



# Schools HR & Payroll UPDATE

Tom Alexander

Head of Employee Relations & HR  
Strategy

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## Cycle to work scheme

Newham's cycle to work scheme is open and available to all permanent employees and employees on a fixed term contract with at least 12 months remaining. Our provider is Cyclescheme Ltd.

The link: <http://www.cyclescheme.co.uk/42274d> will take you to the Cyclescheme website where you can find out more about how the cycle to work scheme works, and provides useful information to help you choose the right bike and accessories you need, including safety equipment and locks. The maximum value of the eCertificate is £2,000.

If you do choose to apply, you will need to enter a few personal details, including your full name, payroll number and the name of the school where you work. The application will then be automatically directed to the administrators (oneSource HR) for authorisation, and we will ask NPW/The Education Space to confirm your eligibility. If approved, you should receive your eCertificate within 3 working days, which is used to redeem your chosen bike and accessories.

Please note that there is a 14 calendar days "cooling-off" period after receipt of your eCertificate for you to cancel if you change your mind. After the 14 calendar days, we instruct your Payroll provider to begin the salary reductions each month for 12 months.

Any further questions about the cycle to work scheme, please contact [Brian.Parish@onesource.co.uk](mailto:Brian.Parish@onesource.co.uk) or call: 0203 373 6653.

## Support staff pay award 2020 (as at 1<sup>st</sup> April 2020)

The National Employers, who negotiate pay on behalf of 350 local authorities made an offer of 2.75 % to unions (i.e. Unison, GMB and Unite) on 16<sup>th</sup> April 2020. The unions have yet to respond. Please note that when the pay award has been agreed and implemented by the local authority we will process it for all maintained schools. Academies would need to inform us in writing whether or not they would like to implement the pay award.

## Staff News

### Starters

As some of you may be aware, Charmian Thompson (HR Operations Manager) will be going on maternity leave at the end of July. Kay Martin has recently joined us on a fixed term contract as maternity cover. Kay had previously work for NPW and has experience of schools' payroll and working in a payroll bureau, Kay can be contacted on [kay.martin@theeducationspace.co.uk](mailto:kay.martin@theeducationspace.co.uk)

Wilton Keymist (Payroll Advisor) recently joined us on 23<sup>rd</sup> March 2020. Wilton has previously work in HR and has a wealth of experience with HR systems. He can be contacted on [wkeymist.316@npwinet.co.uk](mailto:wkeymist.316@npwinet.co.uk)

#### Leavers

Niyi Akinmutande (Head of HR Shared Services) will be leaving us on 31<sup>st</sup> May 2020. Please join us in wishing him the very best for the future.

#### New baby

Sharlene Plant recently gave birth to a beautiful baby girl named Zenayha. Both are doing very well

Finally, with immediate effect, I will be responsible for the full Schools HR and Payroll Service until 1<sup>st</sup> September 2020. For all you day to day payroll and recruitment queries, please contact your relevant HR Advisor.

For employee relations, contact [Jacqueline.Gentles@theeducationspace.co.uk](mailto:Jacqueline.Gentles@theeducationspace.co.uk) and [Shahana.Begum@theeducationspace.co.uk](mailto:Shahana.Begum@theeducationspace.co.uk)

Kind regards



Tom Alexander



**If you'd like to benefit from  
our outstanding services,  
contact us:**

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