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| **Learning and Development** |

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| **Key changes to the Workforce Development Innovation Fund**  The Workforce Development Innovation Fund (WDIF) was created to deliver innovative projects to address key priorities and has helped develop useful resources for the sector. After reviewing its impact, the Department of Health and Social Care has decided that in order to reach as wide an audience as possible, this funding will be added into the Workforce Development Fund (WDF), which is accessible to all adult social care employers in England. From 2020-21 there will no longer be separate WDIF funding. The funds which would have been allocated for this work have instead been added to the WDF.  **Free access to COVID-19 eLearning programme**  Health Education England e-Learning for Healthcare have created a free eLearning programme available to all staff across health and social care. The programme includes key materials to help the health and care workforce respond to Coronavirus including essential guidance from the NHS, Government and WHO, infection prevention and control, personal protection equipment and more. [Find out more](https://elinkeu.clickdimensions.com/c/6/?T=MjQ3NDI1NDY%3AcDEtYjIwMDg2LTA0ZWQwNTNkYjNkNzQ3MWViNTIzYTRkZjNjMzU5NmM4%3AcGJyYWRzaGF3QGhycG9saWN5LmNvLnVr%3AY29udGFjdC05ODBhZDM3NjRhYWVlNjExOTQxMjAwNTA1Njg3NzlhZC0xZTRmMjViZWE4Njc0YzlmYWU5ZTNkZmY4NTA2ODFmNw%3AZmFsc2U%3AMw%3A%3AaHR0cHM6Ly93d3cuZS1sZmgub3JnLnVrL2ZyZWUtb3Blbi1hY2Nlc3MtdG8tY292aWQtMTktZS1sZWFybmluZy1wcm9ncmFtbWUtZm9yLWVudGlyZS11ay1oZWFsdGgtYW5kLWNhcmUtd29ya2ZvcmNlLz9fY2xkZWU9Y0dKeVlXUnphR0YzUUdoeWNHOXNhV041TG1OdkxuVnImcmVjaXBpZW50aWQ9Y29udGFjdC05ODBhZDM3NjRhYWVlNjExOTQxMjAwNTA1Njg3NzlhZC0xZTRmMjViZWE4Njc0YzlmYWU5ZTNkZmY4NTA2ODFmNyZlc2lkPWUzNWNmZTkyLTQ1NmYtZWExMS04MGUwLTAwNTA1Njg3N2NiOQ&K=mmGZamDozQ_IARLNE0uSVg).   |  | | --- | | **Operations** |   **EU Settlement Scheme: employer toolkit**  The Government have developed a [toolkit](https://elinkeu.clickdimensions.com/c/4/?T=MjQ3NDI1NDY%3AcDEtYjIwMDY1LTA2ZDI4MjQ0NTBiOTQ3ZTY5MzNlOGU4NTZkNDFkMjNl%3AcGJyYWRzaGF3QGhycG9saWN5LmNvLnVr%3AY29udGFjdC05ODBhZDM3NjRhYWVlNjExOTQxMjAwNTA1Njg3NzlhZC0wZDJmNzQxZmIwY2U0ZTdiYTIxNjA1NjUyNmI5NDUyZg%3AZmFsc2U%3AMTA%3A%3AaHR0cHM6Ly93d3cuZ292LnVrL2dvdmVybm1lbnQvY29sbGVjdGlvbnMvZXUtc2V0dGxlbWVudC1zY2hlbWUtZW1wbG95ZXItdG9vbGtpdD9fY2xkZWU9Y0dKeVlXUnphR0YzUUdoeWNHOXNhV041TG1OdkxuVnImcmVjaXBpZW50aWQ9Y29udGFjdC05ODBhZDM3NjRhYWVlNjExOTQxMjAwNTA1Njg3NzlhZC0wZDJmNzQxZmIwY2U0ZTdiYTIxNjA1NjUyNmI5NDUyZiZlc2lkPTExYzhlZGMwLTJhNWUtZWExMS04MGUwLTAwNTA1Njg3N2NiOQ&K=4FOogJkIc4UPDvPOnmdSIA) which includes the right materials and information for employers to support EU citizens to apply to stay in the UK. It covers key areas of the EU Settlement Scheme: eligibility, the application process, the wide range of support available and the deadline. Coronavirus Guidance on home care provision This guidance is aimed at local authorities, clinical commissioning groups (CCGs) and registered providers, who support and deliver care to people in their own homes, including community health services.  It takes account of latest government advice on self-isolation, set out in [guidance issued by Public Health England](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDMsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDAzMTYuMTg3OTA1MTEiLCJ1cmwiOiJodHRwczovL3d3dy5nb3YudWsvZ292ZXJubWVudC9wdWJsaWNhdGlvbnMvY292aWQtMTktc3RheS1hdC1ob21lLWd1aWRhbmNlL3N0YXktYXQtaG9tZS1ndWlkYW5jZS1mb3ItcGVvcGxlLXdpdGgtY29uZmlybWVkLW9yLXBvc3NpYmxlLWNvcm9uYXZpcnVzLWNvdmlkLTE5LWluZmVjdGlvbiJ9.RP1ZfCMBah13_CgTHwfEI84n5drG6aowaS8H_ZMOKaY/br/76159547284-l). There will also be separate guidance setting out arrangements for people in prisons.  Provision of care and support in people’s home is a high priority service, in that most care and support cannot be deferred to another day without putting individuals at risk of harm. It is therefore vital that these services are prioritised and this guidance will support you in doing this. This guidance will be regularly updated. [Access the guidance here](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDQsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDAzMTYuMTg3OTA1MTEiLCJ1cmwiOiJodHRwczovL3d3dy5nb3YudWsvZ292ZXJubWVudC9wdWJsaWNhdGlvbnMvY292aWQtMTktcmVzaWRlbnRpYWwtY2FyZS1zdXBwb3J0ZWQtbGl2aW5nLWFuZC1ob21lLWNhcmUtZ3VpZGFuY2UvY292aWQtMTktZ3VpZGFuY2Utb24taG9tZS1jYXJlLXByb3Zpc2lvbiJ9.micLnY1Iq6kIMZSTbXWqPXphsX6Obpc-udBL2R3byN8/br/76159547284-l). Coronavirus Guidance for supported living provision This is aimed at local authorities, clinical commissioning groups (CCGs), community health services and providers of care and support delivered within supported living environments (people in their own homes), including for people with mental health conditions, learning disabilities or autistic adults. [Access the guidance here.](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDEsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDAzMTYuMTg3OTA1MTEiLCJ1cmwiOiJodHRwczovL3d3dy5nb3YudWsvZ292ZXJubWVudC9wdWJsaWNhdGlvbnMvY292aWQtMTktcmVzaWRlbnRpYWwtY2FyZS1zdXBwb3J0ZWQtbGl2aW5nLWFuZC1ob21lLWNhcmUtZ3VpZGFuY2UvY292aWQtMTktZ3VpZGFuY2UtZm9yLXN1cHBvcnRlZC1saXZpbmctcHJvdmlzaW9uIn0.aVMFz3RzMdqUzRBNFpEJcCCNF5NZ0lFRQPJuCSADcuA/br/76159547284-l)  There is guidance issued by Public Health England (PHE) for individuals, families and informal care workers of [what to do to maintain home care support safely, if they are advised to isolate themselves at home](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDIsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDAzMTYuMTg3OTA1MTEiLCJ1cmwiOiJodHRwczovL3d3dy5nb3YudWsvZ292ZXJubWVudC9wdWJsaWNhdGlvbnMvY292aWQtMTktc3RheS1hdC1ob21lLWd1aWRhbmNlL3N0YXktYXQtaG9tZS1ndWlkYW5jZS1mb3ItcGVvcGxlLXdpdGgtY29uZmlybWVkLW9yLXBvc3NpYmxlLWNvcm9uYXZpcnVzLWNvdmlkLTE5LWluZmVjdGlvbiJ9._yG3OXqwNPno3JOOpBQ4Ztrrd1mFRvpnDYAcyiEvmtA/br/76159547284-l) |
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| **Human Resources** |

In the last edition we signalled a number of changes due to take place in HR, and we said that we would provide more information. Here we go!

**April 2020 Increase to national living/minimum wage rates**

The hourly rate for the minimum wage depends on your age and whether you’re an apprentice.

You must be at least:

* [school leaving age](https://www.gov.uk/know-when-you-can-leave-school) to get the National Minimum Wage;
* aged 25 to get the National Living Wage - the minimum wage will still apply for workers aged 24 and under

**Rates are for the National Living Wage and the National Minimum Wage**.

| **Year** | **25 and over** | **21 to 24** | **18 to 20** | **Under 18** | **Apprentice** |
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| **April 2019 (current rate)** | **£8.21** | **£7.70** | **£6.15** | **£4.35** | **£3.90** |
| **April 2020** | **£8.72** | **£8.20** | **£6.45** | **£4.55** | **£4.15** |

**6 April 2020 Increase to statutory sick pay (SSP) rate**

**The weekly rate of SSP will increase from £94.25 to £95.85 from 6 April 2020**

**6 April 2020 New day-one right to a written statement of main terms and conditions for workers and employees comes into force; Amendments to mandatory information required within a statement of main terms and conditions comes into force; New law extending the holiday pay reference period from 12 weeks to 52 weeks takes effect**

Please review attached Annex for detailed information.

**Ronecare has reviewed all its model employment contracts so that they comply with the new regulations**. Clients who have access to the “Complete Care Package” (Domiciliary Care) may review the new documents by logging in to the website and follow the links to Human Resources Module – Employment Contracts – Contracts April 2020. Clients with access to the Supported Living Complete Care Package should go to – Management Library -People Management – Employment Contracts – External Resources – Contracts April 2020.

**6 April 2020 New law requiring employment businesses to provide all agency workers with a Key Information Document takes effect**

**An employment business** employs or engages a work-seeker who then works under the supervision of another person. This is known as 'temporary agency work' or 'temping'. The workers under these arrangements are usually paid by the employment business rather than by the hirer (company) they are supplied to. If you would like to read more about the Key Information Document to be supplied to Agency Workers, please click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/865808/key-information-document-for-agency-workers-business-employer-guidance.pdf).

**New guidance on employing workers aged 16 and 17**

People from all kinds of backgrounds can have the right values to work in social care. It’s important to reflect diversity throughout your workforce and consider recruiting from different groups such as younger people (including 16 and 17 year olds). This new updated guide includes what employers need to consider when taking on workers aged 16 and 17. It helps employers to understand legal requirements as well as demonstrate good practice in their recruitment. Download our new updated guide [here](https://elinkeu.clickdimensions.com/c/4/?T=MjQ3NDI1NDY%3AcDEtYjIwMDY1LTA2ZDI4MjQ0NTBiOTQ3ZTY5MzNlOGU4NTZkNDFkMjNl%3AcGJyYWRzaGF3QGhycG9saWN5LmNvLnVr%3AY29udGFjdC05ODBhZDM3NjRhYWVlNjExOTQxMjAwNTA1Njg3NzlhZC0wZDJmNzQxZmIwY2U0ZTdiYTIxNjA1NjUyNmI5NDUyZg%3AZmFsc2U%3AMTM%3A%3AaHR0cHM6Ly93d3cuc2tpbGxzZm9yY2FyZS5vcmcudWsvRG9jdW1lbnRzL0d1aWRhbmNlLW9uLWVtcGxveWluZy13b3JrZXJzLWFnZWQtMTYtYW5kLTE3LnBkZj9fY2xkZWU9Y0dKeVlXUnphR0YzUUdoeWNHOXNhV041TG1OdkxuVnImcmVjaXBpZW50aWQ9Y29udGFjdC05ODBhZDM3NjRhYWVlNjExOTQxMjAwNTA1Njg3NzlhZC0wZDJmNzQxZmIwY2U0ZTdiYTIxNjA1NjUyNmI5NDUyZiZlc2lkPTExYzhlZGMwLTJhNWUtZWExMS04MGUwLTAwNTA1Njg3N2NiOQ&K=4lgkyxl7wHOAGGQJGJIkiQ).

**Parents of premature babies will be given extra paid leave on top of the current allowance**

The policy will see parents of sick children given statutory paid leave of around £160 a week while a child is in neonatal care for up to 12 weeks, in addition to standard maternity or paternity allowance. The new leave will be available to all parents with a new-born child in care for more than a week.

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| **Health and Safety** |

**Lone Working**

The Health and Safety Executive have published a new guidance document on **Lone Working.** Click [here](https://cdn.sellr.com/assets/files/5503600/Lone%20Workers.pdf) to review/download.

**“Health and Safety made simple”** – The basics for your business – Click [here](https://www.hse.gov.uk/simple-health-safety/index.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=digest-4-mar-20&utm_term=textlink&utm_content=hsms) for HSE guidance and further downloads for you to review if you wish.

**Keep up to date on the latest Health and Safety information related to Coronavirus**

[Click here](https://www.hse.gov.uk/news/coronavirus.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=covid-1&utm_content=digest-26-mar-20)

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| **General/Other** |

**Help for Businesses in distress due to Coronavirus**

[Read here.](https://www.cms-lawnow.com/ealerts/2020/03/help-for-businesses-in-distress-due-to-covid-19?cc_lang=en)

**Skills for Care support for Registered Managers**

[Click here](https://www.skillsforcare.org.uk/Leadership-management/support-for-registered-managers/support-for-registered-managers.aspx?_cldee=cGJyYWRzaGF3QGhycG9saWN5LmNvLnVr&recipientid=contact-980ad3764aaee61194120050568779ad-f19fa35e8d7e4e9581effa51cf7a7725&esid=8e6defe3-c469-ea11-80e0-005056877cb9)

**Social Care Institute for Excellence (SCIE) Guidance for Social Care on Coronavirus**

[Click here](https://www.scie.org.uk/care-providers/coronavirus-covid-19?utm_campaign=11409379_SCIELine%2019%20March&utm_medium=email&utm_source=SOCIAL%20CARE%20INSTITUTE%20FOR%20EXCELLENCE%20&utm_sfid=003G000001MKS7vIAH&utm_role=Director&dm_i=4O5,6SJJ7,CB28GW,R6KWQ,1)

**Enabling Positive Lives for Autistic Adults**

[Click here](https://www.scie.org.uk/autism/positive-lives?utm_campaign=11409379_SCIELine%2019%20March&utm_medium=email&utm_source=SOCIAL%20CARE%20INSTITUTE%20FOR%20EXCELLENCE%20&utm_sfid=003G000001MKS7vIAH&utm_role=Director&dm_i=4O5,6SJJ7,CB28GW,R6KWQ,1)

# **Staff anxiety the biggest coronavirus challenge**

[Click here](https://www.peoplemanagement.co.uk/news/articles/staff-anxiety-biggest-coronavirus-challenge-businesses-survey-finds?utm_source=mc&utm_medium=email&utm_content=pm_daily_20032020.Staff+anxiety+the+biggest+coronavirus+challenge+for+businesses%2c+survey+finds&utm_campaign=7295441&utm_term=36691)

**Philip Bradshaw MCIPD**

**Director**

**If you do not wish to receive this Newsletter, please email** [**enquiries@ronecare.co.uk**](mailto:enquiries@ronecare.co.uk)**, with the message:**

**Ronecare Newsletter: No thanks.**

**We will then remove you from our list of recipients**

**Annex: Statement of Employment Particulars**

**What are the new requirements?**

The details are set out in:

* The Employment Rights (Miscellaneous Amendments) Regulations 2019
* The Employment Rights (Employment Particulars and Paid Annual Leave) (Amendment) Regulations 2018

Both are effective from **6 April 2020** and some of the key provisions are as follows:

* Converts “employee” to “worker” which means that “workers” as well as “employees” have the right to a section 1 statement.
* The right is from day one of starting work and there is no longer an exception for jobs lasting less than one month.

There are additional requirements for the section 1 statement and note that these must be contained in a single document (not instalments). These additional particulars are:

* The days of the week the worker is required to work and whether working hours or days may be variable, with details of how they may vary.
* Any entitlement to paid leave, including maternity leave and paternity leave.
* Any other remuneration or benefits provided by the employer.
* Any probationary period, including any conditions and its duration.
* Any training provided by the employer which the worker is required to complete and any other required training in respect of which the employer will not bear the cost.

There are particulars that may currently be included in a supplementary statement but which will now have to be given in the principal statement:

* The notice periods for termination by either side.
* Terms relating to absence due to incapacity and sick pay.
* Terms as to length of temporary or fixed-term work.
* Terms related to work outside the UK for a period of more than one month.

Finally, although not part of the section 1 statement changes, The Employment Rights (Employment Particulars and Paid Annual Leave) (Amendment) Regulations 2018 make an important change to reference periods in relation paid annual leave.

They amend regulation 16 of the Working Time Regulations 1998 to increase the reference period for determining an average week’s pay (for the purposes of calculating holiday pay where variable remuneration or no normal working hours) from **12 weeks to 52 weeks**, or the number of complete weeks for which the worker has been employed.