

HR focus

Welcome to our employment round up which will be shared usually twice a year around April and October, when the majority of changes to legislation occur. The most recent changes with regard to paying employees can be found below:

Legislation	Effective date	Summary
National Minimum Wage	April 2021	<p><i>The rates for National Minimum Wage from April 2021:</i></p> <ul style="list-style-type: none"> ➤ £8.91 per hour for 23 year olds and over ➤ £8.36 per hour for 21-22 year olds ➤ £6.56 per hour for 18-20 year olds ➤ £4.62 per hour for under 18 year olds ➤ £4.30 per hour for apprentices
Living Wage Foundation*	November 2021	<p><i>The Living Wage foundation hourly rate for accredited employers are:</i></p> <ul style="list-style-type: none"> ➤ £9.90 for UK ➤ £11.05 for London <p><i>New rates are announced in the first week of November and should be implemented as soon as possible but within 6 months. All employees should receive the new rate by 1 May the following year.</i></p>
Statutory Sick Pay	April 2021	<p><i>The rate for Statutory Sick Pay from April 2021:</i></p> <ul style="list-style-type: none"> ➤ The weekly amount will increase to £96.35
Family Pay	April 2021	<p><i>The rate for Statutory Maternity Pay, Statutory Adoption Pay and Statutory Paternity Pay from April 2021:</i></p> <ul style="list-style-type: none"> ➤ The weekly rate for statutory family pay is due to increase to £151.97 ➤ <u>Parental Bereavement Leave</u> The statutory pay is £151.97 a week or 90% of your average weekly earnings (whichever is lower).
Auto Enrolment (Pension)	6 April 2019 onwards	<p><i>Employer minimum contribution is 3% and total minimum contributon is 8% (including 5% employee contribution). If you are using a pension provider like 'Nest', they will automatically enforce the contribution split for you.</i></p>

*The United Reformed Church, General Assembly in 2008, agreed to encourage local churches who employ staff to pay at least the Living Wage Foundation hourly rate.

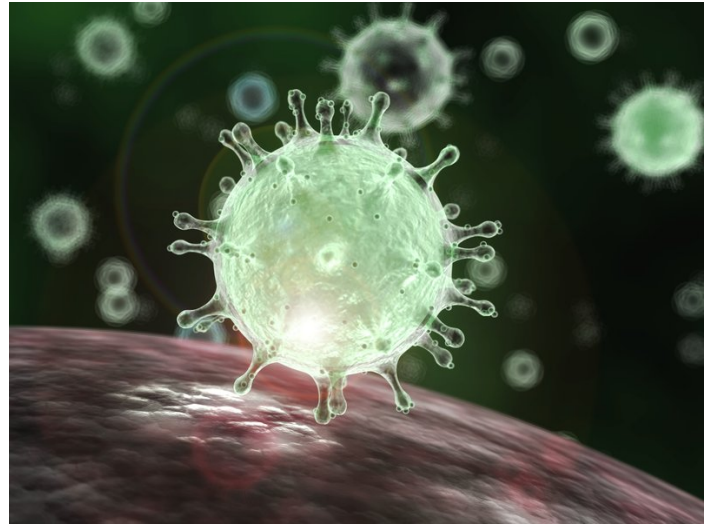
Coronavirus - COVID-19

Updated details about the Governments Job Retention Scheme and Furlough leave can be found on our webpages here:

<https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme>

and on the Gov.uk website:

<https://www.gov.uk/coronavirus>



What you must include in a contract – new rules – April 2020

When the requirement to provide a written statement of particulars to both employees and workers from day one of their employment changed from April 2020, additional clauses were also specified as a requirement to included in any new contract of employment such as contractual, remuneration, training, other paid leave, ect. Any non contractual benefit can be added in a separate document like ‘Summery of Employment’.



Flexible Working

Post pandemic trend shows that a more flexible approach to working practices is here to stay. Whether you want to find out what ‘*Hybrid Working*’ is, are trying to decide if it is right for your organisation or are looking at introducing it to your workplace, you want to be inviting conversations with employees about future working arrangements to make informed decisions. Church House HR team offers several ‘*Line Management*’ training sessions on various topics and also covering flexible working.

If you wish to join one or more these sessions, please visit our training page for more information.

You may also want to update your existing ‘*Flexible Working Policy*’ in line with the hybrid working practices. To have a copy of the Church House Flexible Working Policy as template, please contact the HR team.

Managing Remotely - top tips



Flick Learning



Church House has an annual subscription to Flick Learning – an innovative, compelling, creative and slightly quirky way of learning and development. There are many courses on Flick Learning like fire safety, preventing bullying and harassment, GDPR, and many more. For more information please visit: <https://www.flicklearning.com/about-flick> We have limited number of spare licences to access these online courses. These licences are now available on first come first serve basis for URC Synods and local churches. Please contact the Church House HR team for more information.



HR Training Programme

Line Management training - autumn 2021

(these trainings will be delivered online)

- 16 September 2021 (part 1)
- 26 October 2021 (part 2)
- 18 November (part 3)
- 9 December 2021 (part 4)

Contact us at HR Office:

The United Reformed Church, Church House, 86 Tavistock Place,
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Website: <https://urc.org.uk/clergy-and-office-holders/human-resources.html>