



HUMAN RESOURCES MANUAL FOR SCHOOLS

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Bulletin 15 – April 2016

- Safe Recruitment
- Recriwtio staff yn ddiogel

Bulletin 16 – September 2016

- Central South Consortium Model Performance Management Policy for Teachers and Headteachers. The policy is recommended for adoption by all Governing Bodies.
- Electronic Notification of Appointment Form and Guidance Notes
- Payroll Deadline Update
- Shift Allowance Payments
- Code of Practice on Workforce Matters 2014

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- Polisi Model Rheoli Perfformiad Consortiwm Canolbarth y De ar gyfer Athrawon a Phenaethiaid. Argymhellir bod pob Corff Llywodraethu yn mabwysiadu'r polisi.
 - Ffurflen Hysbysiad o Benodiad a Nodiadau Cyfarwyddyd Electronig
 - Diweddariad ynghylch Dyddiad Cau'r Gyflogres
 - Taliadau Lwfans Shifftiau
 - Cod Ymarfer ar Faterion y Gweithlu 2014

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- Managing Employee Absence
- Rheoli Absenoldeb Cyflogai

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SECTION 1

INTRODUCTION

1. Governing Bodies, Headteachers and staff, working closely in partnership with the Council, have a crucial role to play in the effectiveness and success of schools. Essential to this is effective human resources management.
2. The purpose of this Manual is two-fold;
 - to provide information and guidance to Governing Bodies, Headteachers and staff, on the human resources issues affecting schools, including a summary of the human resources responsibilities of Governing Bodies, Headteachers and the Council ([SECTION 3](#))
 - to provide Council recommended model Human Resources Policies and Procedures to schools for adoption by Governing Bodies ([SECTION 5](#))

The Manual is an important source of human resources information and guidance and is designed to be used in conjunction with advice and guidance available from the HR People Services team of the Council, and, as appropriate, the Education Service.

3. The Manual is designed to cover all types of school, and where applicable specific guidance is provided on this.
4. The model human resources Policies and Procedures are based on Council Policies and Procedures and adapted to meet the needs of schools. They are designed to cover;
 - staff appointed by and working in schools
 - staff employed directly by schools
 - staff working in schools employed by the Education Service,

Except Direct Services Unit staff i.e. catering, cleaning, grounds maintenance and buildings and repairs maintenance employees, who are covered by the Council's Corporate Policies and Procedures.

5. The Manual will be updated as new or revised policies are developed and agreed, in the light of changes to legislation and operational experience.
6. The Manual has been produced after consultation with Governing Bodies, Headteachers and Trade Unions.
7. Governing Bodies are advised to adopt a clear date for the operation of the Manual. The Manual should be considered at a meeting of the Governing Body and the Human Resources Policies and Procedures formally adopted. The Governing Body will need to formally notify the Council of this and the Council has provided a pro-forma for this purpose.

SECTION 2

HOW TO USE THIS MANUAL

1. The Council will provide all Cardiff schools with one copy of this Manual. The Manual is also available on the Intranet in the CIS (Cardiff Improvement System) and can be accessed by clicking on the HR People Services link.

When needing to refer to the Manual using the Intranet site is highly recommended, as this is guaranteed to be up to date.

2. The Council will make any new or amended Policies and Procedures to the Manual available on the Council intranet, and will issue a paper copy to all Cardiff schools. Each page of the Manual is dated and referenced, to ensure that the most up to date version is being used. All updates to the Manual, including an amended contents page, will be dated and referenced.
3. If schools are using a paper copy of the Manual, it is important that out of date contents are removed as and when updates are received. Schools are recommended to allocate this responsibility to a designated post within the school to ensure that the Manual contains the most up to date contents.

SECTION 3

OVERVIEW ON HUMAN RESOURCES ISSUES IN SCHOOLS

1. CATEGORIES OF STAFF WORKING IN SCHOOLS

1.1 It is important to identify the different categories of staff working in schools as this determines important issues such as the terms and conditions of service and Human Resources Policies and Procedures applying to their employment. These are as follows;

- **Teaching staff appointed by community, voluntary and community special schools and employed by the Council;**
Conditions of Service for School Teachers in England and Wales (Burgundy Book), and School Teachers' Pay and Conditions (Blue Book) apply; Governing Body approved HR Policies and Procedures apply
- **Teaching staff employed by foundation, voluntary aided and foundation special schools;**
Conditions of Service for School Teachers in England and Wales (Burgundy Book), and School Teachers' Pay and Conditions (Blue Book) apply; Governing Body approved HR Policies and Procedures apply
- **Teaching staff working in schools - centrally employed e.g. in Pupil Support Services;**
Conditions of Service for School Teachers in England and Wales (Burgundy Book) and School Teachers' Pay and Conditions (Blue Book) apply; Council approved HR Policies and Procedures apply
- **Support staff such as Teaching Assistants, administrative staff, estates staff and midday supervisors, appointed by schools;**
National Joint Council for Local Government (Green Book) terms and conditions apply, along with Cardiff Council's Collective Agreement; Governing Body approved HR Policies and Procedures apply
- **Support staff working in schools - centrally employed;**
National Joint Council for Local Government (Green Book) terms and conditions apply, along with Cardiff Council's Collective Agreement; Council approved HR Policies and Procedures apply
- **Direct Services Unit staff i.e. catering, cleaning, grounds maintenance and buildings and repairs maintenance staff;**
National Joint Council for Local Government (Green Book) terms and conditions along with Cardiff Council's Collective Agreement, and the Joint Negotiating Committee for Local Authority Craft and Associated Employees (Red Book), apply; Council approved HR Policies and Procedures apply to the majority of these staff
- **Supply staff e.g. supply teachers, supply teaching assistants;**
These workers are engaged on a casual basis and might be supplied either from Cardiff Works, or an external agency
- **Staff employed by contractors;**
These are staff employed by contractors who provide services to schools

2. IDENTIFYING THE EMPLOYER OF STAFF IN SCHOOLS

2.1 The type of school, as referred to in Schedules 16 and 17 of the School Standards and Framework Act 1998, determines who is the employer of staff in schools. The Act refers to two main school groups;

- Schools covered by Schedule 16 i.e. community, voluntary controlled and community special schools
The Council issues the contract of employment, determines many of the terms and conditions of employment and remains the employer in law, but the Governing Body fulfils many of the functions expected of an employer
- Schools covered by Schedule 17 i.e. foundation, voluntary aided and foundation special schools
The Governing Body is the employer of the staff in these schools, and approves and adopts their terms and conditions of employment, some of which are set nationally. The contract of employment is between the Governing Body of the school and the employee, and the Council normally issues the appropriate contract of employment (as agreed by the Governing Body) on behalf of the Governing Body. In the case of Roman Catholic schools this is the Catholic Education Service contract of employment

3. KEY REFERENCE DOCUMENTS ON HR ISSUES

3.1 There are a number of key reference documents relating to the employment of staff in schools;

- School Standards and Framework Act 1998 – Schedule 16 (staffing of community, voluntary controlled and community special schools), and Schedule 17 (staffing of foundation, voluntary aided and foundation special schools)
- The Staffing of Maintained Schools (Wales) Regulations 2006
- Conditions of Service for School Teachers in England and Wales (Burgundy Book)
- School Teachers' Pay and Conditions Document (Blue Book) including Revised Guidance
- National Joint Council for Local Government Services – National Agreement on Pay and Conditions of Service (Green Book)
- Cardiff Council Collective Agreement
- Code of Practice on LEA – School Relations (published June 1999)
- Welsh Government – School Governors – Guide to the law
- Documents issued by the Catholic Education Service for the Archdiocese of Cardiff on human resources issues
- Documents issued by the two dioceses of the Church in Wales on human resources issues

3.2 Schools should have copies of these documents and staff should be advised of their availability.

4. OVERVIEW ON PAY AND TERMS AND CONDITIONS OF SERVICE

4.1 Terms and Conditions of Service – Teachers

The pay and terms and conditions of service for teachers are determined at a national level and are contained in two main documents;

- Conditions of Service for School Teachers in England and Wales (Burgundy Book)
- School Teachers' Pay and Conditions Document (Blue Book) including Revised Guidance

The Burgundy Book covers the following issues in detail;

- appointment; resignation (including notice periods); retirement
- sick pay scheme
- maternity scheme

- other leave (including leave for examinations and leave for jury and other public service)
- miscellaneous conditions, including insurance provisions, teachers and school meals
- appendices containing various agreements dealing with such matters as premature retirement compensation, release of teachers, facilities for representatives, collective disputes procedures, insurance and travelling allowances, and teachers and the school meals service

The School Teachers' Pay and Conditions Document revised annually, covers in detail the pay arrangements and professional duties for teachers.

4.2 **Terms and Conditions of Service – support staff**

The pay and terms and conditions of service for support staff are determined at a national level by Local Authorities and Unions, and are contained in the National Joint Council for Local Government Services – National Agreement on Pay and Conditions of Service, commonly referred to as the Green Book.

The Green Book covers the key national provisions on terms and conditions of service such as leave, maternity scheme, sick pay, notice periods etc.

Also relevant is the Cardiff Collective Agreement

5. **SUMMARY OF RESPONSIBILITIES OF GOVERNING BODIES, HEADTEACHERS, CHIEF EDUCATION OFFICER AND THE COUNCIL FOR HUMAN RESOURCES ISSUES IN SCHOOLS**

5.1 The following section summarises the responsibilities for human resources issues in schools. The responsibilities vary depending on the type of school, and reference is made to this when appropriate. In the case of Nursery schools the appropriate authorities in the Council will fulfil Governing Body responsibilities.

5.2 **General HR Responsibilities**

5.2.1 The **Governing Body** is responsible for;

- fulfilling a corporate role including setting strategy, policy, plans and targets for the school
- approving the budget and staffing levels of the school
- supporting staff in achieving the aims of the school
- promoting and upholding high standards of achievement and conduct
- monitoring progress on staffing issues

5.2.2 The **Headteacher** is responsible for;

- day to day management of the school
- managerial and professional leadership
- liaising with the Governing Body and the Council on staffing issues
- advising the Governing Body on strategy and policy and budgetary issues
- supporting the consistent application of the school's HR Policies and Procedures
- liaison with trade unions and staff associations

6. CAPABILITY

6.1 The **Governing Body**;

- is responsible for setting the capability rules and procedures for employees
- is responsible for making sure that these are known to employees, and are clear and detailed
- should promote and practice consistent application of the Policy and Procedure
- is responsible for the fair and reasonable handling of a dismissal
- is responsible for managing the performance, including any capability issues, of the Headteacher
- must notify the Council in writing of the actions it proposes to take in the light of receiving a written report from them regarding any serious concerns about the performance of a Headteacher (guidance is set out in the Code of Practice on LEA-School relations)

6.2 The **Headteacher**;

- will take, as delegated by the Governing Body, a leading role in the implementation of the Policy and Procedure
- will promote and put into practice the consistent application of the Policy and Procedure

6.3 The **Council**;

- must send a written report to the Chair of the Governing Body if they have serious concerns about the performance of a Headteacher, and at the same time send a copy to the Headteacher

6.4 The Council recommends that the Governing Body adopts the model [Capability Policy and Procedure for Schools](#) set out in Section 5, and seeks the advice and guidance of the HR People Services team of the Council on these issues.

7. DISCIPLINE AND DISMISSAL

7.1 In summary, the **Governing Body of community, voluntary controlled and community special schools**;

- must set the disciplinary rules and procedures for employees, including rules and procedures for dealing with capability concerns
- must make sure that these procedures are known to employees, and are clear and detailed
- should promote and practice consistent application of the Policy and Procedure
- is responsible for the fair and reasonable handling of a dismissal
- must respect the legal rights of employees such as the right to be accompanied at a disciplinary hearing, and not be unfairly dismissed or discriminated against
- must establish Employee Dismissal and Employee Dismissal Appeal Committees to address disciplinary issues; there must be at least 3 members of the Governing Body on each Committee, with the Appeals Committee having no fewer governors than the Dismissal Committee. In extreme circumstances the full Governing Body may determine that they cannot meet the requirement for a minimum of 3 Governors for each Committee, in which case the number of governors would need to be a minimum of 2. Non Governors may be members of these Committees but cannot be given voting rights. In the model Policies these committees are referred to as Staff Disciplinary Committee and Staff Disciplinary Appeal Committee
- may delegate the implementation of discipline (but not dismissal) procedures to one or more governors, to the Headteacher, or to certain governors and the Headteacher together, but must not allow any outside body or persons to take decisions for them
- must give the employee the right to explain matters before a decision is taken to recommend dismissal, in accordance with agreed Policies and Procedures has the authority to determine to the Council that an employee should cease to work at the school, (usually resulting in the employee's dismissal), and must give the Council

written reasons why

- must consider the advice of the Headteacher (except in the case of a Headteacher) and the Chief Education Officer regarding such a determination
- has powers to suspend employees, and to end a suspension
- must give the employee the right of appeal against dismissal, in accordance with agreed Policies and Procedures
- must take into account any national guidance given from time to time when determining procedures for addressing capability concerns
- Special rules apply for cases of a child protection nature and all matters should be referred to Intake and Assessment and guidance from the School's link HR Officer sort throughout the process.

7.2 In summary, the **Governing Body of foundation, voluntary aided and foundation schools, as employer;**

- has powers to dismiss its employees
- must set the disciplinary rules and procedures for employees, including rules and procedures for dealing with capability concerns
- must make sure that these procedures are known to employees, and are clear and detailed
- should promote and practice consistent application of the Policy and Procedure
- is responsible for the fair and reasonable handling of a dismissal
- must respect the legal rights of employees such as the right to be accompanied at a disciplinary hearing, and not be unfairly dismissed or discriminated against
- must establish Employee Dismissal and Employee Dismissal Appeal Committees to address disciplinary issues; there must be at least 3 members of the Governing Body on each Committee, with the Appeals Committee having no fewer governors than the Dismissal Committee; in extreme circumstances the full Governing Body may determine that they cannot meet the requirement for a minimum of 3 Governors for each committee, in which case the number of governors would need to be at least 2. Non-Governors may be members of these committees but cannot be given voting rights. In the model Policies these committees are referred to as Staff Disciplinary Committee and Staff Disciplinary Appeal Committee
- may delegate the implementation of discipline (but not dismissal) procedures to one or more governors, to the Headteacher, or to certain governors and the Headteacher together, but must not allow any outside body or persons to take decisions for them
- must give the employee the right to explain matters before a decision is taken to dismiss, in accordance with agreed Policies and Procedures
- has powers to suspend employees, and to end a suspension
- must give the employee the right of appeal against dismissal, in accordance with agreed Policies and Procedures
- must take into account any national guidance given from time to time by the Welsh Government when determining procedures for addressing capability concerns
- must seek the advice and guidance of the HR People Services team of the Council in situations where an employee working in the school is employed by the Council

7.3 In summary the **Headteacher;**

- is responsible for leading and managing the employees of the school
- is responsible for setting standards for work performance and conduct
- will take, as delegated by the Governing Body, a leading role in the implementation of Discipline and related Policies and Procedures
- will promote and put into practice the consistent application of the Discipline and related Policies and Procedures
- has powers to suspend employees but not end a suspension

7.4 In summary the **Council**;

- will provide model Policies and Procedures for adoption by Governing Bodies, and commend their adoption
- will provide advice and guidance on the implementation of the Policies and Procedures
- is responsible, in the case of community, voluntary controlled and community special schools, for issuing the letter of dismissal/termination of employment, within 14 days of the decision by the disciplinary hearing, or the dismissal of an appeal
- must report to the General Teaching Council For Wales cases of dismissal of teachers on grounds of misconduct, or where a teacher resigns in circumstances where they would have been dismissed, or where dismissal was being considered had they not resigned. For children protection cases the referral is to the Independent Safeguarding Authority.

7.5 In summary, the **Chief Education Officer**;

- is entitled to be present or be represented at a Staff Dismissal Committee of community, voluntary controlled and community special schools for the purpose of giving advice which must be taken into consideration by the Committee
- is entitled to be present or be represented at a Staff Dismissal Committee of foundation, voluntary aided and foundation special schools for the purpose of giving advice which must be taken into consideration by the Committee where this right has specifically been approved by the Governing Body on behalf of the Diocesan Authority.

The Council recommends that the Governing Body adopts the model Policies and Procedures for schools relating to disciplinary issues as set out in Section 5, and seeks the advice and guidance of the HR People Services team of the Council on these issues.

8. EMPLOYMENT TRIBUNALS

8.1 In summary, the **Governing Body of community, voluntary controlled and community special schools;**

- is responsible for the fair and reasonable handling of a dismissal
- must notify the Council within fourteen days of being notified of an Employment Tribunal application
- may have to appear as the respondent before an Employment Tribunal to defend their actions as if they are the employer, where an employee complains to an Employment Tribunal
- may be responsible for paying compensation claims arising from an Employment Tribunal declaration if having acted against the advice of the Council's HR People Services team.

8.2 In summary, the **Governing Body of foundation, voluntary aided and foundation special schools, as employer;**

- has powers to dismiss its employees
- is responsible for the fair and reasonable handling of a dismissal
- must notify the Council within fourteen days of being notified of an Employment Tribunal application
- will be the respondent before an Employment Tribunal where an employee complains to an Employment Tribunal
- must seek the advice and guidance of the HR People Services team of the Council in situations where an employee working in the school is employed by the Council is responsible for compliance with, or payment arising out of, any decision, declaration, order, recommendation or award made by an Employment Tribunal

8.3 In summary, the **Council;**

- provides advice, guidance and support on dismissal issues
- is responsible, in the case of community, voluntary controlled and community special schools, for issuing the letter of dismissal/termination of employment, within 14 days of the decision by the disciplinary hearing, or the dismissal of an appeal

8.4 In summary, the **Headteacher;**

- will take, as delegated by the Governing Body, a leading role in the implementation of Discipline Policies and Procedures
- should promote and practice consistent application of the Discipline Policies and Procedures

8.5 Governing Bodies and Headteachers are advised to seek the advice and guidance of the Council on these issues.

9. EQUAL OPPORTUNITIES

9.1 In summary, the **Governing Body;**

- must not discriminate. Within the Equality Act 2010 the follows are protected characteristics: gender, marriage and civil partnership, pregnancy and maternity, age, race, disability, religion or belief, gender reassignment or sexual orientation.
- must take account of equal pay legislation when implementing the provisions of the School Teachers' Pay and Conditions Document
- should, as a matter of good practice as well as meeting the needs of legislation, have in place an Equal Opportunities Policy and Procedure that is complied with and regularly reviewed, covering as a minimum the characteristics outlined above.
- should promote and practice consistent application of the Policy and Procedure
- should ensure that all individuals with responsibility for staffing issues are fully aware of their responsibilities with regard to equal opportunities

- 9.2 In summary, the **Headteacher**;
- must abide by the provisions of equality legislation
 - will take, as delegated by the Governing Body, a leading role in the implementation of an Equal Opportunities Policy
 - will promote and put into practice the consistent application of the Policy and Procedure

The law on discrimination is complex and Governing Bodies and Headteachers are advised to obtain advice and guidance from the HR People Services team of the Council.

10. GRIEVANCE

- 10.1 In summary, the **Governing Body**;
- must set grievance procedures for employees
 - must make sure that these procedures are known to the employees
 - should promote and practice consistent application of the Policy and Procedure
 - is responsible for ensuring that employees are given a reasonable and prompt opportunity to obtain redress for any grievance they may have
 - may delegate the implementation of grievance procedures to one or more governors, to the Headteacher, or to certain governors and the Headteacher together
 - must respect the legal rights of employees such as the right to be accompanied in grievance proceedings, and the employee's right to a postponement of a grievance hearing in certain circumstances
- 10.2 In summary, the **Headteacher**;
- will take, as delegated by the Governing Body, a leading role in the implementation of Grievance policies and procedures
 - will promote and put into practice the consistent application of the Policy and Procedure
- 10.3 The Council recommends that the Governing Body adopts the model [Grievance Policy and Procedure for schools](#) set out in [Section 5](#), and seeks the advice and guidance of the HR People Services team of the Council on these issues.

11. HEALTH AND SAFETY

The responsibilities for health and safety issues in schools are complex, and Governing Bodies and Headteachers are advised to seek the advice and guidance of the Council's Health and Safety Advisers.

- 11.1 In summary, the **Governing Body**;
- has health and safety responsibilities under its greater spending and management powers
 - has a strategic role on health and safety matters including setting the local Health and Safety Policy for the school, giving its commitment to health and safety issues, prioritising the use of resources, monitoring progress and ensuring that action is taken
 - should ratify the school's own Health and Safety Policy and be familiar with the [Health and Safety Policy of the Council](#) and the education service
 - should promote and practice consistent application of the Policies and Procedures
 - must take reasonable steps to ensure that the buildings, equipment and materials at the school are safe and do not put health and safety at risk
 - should include health and safety issues on the agenda of appropriate Governing Body meeting
 - must respect the rights of safety representatives

11.2 In summary, the **Headteacher** is responsible for;

- the day to day management of health and safety issues including developing local Policies and carrying out risk assessments
- promoting and putting into practice the consistent application of the Policies and Procedures
- actively putting health and safety advice, guidance and information into practice
- liaising with/reporting to the Governing Body
- taking any necessary action in respect of health and safety incidents
- communicating health and safety information to relevant people
- identifying the health and safety training needs of staff

11.3 In summary, the **Council**;

- is responsible for ensuring compliance with all legal requirements in respect of health and safety in its role of employer in carrying out the duty to protect, as far as is reasonably practicable, the health, safety and welfare of its employees and those affected by their work activities
- will provide support to schools in the form of advice, guidance and information, including providing model policies and codes of guidance for schools to tailor to their own individual needs
- requires all schools to produce a local health and safety policy consistent with schools service guidance
- will establish, maintain and promote high standards of health, safety and welfare in the operation of its services

11.4 The Health and Safety Policy - Schools is on the Intranet and is issued separately to schools.

12. STAFFING LEVELS AND APPOINTMENTS

12.1 In summary, the **Governing Body**;

- decides the numbers and mix of staff it appoints to the school, subject to the constraints of its budget and any other relevant factors. This would be reflected in the school's agreed staffing structure and any changes subject to the restructuring 6 stage process agreed with trade unions.
- is responsible for ensuring that candidates are selected fairly and non-discriminately, and in accordance with school policy
- should promote and practice the consistent application of the [Recruitment and Selection Policy and Procedure](#)
- selects and appoints its staff, (with professional advice from the Council for specified posts), with the Council only able to decline to make an appointment on certain, specified grounds
- is able to delegate the task of filling vacancies at the school as long as a quorum of the Governing Body approves this
- decides to fill a post when it becomes available and must draw up a specification for the vacant post and forward a copy to the Council
- determines the duties of posts in respect of new staff, taking account of advice from the HR People Services team of the Council on these issues. The grades for posts will be determined by the agreed job evaluation process
- must advertise permanent Headteacher and Deputy Headteacher vacancies throughout England and Wales (subject to limited exceptions. i.e. amalgamations and new schools where the pupils at the school would have attended a school/s that are closing)
- must establish a panel consisting of a minimum of three members of the Governing Body for the selection of Headteachers and Deputy Headteachers, which will recommend its chosen candidate to the full Governing Body which, in the case of community, voluntary controlled and community special schools, if it endorses its choice, will in turn recommend the candidate to the Council for appointment
- must consider the advice given by the Chief Education Officer or representative on the appointment of Headteachers and Deputy Headteachers whether or not that advice was given at their request
- may decide to readvertise Headteacher or Deputy Headteacher vacancies
- must provide the Council with details of any candidates selected for interview
- must recommend their chosen candidate to the Council for appointment, in the case of community, voluntary controlled and community special schools
- may be requested to consider qualified candidates put forward by the Council alongside other applicants, for vacancies other than that of Headteacher and Deputy Headteacher
- may delegate responsibility for the selection of staff, other than the posts of Headteacher and Deputy Headteacher, to the Headteacher, to one or more governors, or to one or more governors and the Headteacher together
- determines starting pay for new employees within the agreed range for the grade, and legislative requirements
- are not bound by the normal appointment procedures for temporary appointments of not more than four months, although the Council would advise that normal appointments procedures are followed, as far as possible, in such circumstances

12.2 In summary, the **Headteacher**;

- advises the Governing Body on appropriate staffing levels for the school
- is likely to have responsibility delegated from the Governing Body for the appointment and selection of all staff by the school with the exception of Deputy Headteacher posts where the Governing Body, with the advice of the Headteacher, would select
- will promote and put into practice the consistent application of the [Recruitment Policy and Procedure](#)
- has the right to attend meetings of the Governing Body to discuss the appointment of staff, and to offer advice

12.3 In summary, the **Council**;

- can advise on the numbers and mix of staff and the duties attached to posts
can provide advice and guidance as well as support, on the recruitment and selection process
- will appoint the school's chosen candidate, subject to receipt of a satisfactory medical, references, Criminal Records Bureau Disclosure, evidence, where applicable, of appropriate professional qualifications, and in the case of teachers, General Teaching Council registration

12.4 In summary, the **Chief Education Officer**;

- has the right to attend relevant meetings of a selection panel for Headteacher appointments to offer professional advice, but has no voting rights
- has the right to attend meetings of the Governing Body to discuss Deputy Headteacher appointments, and to offer advice
- is entitled to be present or represented at all stages of the selection of teaching staff in community, voluntary controlled and community special schools
- is entitled to be present or represented at all stages of the selection of teaching staff in foundation, voluntary aided or foundation special schools, where this has specifically been agreed by the Governing Body

12.5 The Council recommends that the Governing Body adopts the model [Recruitment and Selection Policy and Procedure for Schools](#) set out in Section 5 and seeks the advice and guidance of the HR People Services team of the Council, and the Schools Advisory Service on these issues.

13. TRADE UNION/EMPLOYEE RELATIONS ISSUES

13.1 In summary, the **Governing Body and Headteacher**;

- must give trade union recognition rights to trade unions recognised by the Council
- can give trade union rights to trade unions not recognised by the Council
- must comply with disclosure of information to trade unions provisions in respect of the trade unions it recognises
- must not force employees to join a union or take part in union activities, or prevent them from doing so
- must respect the rights of staff to have time off, not necessarily with pay, for reasons such as carrying out of public duties, including duties as a governor of a maintained school
- must respect the rights of trade union representatives of independently recognised trade unions to take time off with pay for specified purposes
- will promote and put into practice good employee relations and communications

SECTION 4

CARDIFF COUNCIL HR PEOPLE SERVICES (HRPS) CONTACT DETAILS FOR ADVICE AND GUIDANCE

The first point of contact for general HR advice and guidance is the HR People Services Contact Team who can be contacted as follows:

Telephone - (029) 2087 2222

Email – hrpeopleservices@cardiff.gov.uk

Schools will have also been notified of a contact officer for recruitment and a contact officer for case work.

SECTION 5

HUMAN RESOURCES POLICIES AND PROCEDURES

1. This Section contains model Human Resources Policies and Procedures for schools recommended by the Council for adoption by Governing Bodies. They are based on the Council's HR Policies and Procedures, and adapted to meet the needs of schools.
2. Governing Bodies and Headteachers are advised to ensure that the Policies and Procedures are applied in full in support of good practice and consistency of approach, that employees are aware of them, and that all staff with responsibility for implementing them have the necessary skills and experience to carry out that responsibility.

SECTION 6

HUMAN RESOURCES GUIDANCE NOTES

1. This Section contains Human Resources guidance notes for schools recommended by the Council for adoption by Governing Bodies. They are based on the Council's HR guidance notes, and adapted to meet the needs of schools.
2. Governing Bodies and Headteachers are advised to ensure that the guidance notes are applied in full in support of good practice and consistency of approach, that employees are aware of them, and that all staff with responsibility for implementing them have the necessary skills and experience to carry out that responsibility.

SECTION 7

HUMAN RESOURCES GENERAL FORMS

1. This Section contains some general forms that have been developed to assist in the administration of Human Resources issues within schools recommended by the Council for adoption by Governing Bodies.
2. Headteachers are advised to ensure that the forms are used in support of good practice and consistency of approach and that the relevant employees are aware of them.

SECTION 8

HUMAN RESOURCES PAY INFORMATION

1. This Section contains information on specific payroll deadlines and timescales that have been developed to assist in the administration of Human Resources issues within schools recommended by the Council for adoption by Governing Bodies.

SECTION 9

HUMAN RESOURCES JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

1. This section contains some job descriptions and person specification that have been developed for use in schools in consultation with trade unions and are recommended by the Council for adoption by Governing Bodies.

SECTION 10

SCHOOL ORGANISATION PROPOSALS

1. This section contains information on the SOP Framework and frequently asked questions.

SECTION 11

HR PEOPLE SERVICES BULLETINS

1. This section contains Bulletins that have been issued to schools by HR People Services.