

Dear Headteacher

Thank you for all the hard work and support you have given to the MRS project to date. As you are aware, we are now in a position to share MRS outcomes with staff. This briefing note aims to notify you of what information you and your teams can expect to receive over the next few weeks, when you will receive this and what you need to do once you have the information.

Who will receive a letter in October?

The information in employee letters will be based on the job (or jobs) held in June 2008. This is because so much time has been needed to prepare the data to produce 20,000 individual letters. Anyone with more than one job will get more than one letter.

For those undertaking a job that was put through the MRS job evaluation process by mid July 2008, the letter will contain details of the new MRS grade which they would be entitled to based on their employment status at June 2008.

The actual letter will contain information on an individual's current grade and salary as at June 2008, the MRS grade and salary, as well as protection that will be applied. It will also indicate if the employee will be entitled to compensation on their current assignment, but not the value of the compensation.

All employees, (including those that commenced in a role after June 2008 who will receive their personal letter at a later date – see below for details of when), will receive an information pack. This includes details of the changes to terms and conditions of employment and full details of the new grading structure.

Timeline for October Letters

Date	Activities being undertaken
W/C 29 September	Last date for job matching amendments to be fed into the MRS team in time for October letters.
W/C 6 October	The letters will be printed. Headteachers will receive a spreadsheet containing the MRS outcomes for their School directly from the MRS team.
W/C 13 October	Specific employees identified for 'early notification' of their MRS outcomes (see below for details) will receive their letters. Letters leave the MRS office on Saturday October 18 th .
W/C 20 October	Employees receive their letters. The MRS website, helpdesk and other support mechanisms open.

What you will receive and how this will be presented

During w/c 6 October you will receive an Excel spreadsheet containing information on the employees who were in your school in June 2008. This will be similar to data you may have seen previously and will contain all the information that will go into the employee letter, as well as some additional costings on premium enhancements and travel calculations. It will include:

- a section showing the employee information (taken from the Oracle payroll system)
- a section showing the details of the 'job evaluation' the employee has been matched to, along with the current and then MRS grade of this job.
- costing of the impact of MRS on the person's basic pay
- costing of the impact of the contractual elements of allowances (eg contractual overtime and working hours adjustments)
- costing of the impact of the changes to the travel reimbursement scheme
- costing of the overall impact of MRS on each individual
- a way of identifying any members of your team that have been selected for early notification of their MRS outcomes (see below for further details)

An update on school budgets

We appreciate that not knowing the impact of MRS makes budgeting difficult and we are currently developing management information to help you understand the effect on your school. The current budgetary advice therefore continues; that you should have allowed for a 5% inflation in your 2007/2008 budget (this amount will have been carried forward into 2008/09 if the advice from Children's Services finance was followed at year end closure) and 3% in your 2008/2009 and future year budgets for non-teaching staff. This will automatically happen if you used the budget software modelling package provided by Children's Services Finance. If you wish for any further financial advice on how to budget for MRS please contact your Finance Support Officer.

Distribution method

This information will be emailed to your head@ email address directly from the MRS team.

The purpose of this information

There are a number of reasons why we are sending you this information before we send letters to employees.

Firstly, as the person that your team members will come to with queries in the first instance, it will help you understand the full impact on your team, and prepare you for the type of questions you are likely to be asked by your team members.

It gives you a final opportunity to notify us of any last minute changes in circumstances that mean a letter should not be sent (e.g. if an employee has resigned in the past few days or has been dismissed).

An important note – Employees whose pay will be lower than it is currently

As you are aware from our Newsletter updates, around 90% of staff will see their basic salary either stay the same or go up.

However for some of those who don't, a conversation or meeting on Monday 20 October may be appropriate so that you can offer any support that may be required.

To help you prepare for these conversations, there is advice and suggestions in the manager and headteacher support pack. This will soon be available on the Norfolk Schools website.

Please do not share MRS outcomes with any employees prior to 20 October.

Children's Services Department are assessing the impact of MRS on each school and will be offering HR Consultancy support in specific circumstances – such as for schools with groups of staff that will be paid lower than currently under MRS, or where there are specific issues to address, such as in Special Schools.

Mechanisms for feedback

Please send your feedback to the MRS team at mrs@norfolk.gov.uk. If you wish to speak to a member of the team please email and request a telephone call and we will call you at the earliest opportunity.

Support available

There are a variety of support options available to you once you receive this data.

1. Your departmental HR team will be able to assist you with any queries or questions.
2. A comprehensive 'manager and headteacher support pack' will soon be available on the Norfolk School website. This should contain answers to the majority of your questions.
3. The MRS website will be accessible to you at work, home or at your local library from **20 October**.

4. The MRS helpdesk will be open from 8am on **20 October**. You will be able to telephone the helpdesk on behalf of your staff or with your own queries. Also staff can telephone us directly.
5. You can email the MRS team at mrs@norfolk.gov.uk

Early notification of MRS outcomes

There are some individuals who have been identified as needing early notification of how MRS affects them because they will then be supporting colleagues in a number of ways. So early notification of their own MRS outcomes gives these individuals a chance to absorb and understand their own situation before they have to advise and support their colleagues through the process.

They are:

- Departmental and Corporate HR staff, including the Employee Service Centre, who will work on the MRS helpdesk and provide support to their managers and staff.
- Trade Union Representatives, who will provide support and information and receive queries and comments from their Members.
- Specific Line Managers, as identified by departmental HR teams, who will be the first port of call for those in their teams for all MRS queries.

There will be an indicator in your data if you have any members of your team that fall into this category. If this is the case, please be aware that they will receive their letter week commencing 13 October.

Employees who will not receive a personal letter in October

There are different reasons why a personal letter may not be ready to send in October. The table below gives details of these reasons, what those employees that come into each category will receive from us and when.

Who will receive letters and when...

Who	What	When
Staff in post in June 2008	letters explaining the proposed grade and basic salary, and an information pack detailing the changes to pay and terms and conditions	Week commencing 20 October 2008
Staff in posts in June 2008 where there are outstanding job evaluations (225 as we went to press but this number is reducing as work continues)	letters explaining why they are not receiving personalised MRS outcomes and an information pack detailing the changes to pay and terms and conditions	Week commencing 20 October 2008
	letters explaining the proposed grade and basic salary	no later than the end of January 2009
Staff who have moved job within the County Council	letters explaining the proposed grade and basic salary for	no later than the end of January 2009

between April 07 and June 08	previous posts	
Staff who were not in posts in June 2008, but who have been employed since or those who have moved job within the County Council since June 08	letters explaining why they are not receiving personalised MRS outcomes and an information pack detailing the changes to pay and terms and conditions	Week commencing 20 October 2008 in most cases your manager will be able to tell you a grade, read on for details
	letters explaining your proposed grade and basic salary	no later than the end of January 2009
Staff whose hours have changed	No new letters will be issued. Letters will contain the fulltime salary, so hours changes can be calculated from here	
Casual staff – not employed on a contract	Anyone not employed on a contract will not receive a letter, however, the changes that MRS proposes will apply to their post. Managers should inform casual and temporary staff employed by the County Council about the proposal as the changes to pay rates and terms and conditions may apply	Week commencing 20 October 2008

Further information on the information above will be included in your Managers' and Headteachers' support pack.

What you can do for those not receiving their personal letter in October

We understand that staff who do not receive letters explaining their proposed grade and basic salary in October will be keen to know the job evaluation outcome for their posts. So where there is a completed job evaluation, you should be able to inform your employees verbally of the proposed grade for their post.

Likewise, staff that have changed jobs since April 07 will be eager to know this information for their previous posts and those on secondment will want this information for their substantive job. In these cases their previous manager/the line manager of their substantive job should be able to inform them verbally of the proposed grade.

You will be able to get this information using the data spreadsheet you receive from the MRS team during week commencing 6 October 2008. Please find someone on the sheet that does exactly the same job as the person enquiring. Find the columns headed 'proposed grade' and 'proposed salary range'. This is the information that can be supplied at this stage.

The MRS grades of the workforce remodelling 'template' jobs are established (other than for new School Business and Support Managers who require an individual evaluation). A new member of staff replacing an existing member can be verbally notified of the MRS grade of the template job they undertake.

This information can be gained from the 'MRS Job Evaluation & Job Matching – Template Provisional MRS Grades' supplied to you previously by the MRS team.

Further Communications

Newsletter 16 will be published before the letters are sent in October and will contain details of the information that employees will receive, how the consultation period will work and what support is available. We will also continue to update the MRS Site on [Norfolk Schools](#).

You can email the MRS team with any queries or questions on mrs@norfolk.gov.uk.

I hope this briefing is useful and thank you for your continued support to the project.

Yours faithfully

Sally Albrow
HR Officer - MRS Team