement (contract, or list of terms and conditions) from day one of employment. Statements must include a variety of new matters, including information about:

- which days of the week must be worked;
- whether or not such hours or days may be variable and, if so, how they vary or how that variation is to be determined;
- any terms and conditions relating to any paid leave other than holiday and sick leave;
- any other benefits not covered elsewhere in the statement (which includes both contractual and non-contractual benefits);
- details of any probationary period (this would in all likelihood include 'trial shifts'), including conditions applicable to it and its duration;
- details of any training entitlement, and any part of that training entitlement which is compulsory; and
- details of any other compulsory training which the employer will not pay for.

Leaving the EU

Do you hold reliable data on which of your employees are EEA nationals in the UK or British nationals in the EEA? This will help you to identify any employees who may be affected by changes to the immigration rules and identify who may qualify for settled status under the new system.

EU Settlement Scheme

When the UK leaves the EU, with or without a deal, free movement of people will be allowed to continue for a transitional period from the exit date for approximately two years. EU citizens and family members who want to continue to live and work in the UK beyond 30 June 2021 (or 31 December 2020 if there is a no-deal Brexit), will need to apply to the EU Settlement Scheme.

The Government has confirmed that in the event of a no-deal Brexit, applicants to the Settlement Scheme must have been living in the UK since before exit day (currently 31 October 2019). Applications need to be made on the Gov.UK website <https://www.gov.uk/settled-status-eu-citizens-families>.

Neurodiversity in the workplace

ACAS has published some guidance for employers to help them support neurodivergent staff. Examples of neurodivergence includes those on the autistic spectrum, attention deficit disorders, dyspraxia and dyslexia.

<http://www.acas.org.uk/index.aspx?articleid=6676>

For a longer read, the following CIPD booklet champions the benefits of recognising the value of neurodiversity in the workplace.

https://www.cipd.co.uk/Images/neurodiversity-at-work_2018_tcm18-37852.pdf

Mental Health in the workplace

St John's Ambulance provides free resources to help workplaces comply with their duty of care to their employees.

If you go to:

<http://www.sja.org.uk/sja/training-courses/mental-health-first-aid>

You can download:

- A mental health checklist
- A Mental Health Risk Assessment
- Guidance on How to create a Workplace Wellbeing Policy

There are a lot of other online resources e.g. The Mental Health Foundation

<https://www.mentalhealth.org.uk/>

Acas (Advisory, Conciliation and Arbitration Service)

If you employ staff at your church, Acas (Advisory, Conciliation and Arbitration Service) <https://www.acas.org.uk/> provides free and impartial information and advice to employers and employees on all aspects of workplace relations and employment law. There is lots of helpful free advice on their website, helping you stay legally compliant.

- HR Guidance
- Accurate updates on employment law
- Guidance to the National Living Wage and National Minimum Wage

There is information on changes to laws and regulations concerning the National Living Wage, zero hours contracts, pension auto-enrolment, holiday pay and statutory pay rates.

As not everyone has the time to become a legal expert, Acas have compiled a series of concise guides and resources that offer practical advice and support on key employment issues. These allow you to quickly dip in and out of the topics you need

Still worried about GDPR?

You may find the following link helpful:

<https://www.parishresources.org.uk/wp-content/uploads/GDPR-FAQ.pdf>

An important note about Data Subject Access Requests (DSAR): If you should get one please remember to:

- Ensure that proper ID checks are carried out on the person making the request and only accept legitimate forms of ID documents.
- Have a person in place who knows what to do should you receive a DSAR.
- Do not be afraid to ask for further ID documents if you have concerns. The period for responding to the DSAR starts once you have received any requested ID documents, but you must let the individual know as soon as possible if you require additional information.

Remember, if you receive a DSAR, you should consult the diocesan office in the first instance. More information can be found in the above link.

How to...

You may find other resources to help in the Parish Office, as well as lots of information about other events happening within the Diocese, on the Diocesan Website. Click the 'How to...' link online.



Additional Resources for Church Administrators

John Truscott is a church consultant and trainer who has written extensively on various topics of interest to church administrators. The resources page on his website provides over 100 free resources on topics as diverse as writing a newsletter to time management – see www.john-truscott.co.uk/Resources

If you would like an electronic copy of this handout so that you can access the links easily please email me jo.stephenson@bristoldiocese.org

If I or any member of the Diocesan Support Services Team can support you in any way, please do not hesitate to [contact us](#) via jo.stephenson@bristoldiocese.org



Denise Channing
HR Manger



Maria Hodson
Recruitment Lead



Jo Stephenson
HR Administrator

Updated May 2020