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Action Checklist

EPM Autumn 2024 People Update



Action Checklist

Subject Area	Actions	EPM customer hub link	Date Completed
Employment rights & protections	<ul style="list-style-type: none"> • Get ready – review processes & procedures – particularly in relation to dismissal • Review and implement probation policy & procedures • Consider probationary policy for teaching staff • Ensure managers are fully trained • Review casual contracts and consider where contracts of employment (permanent or fixed term) may be appropriate • Review process to terminate fixed term contracts, take advice from EPM where required • Consider where reasonable adjustments may be appropriate 	<ul style="list-style-type: none"> • EPM Model Disciplinary Policy • EPM Model Probation Policy • Look out for EPM's 'New to HR' Toolkit • EPM Model request for reasonable adjustments form • EPM Model review of reasonable adjustments form • EPM Onboarding, Induction & Probation webinar 	
Working with trade unions	<ul style="list-style-type: none"> • Review Trade Union Recognition Agreements • Review Organisational Change Policy to ensure compliance • Review Redundancy/Restructure Policies to ensure compliance • Consider arrangements for facilities time, where appropriate 	<ul style="list-style-type: none"> • EPM bulletin on facilities time • Watch out for our upcoming article and webinar on working with trade unions • EPM Model Trade Union Recognition Statement • EPM Roundtable event: Working with unions 	
Family-friendly	<ul style="list-style-type: none"> • Prepare for paternity leave (bereavement) act • Continue to develop your flexible working proposition and prepare for further legislation • Review Leave of Absence Policy • Review Flexible Working Policy • Share EAP details with employees as appropriate • Record employees' leave accurately and consistently 	<ul style="list-style-type: none"> • EPM Model Leave of Absence Policy • Watch out for our EPM Guide to Family-Friendly Leave • Watch EPM's webinar on Flexible Working • EPM Roundtable event: Making flexible working work • EPM Model Flexible Working Policy 	

Equality, diversity & inclusion (EDI)	<ul style="list-style-type: none"> • Take all reasonable steps to prevent harassment, including 3rd party harassment • Review your employee data on diversity to better understand and support your staff • Balance respect for students and staff when considering manifestation of philosophical belief • Ensure line managers understand their responsibilities • Train employees on EDI 	<ul style="list-style-type: none"> • EPM webinar on neuro-inclusion • EPM Equality & Diversity training • EPM HIT session: Workplace banter • Watch this space - EPM HIT Session: Reasonable steps to prevent harassment • EPM Model Equality Impact Assessment • EPM Template Menopause Support Plan • EPM guidance: What to include in a Menopause Action Plan • EPM Model Menopause Policy • EPM articles on menopause 	
Teachers' pay	<ul style="list-style-type: none"> • Familiarise yourself with payroll cutoffs for advising of your decision regarding the award • Be ready to issue salary statements to relevant staff • Consider impact of removal of performance-related pay • Review Appraisal & Capability Policy • Review Pay Policy • Review approach to teacher performance management • Ensure relevant individuals are clear on the process and obligations of Headteacher and CEO performance management • Refer to your LA or MAT for confirmation of decision 	<ul style="list-style-type: none"> • EPM Bulletin – pay award • EPM Model Pay Policy • EPM Model Appraisal & Capability Policy • EPM article: Adapting to the end of performance-related pay 	
Support staff pay	<ul style="list-style-type: none"> • Await national agreement on support staff pay award • Speak to your EPM Adviser if your Trust is considering implementing a pay award in advance of national agreement • Prepare for possible strike action 	<ul style="list-style-type: none"> • EPM bulletin – pay award • LGA guidance on strike action 	
Data	<ul style="list-style-type: none"> • Review employee data to inform your People Strategy • Sign up to EPM Connect • Ensure you are signed up to the EPM Communication Platform 	<ul style="list-style-type: none"> • EPM webinar – Data analytics • EPM Customer Communication Platform 	