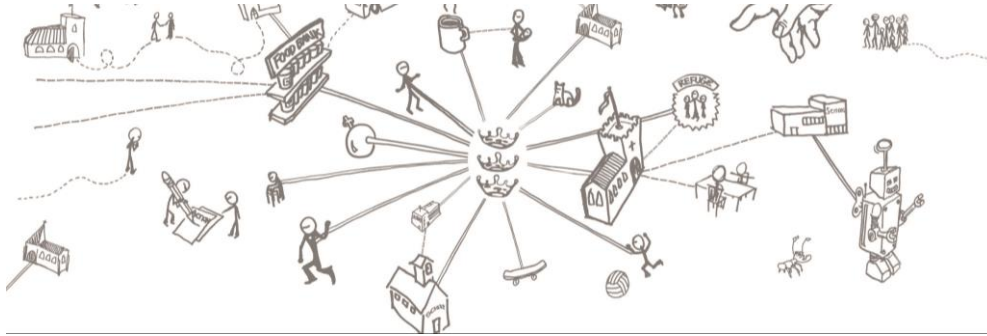




Diocese of Bristol
Creating connections

HR Newsletter

Spring 2021



CREATING CONNECTIONS

The HR Team at the Bristol Diocese can support parishes with advice on recruitment and other HR matters. This Newsletter is designed to let you know what is available and to draw your attention to 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.

Covid 19

New Shielding Rules and Furlough

The guidance for people categorised as extremely clinically vulnerable is changing from 1 April 2021 and they will no longer be advised to shield (and will no longer be eligible for SSP on the basis of being advised to shield). From 1 April 2021, extremely clinically vulnerable people are advised to work from home where possible and, if they cannot work from home, the guidance states that they should go to work.

The **furlough scheme** has been extended across the UK until 30 September 2021. The government will continue to fund 80% of the employee's salary (subject to the cap) for unworked hours until the end of June 2021. This means that employers using the scheme will need to pay wages, NICs and pension contributions for worked hours and NICs and pension contributions only for unworked hours during this time.

From July 2021, employers will need to contribute to furlough pay for unworked hours, starting with a 10% contribution in July and rising to a 20% contribution from August until the Scheme closes at the end of September 2021. The government will contribute 70% and 60% respectively. Employers will also continue to have to pay all NICs and pension contributions for all unworked hours. Guidance for employers on the CJRS scheme has been updated to reflect the extension and the introduction of employer contributions.

<https://www.gov.uk/government/publications/changes-to-the-coronavirus-job-retention-scheme>

The Government's **Road Map out of lock down** can be found here:

<https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary#step-4---not-before-21-june>

Employment Law changes New for 2021:

IR35 off-payroll working rules came into effect on 6 April 2021.

HMRC are extending the reforms to the rules on off-payroll working (eg. contractors) but this only applies to medium and large organisations. A small organisation is where 2 of the following apply:

Annual turnover of not more than 10.2m

Balance sheet total of no more than 5.1m

No more than 50 employees.

It is unlikely that Parishes will be affected by the IR35 rules as you are small employers, however if you feel you might be effected then more information can be found at <https://www.gov.uk/guidance/understanding-off-payroll-working-ir35>

Recruitment

If you are employing staff there are a number of recruitment templates and policies that can be downloaded from the Diocesan Website.

The Recruitment Templates and Policies can be found here:

[Diocese of Bristol | HR advice and guidance for parishes](#)

If you can't find what you need do contact [HR](#).

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

Redundancy

If you are having to face making an employee redundant there is free guidance and resources for employers and employees available at:

Elliswhittam.com.

In brief your obligations are:

- To give adequate advance warning;
- To consult with staff to attempt to resolve the situation and avoid the need for redundancies (usually 10 to 14 days is required, although this could be shorter for more straightforward situations);
- To be fair and reasonable, and follow a proper process;
- To consider alternatives to redundancy;
- To give the right to be accompanied at all formal meetings;
- To consider, discuss and offer suitable alternative employment if available; and
- To make an appropriate redundancy payment subject to the statutory requirements if no alternative/higher contractual arrangement exists.

The obligation to consider alternatives to redundancy is relevant in the current crisis to the [Job Retention Scheme](#). A clear alternative to redundancy now is to allow an employee to be furloughed, or carry on being furloughed, instead of being dismissed.

Remember that since 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.
- **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 **Parental Bereavement Leave and Pay Act** gives 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.

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

6 April every year

Changes to the National Minimum Wage 2021

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

| | 23 + | 21-22 | 18-20 | Under 18 | Apprentice |
|------------------------|--------------|--------------|--------------|--------------|--------------|
| From April 2021 | £8.91 | £8.36 | £6.56 | £4.62 | £4.30 |

From 4 April 2021, rates of **Statutory Maternity Pay, Statutory Paternity Pay, Statutory Adoption Pay, Statutory Shared Parental Pay and Statutory Parental Bereavement Pay** will increase to from £151.20 to £151.97 (or 90% of an employee's average weekly earnings, whichever is lower).

The **Statutory Sick Pay (SSP)** standard rate will also increase from 6 April 2021 to £96.35 per week.

More information can be found at:

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

NB. The Real Living Wage is currently £9.50* 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.

*2021

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 will need to apply to the EU Settlement Scheme.

The deadline for applying is 30 June 2021. You must usually have started living in the UK by 31 December 2020.

Applications need to be made on the Gov.UK website

<https://www.gov.uk/settled-status-eu-citizens-families>

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.

Further sources of HR Advice for Parishes

National Council for Voluntary Organisations (NCVO)

There is all sorts of useful information here, template policies etc., all reflecting good practice in the charity sector, and providing resources on a huge range of topics including:
Valuable savings – their trusted suppliers may help PCCs reduce costs
Volunteer support - legal rights and obligations when managing volunteers.
Tools & templates - HR policies & template documents
There is a membership fee but if turnover is less than £30k a year, membership is free.

Ecclesiastical Insurance

If your church has a policy with Ecclesiastical there is a helpline in the policy document 0345 266 0029 and you can also access additional services provided by DAS Legal Expenses Insurance Company Limited (DAS):

Employment Manual

The DAS Employment Manual offers comprehensive, up to date guidance on rapidly changing employment law. To view it, PCCs or clergy would need to visit www.das.co.uk and select Employment Manual. If they contact employmentmanual@das.co.uk with an email address quoting their Ecclesiastical policy number prefixed with EIG and they will provide future updates to the information.

DAS business law

Using www.dasbusinesslaw.co.uk it is possible to create ready to sign contracts, agreements and letters in minutes. The service also provides useful tools, articles and information on matters such as new legislation, employment issues and taxation, all regularly updated by legal experts. PCCs/Clergy would need to register at www.dasbusinesslaw.co.uk, quoting their Ecclesiastical policy number prefixed with EIG and using the password DAS472301.

New Diocesan Director of Safeguarding and People

Caroline Jowett-Ive has joined the Diocese in the role of Director of Safeguarding and People

This is a new role for the Diocese of Bristol. Caroline will oversee and drive the development and delivery of the people and safeguarding strategies and services to support the Diocese's vision and values –with a focus on its goal to be a Church for and serving all people.



We asked Caroline what she is most looking forward to in her new role.

Joining at a time of transition and change and ensuring the people strategy is represented and aligned with the Diocese's aims in transforming the church for the future.

What did you do before joining the Diocese?

I spent 11 years in a global HR Leadership role for a UK/US based travel technology company with employees in over 50 countries. Prior to that I had senior HR roles with the Virgin Group and was the person responsible for negotiating Sir Richard Branson's annual pay rise!

Caroline is also a church warden and is actively involved in many aspects of church life and lay leadership.

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

