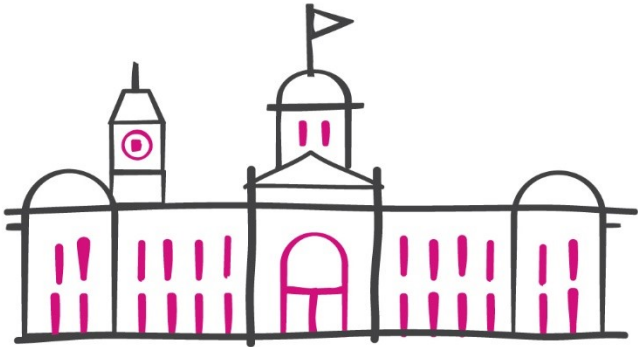


Oracle Transition for Schools

December Drop-In

Tuesday 10th December 2024

BCC's statutory duties and ongoing compliance and assurance role



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Agenda

- Introductions
- Oracle transition update and key dates
- Questions from the November drop-in
- BCC's statutory duties and ongoing compliance and assurance role
 - The functions we have outlined previously
 - What processes sit under these functions
 - Next steps for BCC and schools
- Q&A

Oracle Transition for schools Update

Since the last meeting, schools who had not completed the self-assessment survey have now been contacted, alongside schools indicating RED across the board. The weekly Update and Q&A document has been adapted into the 3 workstreams for ease of reference. Various drop-in sessions have been offered, including pre and post chequebook conversion.

1. Becoming a chequebook school

- Dates have been shared with schools and the December cohort have transitioned successfully.

2. Procuring new HR & Payroll Providers

- Over 100 schools have completed EOI with the DfE team , who recently held follow-up meetings with these schools outlining their options. There is a survey about preferred route issued to all EOI schools with the **deadline of 13th December**. Please inform Heather and Seamus at BCC HR & Payroll with your confirmed new provider and your preferred date for transition.

3. The future of Schools Financial Services

- The deadline for the signed 2025-6 SLAs is **15th January 2025**. A swift return of the SFS contract will ensure that the review of the traded service can then be completed asap.

Key questions from last meeting

There were questions around the new PAYE reference application process and any possible impact of this change on continuous service, tax codes, benefits and the automatic issuing of P45s to staff.

There was also some queries around the timeline in terms of the ideal number of dummy payroll runs.

Questions from the last drop-in, now in the weekly Q&A

Is there guidance around how to apply for the new PAYE reference for our school?	Yes, specific guidance is included in the update. Your new payroll provider should support this process, and BCC will be liaising with them as part of the off-boarding process.
Will the P45s issued to schools, or staff home addresses?	As part of the current process, P45s are automatically sent to staff's home addresses. BCC will be issuing schools with a letter for schools to send to staff on BCC's behalf that outlines why they will be receiving them and that they should not worry as it is administrative only.
Will P45 affect any benefits that staff receive?	The crossover to your new provider should be instantaneous, with no break in service and the previous information regarding tax codes and cumulative income etc. transferring as part of the process.
Will P45s affect tax codes in any way? Can you confirm that emergency tax won't be taken?	Tax codes should remain the same and will be included in the final reports provided to the new provider and these should be continued going forward. In reality, tax codes change relatively frequently, and a system called Real Time Information, RTI, should ensure that tax code information can be exchanged with the revenue in real time.
Does this affect continuous service in any way?	No, the historical start is retained. There is no break in service for employment purposes, so things such as holiday entitlement and maternity benefits are not affected.
Can we do more (or less) than the two dummy payroll runs recommended by BCC?	BCC is advising two dummy payroll runs as a minimum. However, three dummy runs are not preferred, so that we can off-board schools steadily throughout the remaining months.

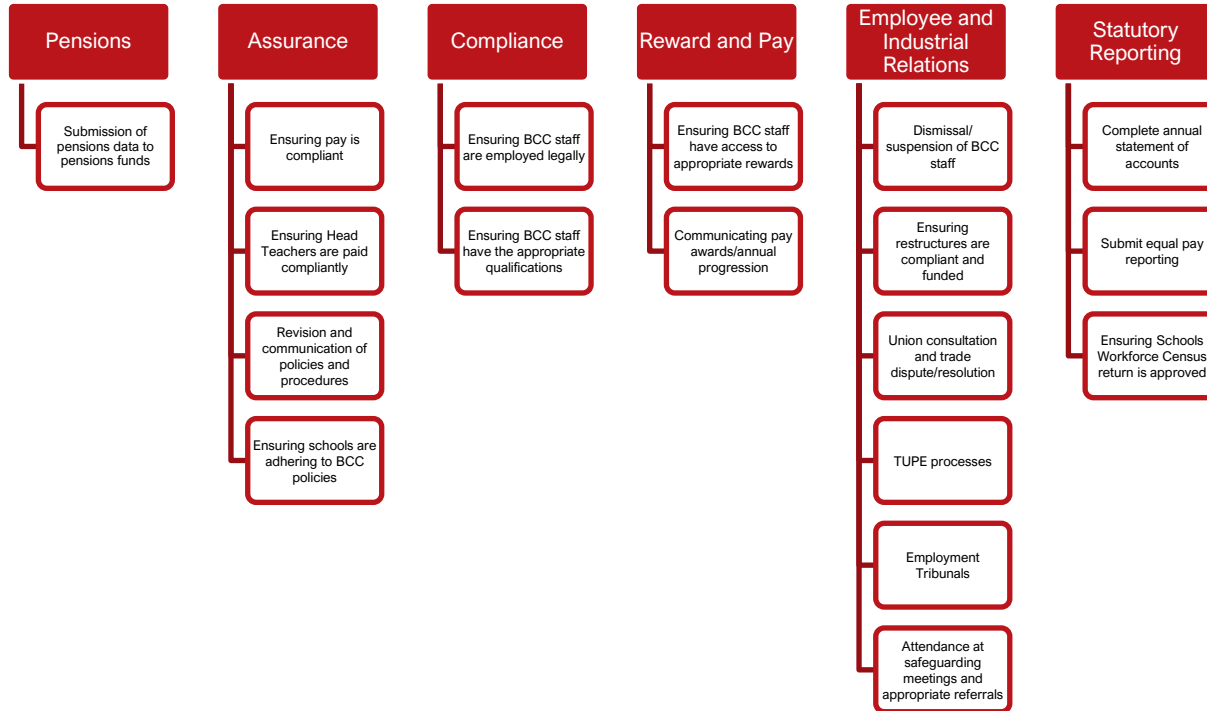
BCC's statutory duties and ongoing compliance and assurance role.

What have we told you already.....

Pensions	Pensions funds still need to receive a single return from BCC so we will be receiving returns from schools or their payroll providers, checking and passing on to the pensions fund. This work will likely look very similar to now.
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.
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.
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, disciplinarys or managing school union relationships.
Compliance	We still need to make sure staff in schools have all the right qualifications and checks in place.

As this is no longer a traded service, this will be a significant change to what we have been offering to schools. The focus will be making sure that all of BCC's policies and procedures are being adhered to by schools and their chosen providers.

What processes sit under those functions?



Next Steps

BCC's Next Steps

Our aim is to have the underlying detail for all sets of processes by the end of January.

For schools this will look like a document which shows BCC responsibilities and School (or provider) responsibilities in each process.

We will keep meeting with providers and schools to communicate the requirements as we finalise the detail

Schools' Next Steps

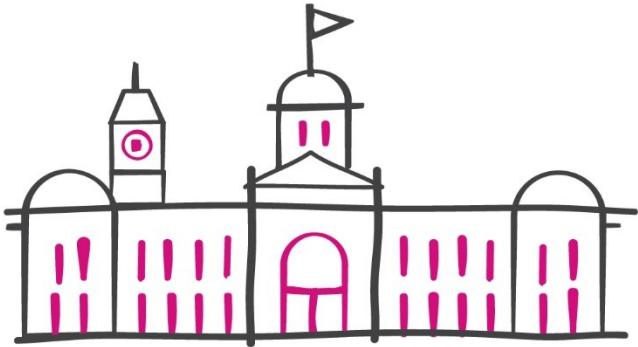
If you are talking to providers you might want to discuss:

- How they can support you with HR advice or other services BCC will no longer be offering
- How they can help simplify your reporting back into BCC.

If you are not yet speaking to providers:

- You will receive more detail on everyone's responsibilities in January.
- Start thinking about what support you will need from your new provider

Any questions?



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