

Birmingham City Council's Statutory Duties and Ongoing Compliance and Assurance

Role as the Employer in Schools

Following Cabinet's decision that Birmingham City Council (BCC) would cease to trade HR and Payroll services for schools, this document clarifies the ongoing statutory duties BCC holds where BCC is the employer to staff in schools. This document applies to:

- Community Schools, Community Special Schools, Maintained Nurseries, Voluntary Controlled Schools and Pupil Referral Units.

Please note that this document does not provide an exhaustive list of all schools' statutory employment duties – e.g. the requirement to hold a Single Central Record. Rather, it seeks to identify where there is a statutory provision for the school to engage with the Council as the employer in respect of employment duties. It is the school's responsibility to ensure that any external HR and/or Payroll provider is also aware of these statutory responsibilities, including those relating to:

- Conduct and discipline, dismissals, capability/performance of the Headteacher, suspensions, employment tribunals, school's policy framework, appointments, pay and leavers, settlement agreements, redundancy and redeployment, TUPE, pensions.

It is important to note that the School Staffing (England) Regulations 2009 as amended and the Education (Independent School Standards) Regulations 2014 remain in force, and that schools should be aware of the responsibilities placed upon them to comply with these Regulations.

Schools are required to comply with the statutory obligations as set out below, some of which enable the Council to fulfil its requirements as the employer. Non-compliance may lead the Council to pass liability for any costs relating to employment issues that arise, to the school. Such matters of non-compliance will be referred to the Strategic Director of Children and Families to determine appropriate action.

Six areas of ongoing responsibility have been identified and defined as follows:



Statutory Reporting – we still need to report back to various places about what we do, how and how much it costs.



Compliance - we still need to make sure staff in schools have all the right qualifications and checks in place. This might look like checking teaching assistants have appropriate qualifications or someone has the right to work in the UK before they take up a role in a school.



Employee and Industrial Relations - we will remain the employer of some schools staff so we need to make sure we are there in those key steps like dismissals, disciplinaries or managing school union relationships. This might look like reviewing and signing off a school's restructure business case or sending out a dismissal letter.



Assurance - we will need to make sure that schools and their new providers are still operating under BCC terms and conditions and stay compliant with what we would expect. This might involve spot checks of contracts or job adverts or what pay and allowances staff are getting.



Reward and Pay - we still need to make sure that schools staff are being paid properly and have access to all their usual benefits like cycle to work scheme. This might look like communicating policy changes or pay awards to schools and providers.



Pensions - we will still be receiving information in from a number of sources and this will need to be checked and passed on to the pension's funds. This work will likely look very similar to now.

Pensions					
Process	Legislation	BCC Responsibilities	School Responsibilities	Provider Responsibilities	Data requirement
Submission of pensions data to pensions funds including details of any additional voluntary contributions	Local Government Pension Scheme Regulations 2013 - 67 Teachers' Pensions Regulations 2010 – 30	<ul style="list-style-type: none"> BCC will receive the required data from schools or providers BCC will check that files are in correct format BCC will ensure data corresponds with monies received BCC will compile the data and send data and contributions to pensions funds (LGPS and TPS) BCC will receive the notification of any changes. BCC will submit change to LGPS or TPS 	<ul style="list-style-type: none"> Schools will notify payroll providers of changes impacting the staff's pay or pensions Schools will pay any penalty associated with late payments where data has been submitted late. Schools will notify payroll providers of changes impacting the staff's pay or pensions Schools will make staff aware of self-services changes (Help for registration on portal etc is LGPS or TPS) 	<ul style="list-style-type: none"> Where a provider has taken more than one BCC school, payroll providers will provide a single return with a breakdown of schools and values included by specified date Payroll providers will accurately calculate pensions contributions based on policies and legislation. Payroll providers will pay all contributions deducted to BCC by the specified date and the contributions paid must match those specified on the monthly data files 	Pension monthly data files in the specified format. Any leaver interfaces and/or individual member data (such as hours changes or breaks in service) Details of any retirements/death in service, etc.

Assurance					
Process	Legislation	BCC Responsibilities	School Responsibilities	Provider Responsibilities	Data requirement
Ensuring pay is compliant	School Staffing (England) Regulations 2009 - 17	<ul style="list-style-type: none"> BCC will conduct reasonable checks that pay is compliant with BCC, green book, burgundy book pay and conditions and STPCD. BCC will highlight where errors or noncompliance is found and seek to achieve compliance. 	<ul style="list-style-type: none"> Schools will comply with BCC, green book, burgundy book pay and conditions and STPCD. Schools will ensure that the required data is provided to BCC (preferably directly from the payroll provider) by the deadline set. Schools will resolve and correct errors or noncompliance where notified. 	<ul style="list-style-type: none"> Where instructed by school, payroll providers will ensure provision of data to BCC by the deadline set. Payroll providers will process instructions only where they are compliant with BCC, green book, burgundy book pay and conditions and STPCD. Payroll providers will resolve and correct errors or noncompliance where notified. 	<p>Full payroll report - employee details, salary information, contractual elements (hours, SCP, TTO)</p> <p>Allowance report showing stand-in, honorariums, overtime, acting up etc.</p> <p>Details of any overpayments and repayment plans.</p> <p>Details of any other payments such as paternity pay, sickness pay etc.</p>
Applying annual pay awards	The School Teachers' Pay and Conditions (England) Order 2024 BCC Model Pay Policy	<ul style="list-style-type: none"> BCC will inform schools of annual pay award details. BCC will conduct reasonable checks that pay awards have been applied in a way which is compliant with BCC, green book, burgundy 	<ul style="list-style-type: none"> Schools will comply with BCC, green book, burgundy book pay and conditions and STPCD. Schools will ensure that the required data is provided to BCC (preferably directly from the payroll 	<ul style="list-style-type: none"> Payroll providers will ensure pay awards are applied in line with BCC, green book, burgundy book pay and conditions and STPCD. Where instructed by schools, providers will ensure provision of 	<p>Full payroll report - employee details, salary information, contractual elements (hours, SCP, TTO)</p>

		<p>book pay and conditions and STPCD.</p> <ul style="list-style-type: none"> • BCC will highlight where errors or noncompliance is found and seek to achieve compliance. 	<p>provider) by the deadline set.</p> <ul style="list-style-type: none"> • Schools will resolve and correct errors or noncompliance where notified. 	<p>data to BCC by the deadline set.</p> <ul style="list-style-type: none"> • Payroll providers will process instructions only where they are compliant with BCC, green book, burgundy book pay and conditions and STPCD. • Payroll providers will resolve and correct errors or noncompliance where notified. 	
<p>Conducting Head Teacher pay band calculations</p>	<p>The Education Act 2002 S.122</p> <p>The School Staffing (England) Regulations 2009 (5) and (6)</p>	<ul style="list-style-type: none"> • BCC will provide schools with Pupil Attendance Numbers annually • BCC will conduct reasonable checks that pay awards have been applied in a way which is compliant with BCC, green book, burgundy book pay and conditions and STPCD. • BCC will highlight where errors or noncompliance is found and seek to achieve compliance. 	<ul style="list-style-type: none"> • Schools will ensure the Head Teacher at the school is appropriately remunerated in accordance with The School Teachers’ Pay and Conditions). • Schools will ensure that the required data is provided to BCC (preferably directly from the payroll provider) by the deadline set. • Schools will resolve and correct errors or noncompliance where notified. 	<ul style="list-style-type: none"> • Payroll providers will ensure Head Teachers are paid in line with BCC, green book, burgundy book pay and conditions and STPCD. • Where instructed by schools, providers will ensure provision of data to BCC by the deadline set. • Payroll providers will resolve and correct errors or noncompliance where notified. 	

Statutory Reporting					
Process	Legislation	BCC Responsibilities	School Responsibilities	Provider Responsibilities	Data requirement
Complete statement of accounts	BCC Constitution	<ul style="list-style-type: none"> BCC will receive, check and compile data for publication in annual statement of accounts. 	<ul style="list-style-type: none"> Schools will be responsible for returning the data template to facilitate completion of the statement of accounts by the stipulated deadline. 	<ul style="list-style-type: none"> Where instructed by schools, payroll providers will ensure provision of accurate data in the correct format to BCC by the deadline set. 	Details of any staff pay over £100,000 Details of numbers of staff in all schools Details of all redundancy costs All staff costs including NICs, pensions, apprenticeship levy Details of all holiday pay and annual leave carry forward All equal pay settlements - long term and short term
Complete School Workforce Census		<ul style="list-style-type: none"> BCC will check that all required data is submitted, cleansed and that all appropriate 	<ul style="list-style-type: none"> Schools will compile and load their annual return in line with DfE deadlines 	<ul style="list-style-type: none"> Where contracted to provide services relating to Schools Workforce Census, HR 	Access to schools' returns on Collect

statutory return		notes are added to the return before approving it.		and Payroll providers will ensure provision/compilation of the data on a school's behalf in line with DfE deadlines.	
Office for National Statistics Reporting		<ul style="list-style-type: none"> • BCC will notify schools of the ONS quarterly and annual reporting. • BCC will collate returns from schools and include with BCC's return. 	<ul style="list-style-type: none"> • Schools will be responsible for returning the data template to facilitate the ONS return by the stipulated deadline. 	<ul style="list-style-type: none"> • Where instructed by schools, payroll providers will ensure provision of accurate data in the correct format to BCC by the deadline set. 	<p>Quarterly reporting on head and FTE count by contract type/full or part time/gender.</p> <p>Annual report on headcount and hours by location.</p>
Year-end financial reporting		<ul style="list-style-type: none"> • BCC will provide a template for completion • BCC will agree balances based on reconciliation • BCC will upload to collect and submit to DfE 	<ul style="list-style-type: none"> • Schools will complete the template based on financial information 		Agreed CFR position for schools in proforma template (year-end workbook)

Reward and Pay					
Process	Legislation	BCC Responsibilities	School Responsibilities	Provider Responsibilities	Data requirement
Ensuring BCC staff have access to appropriate rewards		<ul style="list-style-type: none"> BCC will sign up employees to benefits once notified of a new starter BCC will manage any changes to employee benefits BCC will be responsible for curtailing of benefits once notified of a leaver or change to circumstance BCC will manage the payment of any benefit BCC will manage the contracts with employee benefit vendors BCC will advertise benefits to staff BCC will issue invoices related to benefits BCC will provide deduction information to schools/payroll providers BCC will conduct checks on payroll data 	<ul style="list-style-type: none"> Schools will advertise benefits to staff Schools will be responsible for the payment of invoices Schools will confirm to BCC that employees requesting benefits meet the criteria required. Schools will ensure that mechanisms are in place for salary sacrifice via payroll. Schools will conduct checks if there are changes to contracts that conditions are still being met. 	<ul style="list-style-type: none"> Payroll providers will be responsible for the appropriate deductions from staff in relation to benefits such as cycle to work scheme etc. Payroll providers will conduct check employees are still above NMW before applying deductions. 	Details of any starters and leavers

		to ensure that national minimum wage and other conditions for continuing benefits are being met			
Employee and Industrial Relations					
Process	Legislation	BCC Responsibilities	School Responsibilities	Provider Responsibilities	Data requirement
Ensuring restructures are compliant and funded	Education Act 2002 – 37	<ul style="list-style-type: none"> • BCC will provide a template for restructure business cases • BCC will review due process will be followed and the school's plan for compliance • Where there are rejections, BCC will return the business case to schools for amendment • BCC will support any appeals from staff where there is a procedural flaw in the restructure process - see dismissal 	<ul style="list-style-type: none"> • Schools will work with their HR provider to complete the restructure business case template. • Schools will submit the restructure business case template to BCC for approval before beginning any restructures. 	<ul style="list-style-type: none"> • HR providers will provide compliant advice to complete restructure business case templates and complete restructures compliantly 	A restructure business case
Revision of policies and procedures	The School Teachers' Pay and Conditions	<ul style="list-style-type: none"> • BCC will develop employment policies 	<ul style="list-style-type: none"> • Schools will ensure they adopt appropriate employment policies 	<ul style="list-style-type: none"> • HR and Payroll providers will act in line with BCC's policies 	

	<p>(England) Order 2024</p> <p>Employment Rights act 1996</p> <p>Equality Act 2010</p> <p>The Education (School Teachers' Appraisal) (England) Regulations 2012</p> <p>Keeping Children Safe in Education (KCSiE)</p> <p>School Staffing (England) Regulations 2009 - 17</p> <p>The Education (School Teachers' Appraisal) (England)</p>	<p>for schools which meet statutory requirements.</p> <ul style="list-style-type: none"> • BCC will reserve the right to audit that school policies comply with legislative requirements. • BCC will conduct union consultation on policy changes where required • BCC will share any updates to policies with schools and HR or Payroll providers 	<p>that comply with current employment law and adhere to the DFE advice on statutory policies for schools.</p> <ul style="list-style-type: none"> • The following are some of the employment related policies required to meet general employment law and various school staffing regulations: <ul style="list-style-type: none"> • Capability of staff • Teacher appraisal • Teachers Pay • Central record of recruitment and vetting checks • Staff Discipline and Conduct • Staff Grievance • Sickness absence • Equal opportunities • Code of Conduct 		
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	Regulations 2012				
Dismissing staff	<p>School Staffing (England) Regulations 2009 - 7</p> <p>The Education Act 2002, Chapter 3 Section 35 part 5</p>	<ul style="list-style-type: none"> • BCC will allocate resource to oversee cases • BCC will consider the information received and will offer advice to or refer to the TRA. • In cases where the school determines that a referral is not required BCC may still refer if they determine a referral is necessary. 	<ul style="list-style-type: none"> • Schools will provide information on the number of cases which could result in dismissal by stipulated deadline • Schools will inform BCC of any proposed dismissal of an employee at the earliest opportunity: • Schools will ensure any paperwork issued to employees and policies are clear that a local authority officer may attend dismissal hearings. • Schools will issue the notification to the local authority that they intend to hold a disciplinary hearing of which the outcome may be the dismissal of an employee, including a full copy of the documentation supporting the hearing. To enable the LA to 	<ul style="list-style-type: none"> • HR providers will hold data in line with requirements 	<p>Number of any ongoing cases in schools which could result in dismissal.</p> <p>Details of any case which has the outcome of any member of staff being dismissed</p>

			<p>reach a decision for attendance at the earliest opportunity, and a minimum of 10 working days prior to the hearing.</p> <ul style="list-style-type: none"> • In the event of attendance of a local authority representative, provisions should be made to observe all stages of the process, including deliberation. This is to enable advice to be provided and seriously considered before a decision is reached. • Where the governing body determines that any person employed or engaged by the authority to work at the school should cease to work there, it must notify the authority in writing of its determination and the reasons for it. 		
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<p>Suspending staff</p>	<p>The School Staffing (England) Regulations 2009 (19)</p> <p>Keeping Children Safe in Education (KCSIE)</p>	<ul style="list-style-type: none"> • Upon receipt of the notification of suspension, BCC will: • Acknowledge receipt of the suspension notification. • Log the notification. • For suspensions with safeguarding allegations assurances will be sought that the school have followed appropriate reporting procedures. • The LADO will support schools in managing these allegations and will refer any relevant information back to the Local Authority as the employer. • Relevant local authority colleagues may attend position of trust meetings. • BCC will conduct TRA Referrals where required 	<ul style="list-style-type: none"> • The governing body or the head teacher (with delegated powers) may suspend any person employed or engaged otherwise than under a contract of employment to work at the school where, in the opinion of the governing body or (as the case may be) the head teacher, such suspension is required. • The school (whether that be the governing body or headteacher) must immediately inform the local authority when a person is suspended, using the local authority's notification template. • Governing bodies should ensure there are procedures in place to manage concerns/allegations, against staff (including volunteers and agency staff) that might 	<ul style="list-style-type: none"> • HR and Payroll providers will act in line with BCC's policies 	<p>Details of any suspensions for any member of staff.</p>
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			<p>indicate they would pose a risk of harm to children. Such allegations should be referred to the designated officer(s) at the local authority.</p> <ul style="list-style-type: none"> • Confirmation that the Governing Body are meeting their obligations for a duty of care for the suspended employee. • In safeguarding allegations, the school must notify the Local Authority LADO in accordance with regulations and manage the outcome of advice received by the LADO ensuring the local authority is informed of any actions or investigations. • Only the governing body may end a suspension. • On ending a suspension, the governing body must 		
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			immediately inform the local authority and the head teacher using the local authority's notification template.		
TUPE processes	1981 European Acquired Rights Directive. Transfer of Undertakings (Protection of Employment) Regulations 2006. Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014 (TUPE)	<ul style="list-style-type: none"> • BCC will receive and exchange final due diligence information. • Consult with staff representatives as required. • Inform staff in writing of the proposed TUPE transfer. • Attend staff consultation meetings where appropriate. • Education Infrastructure Team are required to notify when a TUPE of school employees is required. • ensure procedural compliance throughout the process 	<ul style="list-style-type: none"> • Where TUPE does not relate to academisation, schools will notify BCC of the TUPE and submit the appropriate restructure business case. • For all TUPE processes, Schools will inform BCC of a proposed TUPE situation at the earliest opportunity but as a minimum requires three months' notice. • To provide BCC with employment information to ensure that it is able to comply with its statutory obligation in the collation of due diligence information and consultation with staff representatives. 	<ul style="list-style-type: none"> • HR and Payroll providers will provide relevant information for the completion of a restructure business case or CTA in the requested format by the specified deadline. 	<p>Restructure business case</p> <p>Data for completion of Commercial Transfer Agreement</p>

<p>Authorisation of Settlement Agreements</p>	<p>Employment Rights Act 1996 (138) (139)</p>	<ul style="list-style-type: none"> • BCC will ensure that appropriate legal and senior management approval is sought. • Once a settlement has been agreed BCC will provide a standard template which forms the basis of a tripartite agreement signed by the employee, school and Local Authority. 	<ul style="list-style-type: none"> • Where the governing body determines that any person employed or engaged by the authority to work at the school should cease to work there, it must notify the authority in writing of its determination and the reasons for it. • Where the school intends to enter into a settlement agreement it must: • Notify the Local Authority of the potential for a settlement agreement and the reasons for it. • Seek prior agreement from the DCS or nominated officer before entering into discussions with the employee. • Use the DMBC standard settlement agreement template. • Adhere to KCSIE to ensure that confidentiality clauses 	<ul style="list-style-type: none"> • Where instructed by schools, HR providers will draft a settlement using the appropriate template, to be signed off by the employee, school and Local Authority. 	<p>Details of any situation where the school intends to enter into a settlement agreement.</p>
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			<p>are not used that prevent safeguarding allegations being followed up and referred as appropriate.</p> <ul style="list-style-type: none"> • Ensure the Council is a signatory to the agreement. • Meet the cost of the independent legal advice that is given to the employee, a statutory requirement, • N.B. Settlement agreements can also be used in circumstances when the contract of employment continues. In these cases, the same process should be followed 		
Attendance at Safeguarding/ POT meetings and appropriate referrals to regulating bodies	<p>Education Act 2011 (141D) and</p> <p>Keeping Children Safe in Education (KCSiE)</p>	<ul style="list-style-type: none"> • BCC will consider the information received and will offer advice to or refer to the TRA. • In cases where the school determines that a referral is not required the local authority may still refer 	<ul style="list-style-type: none"> • Schools will provide BCC with employment information to ensure that it is able to comply with its statutory obligation in the collation of due diligence information 		<p>Information as appropriate to allow BCC to conduct responsibilities.</p>

		<p>if they determine a referral is necessary.</p> <ul style="list-style-type: none"> • The local authority should always be one of the named contacts on a TRA referral. • Where BCC has any serious concerns about the performance of the Head Teacher of a school, BCC will make a written report of its concerns to the governing body of the school and at the same time send a copy of the report to the head teacher. 	<p>and consultation with staff representatives.</p> <ul style="list-style-type: none"> • Schools will notify the local authority in writing of the action it proposes to take in the light of the authority's report of concerns about the performance of the Head Teacher. 		
Employment tribunals	<p>Education (Modification of Enactments relating to Employment) (England) Order 2003 (section 6, part 4a and b).</p> <p>The Education Act 2002, Part 3 Section 35.</p>	<ul style="list-style-type: none"> • The authority, on written application to the employment tribunal, is entitled to be made an additional party to the proceedings and to take part in the proceedings accordingly. • BCC will consider the notification and decide whether it should be a joint respondent. 	<ul style="list-style-type: none"> • Where any application is made against a governing body under paragraph 2 the governing body must notify the authority within 14 days of receiving notification. • The Governing body is required to notify the authority within 14 calendar days of receiving notification of 		<p>Details of any notification of an application/ proceeding in the ET.</p> <p>ACAS / employment tribunal documentation</p>

		<ul style="list-style-type: none"> The authority is then able to make a written application to the employment tribunal and is entitled to be made an additional party to the proceedings and to take part in the proceedings if they wish. 	<p>an application/ proceedings in the ET.</p> <ul style="list-style-type: none"> At the earliest opportunity, the school must provide a copy of the ACAS / employment tribunal documentation (n.b conciliation deadlines can be as short as two weeks and therefore documents are required as soon as possible). The school will act as the intermediary between the local authority and the school HR provider. The school should cooperate in providing all relevant documentation. 		
Union consultation/Trade dispute resolution	Trade Union and Labour Relations (Consolidation) Act 1992.	<ul style="list-style-type: none"> BCC will attend consultation and engage with unions to ensure policies are followed correctly. BCC will be responsible for the ownership and 	<ul style="list-style-type: none"> Schools will act on behalf of the employer to adhere to policy and procedures. Schools will communicate with BCC to enable the local authority to join 	<ul style="list-style-type: none"> Providers will Refer to BCC on all statutory consultation. 	<p>Details of any local disputes or unresolved issues/failures to agree.</p> <p>Strike day sit rep information.</p>

		updating of recognition agreements. <ul style="list-style-type: none"> • BCC will acknowledge and respond to letters declaring dispute. • BCC will chair and manage dispute resolution process. 	consultation where appropriate. <ul style="list-style-type: none"> • Schools will engage in resolution processes. • Schools will work to provide solutions to resolve dispute where it relates to schools operations. 		
Compliance					
Process	Legislation	BCC Responsibilities	School Responsibilities	Provider Responsibilities	Data requirement
Ensuring BCC staff are employed legally	School Staffing (England) Regulations 2009 - 18 Immigration, Asylum and Nationality Act 2006 – 15 Keeping Children Safe in Education (KCSiE)	<ul style="list-style-type: none"> • BCC will conduct reasonable checks that processes are being followed compliantly. • BCC will highlight where errors or noncompliance is found. • Where any concerns are flagged on pre-employment checks BCC will act in line with appropriate safeguarding and referral/reporting policies. 	<ul style="list-style-type: none"> • Schools will check relevant paperwork to confirm a candidate has the right to work in the UK at interview. • Schools will be responsible for conducting DBS checks ahead of employment. • Schools will provide BCC with evidence of DBS checks and verification of right to work ahead of a candidate beginning employment. 	<ul style="list-style-type: none"> • Where instructed by schools, HR providers will conduct pre-employment checks such as DBS or reference checks in line with regulation and BCC policies. 	Pre-employment checklist including evidence of DBS, new starter details and evidence of right to work.

Ensuring BCC staff have the appropriate qualifications	The School Teachers' Pay and Conditions (England) Order 2024	<ul style="list-style-type: none"> • BCC will conduct reasonable checks that processes are being followed compliantly. • BCC will highlight where errors or noncompliance is found. 	<ul style="list-style-type: none"> • Schools will check relevant paperwork to confirm a candidate has the appropriate qualifications in line with BCC, green book, burgundy book pay and conditions and STPCD ahead of beginning employment. 		Pre-employment checklist including evidence of qualifications.
Skilled worker sponsorship	The School Teachers' Pay and Conditions (England) Order 2024 BCC Model Pay Policy The Immigration and Nationality (Replacement of Tier 2 and Fees) (Amendment) (EU Exit) Regulations 2020	<ul style="list-style-type: none"> • BCC will hold a Sponsor Licence and issue Certificates of Sponsorship where applicable to eligible members of staff. • Where BCC agrees to sponsor a skilled worker visa for a member of staff, BCC will organise appropriate legal, finance and governance approvals within BCC. • BCC will complete relevant paperwork and apply for the Certificate of Sponsorship on behalf of the school. 	<ul style="list-style-type: none"> • Schools will seek approval from BCC before offering sponsorship or employment to any individual. • Schools will be responsible for communication with the candidate throughout the process and gathering the required information from the candidate to complete the associated paperwork. • Schools will comply with all BCC policies regarding visa sponsorship. 	<ul style="list-style-type: none"> • Where instructed by schools to assist with skilled worker sponsorship, HR providers will act in line with regulation and BCC policies. 	Pre-employment checklist including any details of sponsorship requirements.

<p>Ensure contracts are issued on time and are accurate</p>		<ul style="list-style-type: none"> • BCC will conduct reasonable checks that contracts are compliant with BCC, green book, burgundy book pay and conditions and STPCD. • BCC will highlight where errors or noncompliance is found. 	<ul style="list-style-type: none"> • Schools will be responsible for the issuing of contracts in line with BCC templates and policies to any new member of staff. • Schools will hold copies of all contracts for staff in line with GDPR regulation. • Schools will provide copies of issued contracts for checking when requested by BCC. • Schools will resolve and correct errors or noncompliance where notified. 	<ul style="list-style-type: none"> • Where instructed by schools, HR providers will act in line with BCC, green book, burgundy book pay and conditions and STPCD. • HR providers will issue contracts on time. • HR providers will resolve and correct errors or noncompliance where notified. 	<p>Copies of contract on request.</p>
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Version Control		Sign Off	Issued	Review Date
V.1	Confirmation of BCC's statutory duties and ongoing compliance and assurance role developed as part of the Schools HR, Payroll and Finance Project.	Director of Children and Families – Dr Sue Harrison Director of People Services – Katy Fox 28/01/2025	30/01/2025	23/01/2026
V.2				
V.3				