

Open up to a range of HR services for Nurseries, Schools, Academies & Colleges



Who we are

PACT HR are education HR specialists. We deliver a range of bespoke HR services to Nurseries, Schools, Academies and Colleges which are tailored to meet your needs. When you work in partnership with us, you will benefit from our expertise providing HR services in the education sector. This is backed up by our unrivalled understanding of how government policy, legislation and statutory regulations impact on the employment of staff in your organisation.

Unlimited, timely, cost-effective, efficient and high quality

We are available when you need us and our subscription service does not have limits on the amount of time we spend with you or how often you can contact us - when you need us we are there.

We understand that as an education provider, quality and cost-efficiency must go hand in hand. By partnering with PACT HR you will enjoy the high levels of service you require tailored to a budget that suits and is based on the size of your organisation.

Our annual subscription offers you exceptional value for money.

A portfolio of services that meet your needs

PACT HR also offer a selection of related services for you to purchase, giving you the flexibility, convenience and expert support you need - as well as enabling you to enjoy a joined up and consistent service. These include HR Consultancy, Training, Recruitment Advertising, Online DBS checking, etc.



What we offer

Pact HR has developed a number of service areas to support all your HR needs.

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For further details please contact one of our dedicated team members on 01274 436644 or email PACT-HR@bradford.gov.uk

Service Overview

Combined Offer with Trust Services included.

If all schools within your multi-Academy Trust buy into the Academy Offer, you will enjoy the Trust Offer, absolutely free, adding significant value to your partnership with PACT HR.

● The HR Services Offer

A focus on Operational HR

Delivered through a mixture of face to face, telephone and web based support directly to the individual schools.

● The Recruitment & DBS Online Offer

● The Consultancy Offer



● The Trust Offer

A focus on Organisational Development

Delivered through a mixture of face to face, telephone and web based support directly to the Trust.

● The Core Offer

● The Learning & Development Offer

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The Core Offer

At the centre of the PACT HR service is our core offer to give you the reassurance that support is there when you need it. This includes access to the PACT HR Hub, our friendly Helpdesk, and named HR contacts.

Discover a wealth of information online at pact-hr.co.uk

Our customers have access to our online hub - the PACT HR website 24 hours a day, 7 days a week. You can search and download exclusive documents and information, from model policies and procedures (consulted and agreed with the trade unions) to toolkits, template letters, flowcharts and model job descriptions. As well as key information such as terms and conditions, rates of pay and payroll deadlines, all at your fingertips.

Our Helpdesk is just a call away

Call our friendly and experienced Helpdesk Team for assistance and access to our team of knowledgeable education HR experts. Lines are open from 8.30am to 5pm, Monday to Thursday and 8.30am to 4.30pm on Friday. Our dedicated Helpdesk Team is here to help. They will make sure that they can answer your queries, ensure you can talk to the right person about your query or make sure that your messages are logged and passed to your named contacts.

Case Management System

The PACT HR CMS means that our Helpdesk Team can instantly and securely access and update your organisations cases in real time, create case notes of advice and store all case related documents in one place. The system generates rich organisational management information, simplifies compliance with your policies and accelerates case resolution whilst minimising risk.

“ We have used PACT HR for a number of years and always found them to be a great source of information and support. I have worked with a number of members of the team and have always found them to be professional, confidential and responsive towards our needs. Michele, our Business Partner, has supported us through some very challenging times across both schools, including Governor Investigations, medical capabilities and other school HR related concerns. I have always received quick, honest and up-to-date advice which is exactly what is needed when issues arise in school.

Nicky Kilvington | Executive Headteacher | Carrwood and Stocks Lane Federation

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The HR Services Offer

PACT HR offer specialist HR services for education providers, through **two separate or combined subscription services:**



For further details, please contact one of our dedicated team members on 01274 436644 or email us on pact-hr@bradford.gov.uk

HR Advisory Service

This is your go to service if something happens and you need advice and support, as well as to plan your strategic HR needs for the coming year. We provide professional HR support and advise on strategic and operational matters - combining a thorough understanding of the education sector with the individual needs of your setting. We will work as your strategic HR partner, to help achieve your goals, as well as responding to HR and staffing issues, as they arise.

Subscribe to PACT HR and benefit from:

An allocated HR Business Partner

Who will work with your organisation to help you identify and plan what your strategic HR needs will be in the coming year and will link these to your school development plan. We will also provide support on a range of HR issues ranging from grievances, disciplinary and conduct, absence management, appraisal and performance management and more.

Support and advice

Your HR contacts are available by phone and can visit your organisation to provide support, advice and guidance on HR issues and cases.

The amount of support provided is not limited to a set amount of days or on site visits, when you need us we are there.

Tailored in-house training and briefing sessions

We offer specific onsite training on relevant issues, as and when they are pertinent to your organisation and briefing sessions on relevant topics - all part of your subscription.

Employment law expertise

Obtain expert legal advice and support via our employment lawyers; including supporting and preparing for an employment tribunal if a claim is made.

Onsite attendance

Whether support is needed on a specific incident or a meeting to review goals, meetings can be arranged for the HR Business Partner to attend onsite when required.

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“ PACT HR have always provided a speedy and appropriate response to a wide range of HR requirements. As a large 3 form entry Primary we have a significant number of staff and issues across all HR areas. I have found Michele to be both professional and extremely experienced in the advice given to the school. ”

Nigel Cooper | Headteacher | Wibsey Primary School

The HR Services Offer

HR School Support Service

The School Support Service will deal with your HR contractual administration requirements so that you don't have to, ensuring contracts of employment are issued for your staff and any contractual changes are processed efficiently. We will ensure all your contractual matters are processed, handled and maintained in a professional and secure manner.

Subscribe to PACT HR and benefit from:

A nominated School Support Officer

As your key point of contact your School Support Officer will coordinate your organisations requirements, ensuring all work is carried out efficiently and correctly.

Contracts & contractual matters processed on your behalf

We will take care of the contracts for new starters, grade changes or leavers, process these on your behalf and provide you with all the relevant documents, personalised to your organisation.

Maintenance and storage of personnel files and records

We will securely keep your staff's employment records on our system. This ensures that copies of documents and contractual histories for every member of staff can be requested where we hold the records.

Secure online IT portal

Thanks to our bespoke, secure online IT system- School Support online, you can send all of your contractual instructions quickly and easily. You can also track the progress of the instruction and see when it has been received and processed, and be notified by email when the completed contracts and letters are available to download.

Direct input to payroll

If you are a subscriber to BradPay, all of your contractual instructions are entered directly onto the payroll system for you. This means you can be confident that payments will be made if they were sent to us before payroll deadline

“Thank you for all the support over the past year – the staff I have dealt with have always been very informative and helped me to resolve any problems quickly. The new HR School Support Online system is great – very easy to use and saves a lot of time.”

Debbie Robinson | Administrator | St Anthony's Catholic Primary School



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The Trust Offer

We understand that as a Multi Academy Trust, your HR and employment requirements are unique, complex and demanding.

Working with you, we can help you understand and implement your responsibilities as an employer through setting up a framework of terms and conditions, policies and procedures, contracts of employment etc. We will use our expertise in providing HR services in the education sector to support you in establishing yourselves as an organisation and what kind of employer you want to be.

In our capacity as HR consultants for Multi Academy Trusts, we will focus on the development of your Trust and how we can help you strategically. We will work with you to design your Trust's strategy, people and processes and develop you as an organisation, establishing a culture and organisation that people want to work for.

Strategy

PACT HR can support you to align your Trust Strategic Plan with a focused People Plan. Therefore enabling you to achieve your organisational objectives through your work-force.

We provide this through;

- HR Strategic planning
- Workforce planning and Management Information
- HR Business Partner planning
- Pay & Reward

This will provide the Trust with a robust employment framework and structure to develop, grow and achieve your goals.

For further details, please contact one of our dedicated team members on 01274 436644 or email us on pact-hr@bradford.gov.uk

People

PACT HR can support your Trust in developing the right behaviours, skills, competencies, and attributes of your people and managing their performance. Implementing your PeoplePlan, creating an environment where people are able to develop and deliver, supported by bespoke people management training.

Processes

PACT HR can develop and harmonise your terms and conditions of employment and policies and procedures, tailoring them to your Trust. This would also include pay and grading structures, role profiles, accountabilities and responsibilities for consistency across all of your Academies.

The expert advice and support gained from the HRPB has been invaluable both from a Central Trust perspective and also at a local school level. The Trust also benefits from the excellent administration - school support service - who provide accurate and timely HR correspondence across all our schools.

I wouldn't hesitate in recommending PACT HR for your HR Business Partnering - their expert HR and educational knowledge, and their can do and positive approach is second to none.

Ailsa Hoyland | Chief Financial Officer | Nurture Academies Trust

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The Learning & Development Offer

To ensure that you and your team have the information, knowledge and skills to work and manage effectively, we offer a suite of learning and development opportunities.

Alongside this we can offer training and development tailored to the needs of your organisation; from a 'one off' away day to a year-long programme of sessions on a variety of topics such as; Bias Awareness, Time Management, Delegation, Investigations in the Workplace, Resilience, Conversations and Communications to name a few.

Regular Updates

We regularly update the content of our sessions to reflect changing legislative requirements as well as local and national developments and initiatives. Our training will support you to implement your policies and procedures confidently and signpost you to useful resources and contacts for further advice. An added bonus of attending our sessions is the opportunity to network and share experience and knowledge with your peers and other professional colleagues.

For further details, please contact one of our dedicated team members on 01274 436644 or email us on pact-hr@bradford.gov.uk

Tailored Service

Alongside our regular programme of events we also offer a tailored service whereby we work with you to develop a CPD programme for your organisation with the content of each of the sessions structured to meet your organisational needs. These sessions can take place onsite within your organisation or away from the workplace at other venues. We can signpost you to experts in specialisms as well as presenting events ourselves or in collaboration with your internal team.

Our full range of courses can be found at:
pact-hr.co.uk/learning-development/

Competitive Rates

Our rates are highly competitive and where organisations subscribe to other PACT HR services you will benefit from discounted rates when attending any events or workshops as part of our regular programme.

“The training was delivered very professionally and with good humour. The training materials were helpful and thought provoking. I clearly identified ways in which the learning will make a difference to how I will deal with people and how to achieve positive gains. I suppose what I took from the learning was that it is “not what you do, but how you do it to get buy in from others and achieve win/win situations”.

Delegate on 'Adopting a Coaching Approach in the Workplace'

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The Recruitment Offer

At PACT HR we understand the importance of getting the best person for your role and appreciate the amount of time, energy and resources a recruitment campaign can take. To support you with this, we can offer seamless support from job design through to the on-boarding and induction of your successful candidate.

Why Advertise with us?

- The Prospects Online team of dedicated recruitment and advertising consultants have significant experience of education, recruitment and advertising and are always on hand to support you throughout your hiring campaign.
- Our large database of candidates has both local and national reach, with customisable candidate alerts as soon as your advert is posted.
- Vacancies will be promoted on twitter and facebook as well as the Prospects Online website.
- The Prospects Online website has a full application process, allowing candidates to prepopulate their application information online and apply in a few clicks.
- You can upload vacancies directly to our website, 24/7, allowing more control of the layout, content and design of your advert and application pack.
- Our helpful online calculator offers transparent advertising costs and adverts can also be paid for online.
- Should you require wider coverage locally and nationally, we can place adverts for you with other local authorities and with other organisations such as TES.

Complete Recruitment

Our consultants have vast experience of working in close collaboration with Governing Bodies, Trustees, Local Authority School Improvement Partners (SIPs) and Church Dioceses to appoint outstanding leaders to their respective organisations. We will ensure your campaign maintains momentum, continuity and quality, with the exact process being tailored to your unique situation. Working with us you will gain:

- Access to expertise, templates, pro-formas and guidance materials throughout your campaign.
- Design of an eye-catching advert with easy placement and promotion via Prospects Online.
- The creation of an attractive and engaging candidate pack, which includes a job description and person specification designed to incorporate the expectations of the national standards of excellence.
- Documentation and face to face support during shortlisting, ensuring a seamless process.
- Interview day programme planning including detailed time-tabling of events and design of assessments tailored to your shortlisted candidates and role requirements. As well as attendance on the day of interview to ensure everything runs smoothly.



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“The great new service from Prospects online is so much easier to use, and there is no cutoff date for when your advert needs to be in. You simply logon and add your advert instantly. If I am unsure about anything I ring up and speak to the friendly staff at Prospects, who are always happy to help. Thanks for a great service.

School Business Manager | Lapage Primary School & Nursery



The Recruitment Offer

Our DBS Online service provides support and advice to a wide range of public and private education establishments including Schools, Academies, and Nurseries.

DBS Online

Our dedicated team are on hand to support you in this vital part of your recruitment campaign, priding themselves on the swift turnaround of checks to allow you to integrate your preferred candidate into your organisation as quickly as possible. Checks include;

- Enhanced DBS checks
- Prohibition checks
- Asylum and immigration checks and regulations

Benefit from

- Email reminders and easy tracking of the progress of DBS checks
- Efficient turnaround of checks
- Access to a secure online portal (compliant with DBS and MOJ regulations)
- Error checks via integrated form validation resulting in swifter turnaround of checks
- 24/7 web based access to the system for your applicants

As with many of our services, the DBS Online Team work closely with the PACT HR Advisory Team to provide all in one support and advice on a candidates' suitability where a certificate contains disclosures.

“ The website is fantastic it allows you to manage all applications in one place with the useful apply online feature. The team are always really helpful and go above and beyond to support my school in our recruitment processes.

Katy MacCuish
School Business Manager
Crossflatts Primary School

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-  www.prospectsonline.co.uk
-  prospectsonline@bradford.gov.uk
-  01274 435420 / 5419
-  @prospectstweet
-  prospectsonline

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The Consultancy Offer

Our HR consultancy provision enables you to commission additional HR related services, as and when you need them. Our Consultancy offer provides bespoke support to your organisation and above all; our services offer the same professional standards and expertise that you would receive from the HR Services Offer.



Independent HR Investigations

Through its team of experienced HR consultants, PACT HR offer independent HR investigatory services, to ensure that any employment related investigations are conducted in a timely and efficient manner.

- Independent to the management of the organisation
- Investigations are managed and conducted expediently
- Investigations are conducted by experienced and qualified HR professionals
- Competitively priced

TUPE /Academy Conversions

TUPE is one of the most complex areas of employment law, PACT HR can provide a bespoke service tailored to your needs to ensure that any transfers run smoothly for your staff and your school.

This support will include:

- Creating a timeline to ensure your process is compliant and legal
- Assistance with your due diligence information
- Liaising with Trade Unions on your behalf
- Presentations to staff/TU's
- Advising on any queries throughout the process

Staff Surveys

How often do you ask your staff how they are feeling about their role and the demands placed upon them?

Our experienced HR consultants work with you and your staff to conduct a staff survey that will explore such elements as how staff feel about their role, their understanding of what is expected of them, any concerns they may or may not have, as a consequence of this exercise.

Recommendations and action points can then be presented back to management to take forward and implement.

Mediation Service

It is rare to find a workplace where some form of conflict has not arisen at some point.

Mediation is a structured, positive, approach to resolving dispute using an impartial third party to encourage employees to find their own solution.

Our consultancy team are trained in the specialised communication and negotiation techniques needed to facilitate the discussion in a controlled process, empowering the parties involved to reach the most favourable solution for all individuals concerned.

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“ Our organisation found the support provided by the consultant to team to be first class, from the initial meeting, through to the final conclusion we felt supported throughout. We received regular updates and were delighted with the professionalism of the consultancy team. A potentially difficult situation was handled extremely well with care and diligence.

John Devlin | Executive Headteacher | Blessed Christopher Wharton Catholic Academy Trust

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Our Partners

BradPay - Bradford Council Payroll & Pension Liaison Service

Offers a tailored, fully managed payroll and pension liaison service for the education sector, enabling you to concentrate your time and resources on other areas of your business.

Payroll Service

Our team of payroll experts manage the full life-cycle of employee, from setting them up on the payroll system, right through to making them leavers, ensuring that all employees are paid accurately and on time and within HMRC and pensions legislation.

E-Payslips and E-P60s are provided as standard and at no extra cost via our secure portal. We also reconcile and process payments of HMRC liabilities each month and submit all statutory returns to HMRC on your behalf, including the calculation of Apprenticeship Levy.



Pension Liaison

As part of your payslip price we also offer a comprehensive pension liaison service for West Yorkshire Pension Fund and Teachers' Pension Schemes. We manage the entire auto-enrolment process on your behalf including issuing letters to staff advising them of their options.

Pensions management and legislation can be time consuming and difficult to understand - our team of pension experts are there to support you and your employees with any issues or queries and ensure compliance every step of the way.

We also can support with Teachers Monthly Data Collection by providing a fully tested and compliant report for you to submit to Teacher's Pension Scheme every month.

Value Added

Our value added services mean that you will receive a truly fully managed end to end payroll and pension liaison service with us taking care of all of the additional responsibilities, all at no extra cost.

These additional services include:

- Preview reports - enabling to check and verify payroll data prior to date.
- One single monthly invoice for all payroll costs, helping you to manage your budget and cash flow.
- Regular employee expense payments runs, so your employees do not have to wait until pay day to be reimbursed for their expenses.
- IR35 payment solution to comply with HMRC legislation for 'Off Payroll Workers'.
- Completion of statutory forms such as National Statistics forms.



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“ BradPay have been the payroll and pension liaison provider for Beckfoot Trust, a cross phase multi-academy trust of 10 schools, since September 2016.

The transition across to one payroll provider was made seamless by BradPay and the continued service is both professional and personable.

I would not hesitate in recommending BradPay payroll services.

Georgina Dyson | Associate Director
HR | Beckfoot Trust

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Our Partners

Occupational Safety

A professional safety advisory and support service, offering practical solutions and expertise to Schools, Academies, Multi Academy Trusts and Colleges. Enabling employers and managers to discharge their health and safety obligations and provide safe working environments.



Core Service

Our professional services include access to:

- Professional advice and support from a qualified and experienced team acting as the competent person on health and safety matters as required in the Management of Health and Safety at Work Regulations.
- Provision of one to one advice and guidance on corporate policy, arrangements and procedures; support by telephone during normal office hours, email, or at the premises (site visits health and safety committees and other relevant meetings) as necessary.
- Advice and support available all year round including school holidays.
- Management guidance, policies and working templates, documents on the Occupational Safety website.
- A service that also works in partnership with other agencies and has close links with regional and national network groups; to ensure the health and safety of staff, pupils, visitors and contractors within schools.
- Support by telephone or at site at request, in the event of a fatal or serious accident / incident / dangerous occurrence, including outside of normal working hours.

Additional Services

In addition we also offer:

- Access to our online accident, incident, violence and aggression reporting module.
- Monitoring of incident report data to ensure the correct reporting to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Membership of CLEAPSS, specialist support for Art, Science and Technology, under the Council's corporate membership arrangement. This membership includes access to their website and online resources, model risk assessments and a telephone helpline.
- For Secondary Schools that have radioactive sources for use in the Science Curriculum, inclusion in the Council's Radiation Protection Adviser (RPA) Service. Access to RPA services as required by law.
- Assistance with the identification of Health and Safety training needs.
- Liaison with the Health and Safety Executive and other enforcement bodies if necessary.

“ Having recently requested a Health and Safety Visit, we found the service offered by the team (is) extremely supportive, helpful and professional. The guidance and information provided not only helped us to identify areas where we needed to improve, but also things which were going well in school. I would not hesitate to recommend arranging a visit for your school. ”

Lynne Davey | School Business Manager | St Clare's Catholic Primary School

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Our Partners

Employee Health & Wellbeing

Employee Health and Wellbeing offers an efficient, effective and compassionate solution for both employers and employees

Who are we

We are a multidisciplinary team of highly qualified and experienced practitioners, comprising of specialist nurse practitioners, occupational health technicians, a resolution coordinator, and a sessional occupational health physician, supported by a team of knowledgeable administrators and led by a manager who has over 20 years experience of working with schools.

The service is professionally independent and all practitioners are members of their relevant professional bodies and appropriately registered in the UK.

“ *The service and the support that Employee Health and Wellbeing provide is fantastic, they are always on hand to help with anything. Nothing is too much trouble for them. The support that they show to us referring and the staff referred is impeccable. They are able to use their skills and knowledge to send us reports so we can make sure we get the best support we can for our employees. I would not hesitate to recommend them to any other school. Thank you for all your hard work and support.*

Bobbie Disney | HR/Senior Finance Administrator | Beckfoot Nessfield Primary School

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How can we support

We offer a wide range of services through our management referral process. Following receipt of your referral, we will arrange a face to face appointment with your employee, and provide a relevant and balanced report that gives functional advice to support both employer and employees. Pension Assessments (Teachers and Local Government), Driver medicals and Hepatitis B Vaccinations are all available through a management referral process.

Our Wellbeing initiatives focus on preventing ill health, reducing the ill effects of stress, and creating positive working environments so individuals and schools can flourish. Wellness MOT's and Stress Management Action Plans are aimed at individual employees, whilst our Wellbeing Champion initiative is there to support the whole staff team.

We are able to offer a range of additional services such as Counselling, CBT, Physiotherapy, Workplace Assessments, Mediation and Resolution as a follow on from a face to face appointment, or as a stand alone intervention.



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PACT HR



@PACTHR



yourPACTHR

For further details please contact one of our
dedicated team members on **01274 436644**



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL

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