

# Human Resources Advisory Team

## 1. Who are we?

We provide professional HR support delivered by experienced Consultants who have an unrivalled wealth of knowledge and experience in the education sector. Our team have worked with educational establishments across Plymouth and Devon since the introduction of Local Management of Schools and provide a professional HR service that is supportive and adaptable to individual school's needs.

## 2. What we can provide for you

Over the past 12 months we have successfully supported MATs and schools through a wide range of delicate HR issues including

- disciplinary,
- grievance,
- re-structure,
- capability,
- performance management,
- phased returns,
- absence management,
- settlement agreements,
- union consultation.

### Legal backup

Support delivered through the PLP HR Service Level Agreement benefits from comprehensive legal backup provided by Kitsons Solicitors. A new collaborative arrangement ensures legal advice is available at all times and can be accessed by the PLP HR team to ensure the advice and support it provides complies with current legislation and professional legal guidance. Complex cases requiring legal input can be referred to Kitsons solicitors by the PLP HR team giving schools the benefit of a legally backed HR support service.

### Governor and Trustee Support

We are really pleased this year to strengthen our existing partnership with Karen Powell and Effective School Governance (ESG). As a result, we are working together on a new CPD programme for Governors and Trustees. More details will follow. The MAST team are also widening their CPD offer to include training for those important volunteers who support our governance structures.

## 3. How we will work with you

### HR Packages

We offer a choice of service provisions, Package A and Package B as well as a pay as you go option. The first (A) is a subscription which provides unlimited and full access to our comprehensive range of HR consultancy services. This package has been popular with schools and MATs for many years and guarantees a level of service that will ensure support is available at all times and can be accessed as often as required.

### **Package A: Full HR Service**

- Named HR Consultant
- Unlimited email, telephone and face to face support with your HR Consultant and access to the wider HR team to provide professional support on complex casework covering disciplinary, capability, sickness absence and grievance issues
- Support with workforce planning, reorganisations, TUPE, redundancy, and MAT conversion
- Professional advice on pay and grading, conditions of service and leadership pay
- 24/7 critical incident management support
- Unlimited website access to education news and information
- Unlimited access to database of policies, advice and guidance
- Draft letters and documents
- Termly newsletter with topical HR issues, employment law updates and education news plus regular email updates
- HR Hour Training Sessions for school leaders, SMT and Governors
- Legal support to HR advice
- Access to MEDIGOLD Occupational Health service at a discounted rate
- Access to topical seminars throughout the year

*(\*Notice period 12 weeks notice is required to terminate on either side. All charges cover advisor travel time and expenses within the Plymouth area. Subscribing schools will be invoiced in advance.)*

### **Package B: Retainer Service**

- General & routine email and telephone support (more complex issues will be chargeable)
- Unlimited website access to education news and information
- Unlimited access to database of policies, advice and guidance
- Termly newsletter with education news and updates
- HR Hour Training Sessions for school leaders, SMT and Governors
- Topical seminars including our annual Pre-Retirement Seminar
- Complex case work involving face to face support charged at £75 per hour e.g. investigations, hearings, workforce planning, restructures, redundancies, recruitment, hearings, TUPE, draft letters and documents

### **PAY AS YOU GO**

If you are looking for something a little more bespoke, we are happy to discuss additional projects or pieces of work. These will be costed accordingly and tailored to your specific requirements. For example:

- Headship Recruitment support
- Bespoke HR training for your school or MAT
- Undertaking investigations
- HR Health check on personnel files prior to OFSTED
- Check school's Single Central Record is meeting statutory requirements

For further information, or to meet one of the HR team to discuss the needs of your school in more detail, please contact [sjones@plpcic.co.uk](mailto:sjones@plpcic.co.uk) who will happily arrange a meeting.