

HT / SBM MS Teams drop-in

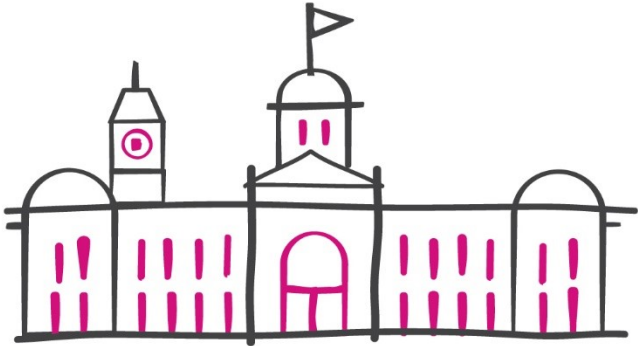
10am, 20th November 2024

BCC School Relationships Manager - Chris Etheridge

BCC HR - Heather Wheeler-Jones

BCC Payroll - Seamus Cooney & Kevin Whitby

BCC finance - Neill Butler, Sue Sehanger & Sabrina Bryan



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 **RESHAPE**

 **RESTART**

Agenda

- **General Update**
 - Schools' Self-assessment survey
 - Transition to full chequebook status
 - Procuring new HR and Payroll Providers
 - The future of Schools Financial Services
 - BCC Statutory duties after moving
- **Off-boarding**
 - Basic process flow
 - Key dates
- **Q&A**

General Update

1. Schools' Oracle Transition Self-Assessment Survey

- 133 schools completed, remains open, SRM, S&GS, SFS contact, aim to remove RED.

2. Becoming a chequebook school

- Schools have been contacted with the proposed dates for transition.

3. Procuring new HR & Payroll Providers

- 104 EOI with DfE team already, 6th December deadline.
- Please inform Heather (HR) and Seamus (Payroll) of provider and preferred date.

4. The future of Schools Financial Services

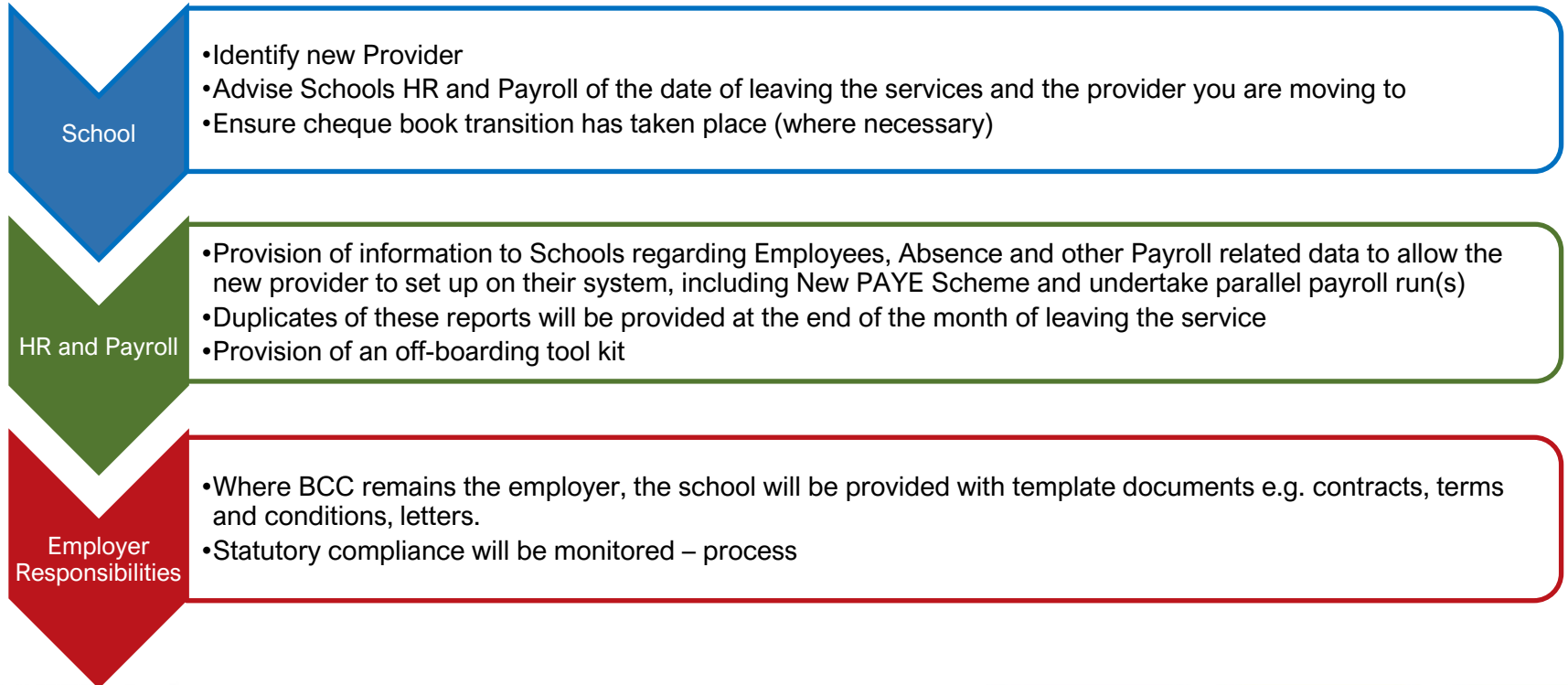
- 2025-6 SLA sent to schools on 15th November. Deadline 15th January, then review.

5. BCC Statutory duties after moving HR and Payroll Provider

- Information in Noticeboard covering Pensions, Assurance, Reward and Pay, Employee and Industrial Relations, Compliance. BCC working with providers to reduce workload.

Off Boarding from Schools HR, Payroll and Pension

Basic Process Flow



Key dates regarding off-Boarding to a new HR and Payroll provider

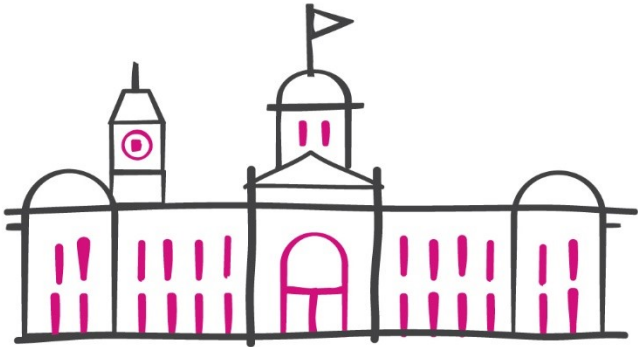
NB: This is based on two dummy payroll runs

Preferred date to leave BCC HR and Payroll*	Off-boarding process starts (BCC provides data to school)	Must have converted to chequebook status by
January 2025**	November 2024	December 2024
February 2025**	December 2024	January 2025
March 2025	January 2025	February 2025
April 2025	February 2025	March 2025
May 2025	March 2025	March 2025
June 2025	April 2025	May 2025
July 2025	May 2025	May 2025
August 2025	June 2025	May 2025

* This would be your last BCC payroll, and you would join you new provider from the 1st of the following month
** Very small numbers

Q&A

Thank you for your attendance today



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