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

**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. |  |
| Employee Relations | Completion Date |
| 1. Deal with any open HR cases. |  |
| 1. Deal with any open absence cases. |  |
| Policies | Completion Date |
| 1. Ensure Trust policies are adopted. |  |
| HR Induction | Completion Date |
| 1. Ensure full HR induction has been completed. |  |