

HR SCHOOLS NEWS UPDATE- September 2022

1. **Schools Vacancy Adverts** - To ensure consistency of practice across all maintained schools in the London Borough of Haringey, council leadership have reiterated that all maintained and voluntary controlled schools should place the vacancy advert(s) on the Council website through the Council's Schools HR Team. In doing so, we will be giving opportunities to residents and existing employees (especially those at risk of redundancy).

When advertising a vacancy, you should allow for a minimum of two weeks from the date you sent your advert to Schools HR Team for the closing date. For further information, please contact Schools HR Team by email on hrrschools@haringey.gov.uk

2. **Settlement Agreements/Exit packages** – As an employer, the London Borough of Haringey have streamlined the process for termination of employment through settlement agreements for all maintained and voluntary controlled schools. Before entering into any negotiation for a settlement agreement, advice should be sought from your Schools HR Adviser to ensure that the relevant council officer will sign off on the settlement agreement.

For schools that currently use external HR providers, you should liaise directly with the Head of Schools HR for guidance at chidi.okwesilieze@haringey.gov.uk

3. **NEW - Schools HR Traded Services Specifications** – A traded service brochure providing Schools HR services specifications is now available. The document provides schools with details of services you should expect for any of your buy backs and our key performance indicators (KPIs). The Traded Service Portal will be updated shortly. In the meantime, copies can be obtained from the team by email to hrrschools@haringey.gov.uk
4. **NEW - Schools HR Helpdesk Service Coming Soon** – Work is at an advanced stage to bring in a helpdesk (**HALO**) for schools. This helpdesk will ease communications on range of transactional/operational requests from schools to the Schools HR Team. It will enable schools monitor progress of any request submitted and when it has been actioned by the team. It will provide schools the opportunity to pull a report or track any instruction(s) that has been sent to the Schools HR Team. It will enhance paperless drive and schools can review all their request(s) against SLA (KPIs).

Go-Live Date – we plan to engage with schools to firm up a live date. Information on training for relevant school officers will be provided soon.

5. **2022/23 Teachers' Pay Award** - Headlines are five per cent increase for most teachers, with bigger increases for early career teachers (max 8.9 per cent outside of London) and no additional funding for schools. Whilst indications are that the offer was not accepted by teacher unions, the STPCD is expected to be laid before the Parliament and signed into law about 14 October 2022. Recommendations on the new pay values will be sent to all schools. The new pay values will be process in time for November pay run backdated to September 2022.

6. **Local Government Pay 2022 (Support Staff)** - In response to [National Employers' final pay offer](#), UNISON and GMB will remain neutral on whether it should be accepted or rejected. Their consultations run to 19 September and 21 October, respectively. Unite is recommending that the offer should be rejected and its consultation will run to 14 October. We will keep you updated.
7. **Schools' mental health training** - The Department for Education (DfE) is providing quality assured training to equip senior leads with the knowledge and practical skills [Learning outcomes for senior mental health leads in schools and colleges \(publishing.service.gov.uk\)](#) to embed an effective whole school or college approach [Promoting children and young people's mental health and wellbeing \(publishing.service.gov.uk\)](#) to mental health and wellbeing. Schools and colleges can claim a £1,200 grant, and there are over 100 courses available. You can choose a course that best meet your needs [Choosing a Senior Mental Health Lead training course | Carnegie Centre of Excellence for Mental Health in Schools | Leeds Beckett University](#).
8. **Free Flu Vouchers** - As part of our Staff Benefits programme, the council have a limited number of free flu vouchers available which can be exchanged for a flu vaccination at a participating Boots Pharmacy. Priority for a voucher will be given firstly to all frontline staff aged 49 or under and then to all other employees. Everyone aged 50 – 64 will be eligible for a free vaccination from mid-October onwards as part of the national vaccination programme.


Workers who are not employed directly by the council, such as agency workers or contractors are not eligible to apply and should contact their employer for details of their scheme. To apply for the voucher, online form is available at [Flu Vaccination Form: Winter 2022/23](#)

9. **Network Security Alert (Bank Mandate Fraud)** – There has been a recent fraud at a Haringey school that the wider school community at Haringey needs to be aware of. The fraud was a well-known scam where the fraudster impersonates a member of staff (usually someone senior) and instructs for their bank details (or in other cases suppliers bank details) to be changed by sending what looks like a genuine e-mail. The e-mail is of course not genuine and diverts money from the authentic bank account to the fraudster's bank account. The ability to impersonate a senior officer's email address can happen where there are weak operational and digital network controls.

Schools need to maintain high levels of vigilance to protect themselves against these types of frauds. It has been reported nationally the risk of such frauds against all individuals and organisations, including the public sector is very high and appropriate safeguards are required in the form of digital security and operational procedures. From our initial investigation into how this fraud succeeded, we set out below wider learnings that other schools can use to protect themselves against fraudsters.

1. The fraudsters will frequently use time pressure to force a change to be made quickly. It should be noted for most bank changes there are protocols to ensure deposits into old closed accounts are moved to the new account. The banks have done this to try to reduce this fraud risk. There is therefore no need to reduce checks over the legitimacy and authenticity of the change being proposed.

2. There is good free guidance available to schools via the NCSC (National Cyber Security Centre) to help configure the security of email systems at this link <https://www.ncsc.gov.uk/collection/email-security-and-anti-spoofing> LGfL (National Grid for Learning) can also assist. The NCSC has a wealth of other cybersecurity related advice, for individuals, families, businesses and schools available on its website.
3. The NCSC also provide a link anyone can use to check the security of an email domain, specifically for whether an external person can send an e-mail impersonating someone at the school and make the e-mail look like it's been generated internally at the school. We are therefore advising all our schools to go to <https://emailsecuritycheck.service.ncsc.gov.uk> to check the level of security you have. You can do this by clicking "Start Now" and then putting in your domain name from the @ onwards.

If this high-level assessment of security does not have a  against all three checks, you should liaise with your IT provider to ensure protection levels are increased.

Please also note that as soon as you become aware of a fraud, you must report this to the Head of Audit and Risk Management (minesh.jani@haringey.gov.uk) or his deputy Head of Audit and Risk Management (Vanessa.bateman@haringey.gov.uk) at the Council. Prompt response to these incidents is essential the council can support in trying to recover the money as long as it is reported immediately.

4. Make sure you follow the correct process. A learning from this fraud is that the School's HR Team will in future process only change bank account details when the correct documentation has been completed and authorised and not based on an email instruction. The School's HR Team will circulate details of the process shortly.
10. **State Funeral of Her late Majesty Queen Elizabeth II** - The Government has announced that there will be an additional bank holiday on Monday 19 September to mark the occasion of the State Funeral of Her late Majesty Queen Elizabeth II. We will be providing schools with further guidance very soon.