**Onboarding Checklist; Human Resources**

**Trust C Suite Responsible Person; COO**

School:

**Pre-Conversion**

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| Structure  | Completion Date |
| 1. TUPE documents provided regarding LGB employed.
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| 1. TUPE documents provided regarding LA employed.
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| 1. TUPE documents provided regarding commercial contracts.
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| 1. Establishment list provided.
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| 1. Staffing structure provided on an organisational chart.
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| 1. Job descriptions provided for all staff.
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| 1. Details of staff insurance policy.
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| 1. Details of any employees that are employed in a novel manner.
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| Payroll Details | Completion Date |
| 1. Details of payroll provider and contact provided.
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| Pensions | Completion Date |
| 1. Details of pension schemes for teaching staff.
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| 1. Details of pension schemes non-teaching staff.
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| 1. LGPS % contribution.
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| 1. Known staff who have opted out of pension scheme.
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| Employee Relations | Completion Date |
| 1. Details of ER cases: competency (last 24 months).
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| 1. Details of ER cases; other disciplinary (last 24 Months).
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| 1. Absence records for the last 2 years.
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| 1. Details of ongoing absence cases.
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| 1. Details of any contextual employee related issues.
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| 1. LADO referrals over the past 5 years.
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| Policies | Completion Date |
| 1. List of policies provided with full copies of current versions.
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| Profesional advice | Completion Date |
| 1. Details of HR advice provider provided.
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**Post Conversion**

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| Structure  | Completion Date |
| 1. Provide schools with STOC points of contact and HR protocols.
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|  Payroll Details  | Completion Date |
| 1. Ensure staff who wish to opt out of pension scheme re-opt out.
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| Employee Relations | Completion Date |
| 1. Deal with any open HR cases.
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| 1. Deal with any open absence cases.
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| Policies | Completion Date |
| 1. Ensure Trust policies are adopted.
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| HR Induction | Completion Date |
| 1. Ensure full HR induction has been completed.
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