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Enclosure 01 - Email exchange on Teacher Payments 15/09/21

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 15 September 2021 09:19
To: Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: DG Education & Justice <dgej@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; Pooley L (Linda) Dr <Linda.Pooley@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Pentland MK (Malcolm) <Malcolm.Pentland@gov.scot>; [Redacted s.38(1)(b)]@gov.scot> [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Anson S (Sam) <Sam.Anon@gov.scot>; Wilson M (Mick) <Mick.Wilson@gov.scot>; Drought A (Andrew) <Andrew.Drought@gov.scot>; McLean L (Liza) <Liza.McLean@gov.scot>; Taylor A (Alison) <Alison.Taylor@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Head SFIO <HeadSFIO@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; McKay D (Denise) <Denise.McKay@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; McAllister C (Colin) <Colin.McAllister@gov.scot>; Livey D (David) <David.Livey@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: IMMEDIATE: One-off payment to college lecturers - Final version of guidance for ministerial clearance - Submission

Morning [Redacted s38(1)(b)]

Thanks for this.

I've updated the letter, as per the attached. If this could be sent to all College Principals, copied to:

[Redacted s38(1)(b)]@EIS.org.uk
[Redacted s38(1)(b)]@collegesscotland.ac.uk
[Redacted s38(1)(b)]@collegesscotland.ac.uk

Thanks,

[Redacted s38(1)(b)] Further and Higher Education Governance, Workforce and Union Engagement

Advanced Learning & Science Directorate

Scottish Government

✉ [Redacted s38(1)(b)]

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** Minister for HE, FE, Youth Employment and Training
Sent: 15 September 2021 08:51
To: [Redacted s38(1)(b)]@gov.scot>; Minister for HE, FE, Youth Employment and Training <MinisterHEFEYET@gov.scot>; Cabinet Secretary for Education and Skills <CabSecES@gov.scot>
Cc: DG Education & Justice <dgej@gov.scot>; Director of Learning <DirectorofLearning@gov.scot>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; Pooley L (Linda) Dr <Linda.Pooley@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Pentland MK (Malcolm) <Malcolm.Pentland@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Anson S (Sam) <Sam.Anson@gov.scot>; Wilson M (Mick) <Mick.Wilson@gov.scot>; Drought A (Andrew) <Andrew.Drought@gov.scot>; McLean L (Liza) <Liza.McLean@gov.scot>; Taylor A (Alison) <Alison.Taylor@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Head SFIO <HeadSFIO@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; McKay D (Denise) <Denise.McKay@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Communications Education & Skills <CommunicationsEducation&Skills@gov.scot>; McAllister C (Colin) <Colin.McAllister@gov.scot>; Livey D (David) <David.Livey@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: IMMEDIATE: One-off payment to college lecturers - Final version of guidance for ministerial clearance - Submission

Morning [Redacted s38(1)(b)]

Mr Hepburn has asked me to thank you for this and is now content.

Grateful if you can add the link so I can send out today.

Many thanks,

[Redacted s38(1)(b)]–Minister for Higher/Further Education, Youth Employment and Training – Jamie Hepburn MSP
St Andrews House, Regent Road, Edinburgh, EH1 3DG – [Redacted s38(1)(b)]
Email: MinisterHEFEYET@gov.scot

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 **The Scottish Government**

Remainder of email chain redacted as out of scope

Enclosure 01.1 – Word document - Draft letter to College Principals

Minister for Higher Education, Further Education,
Youth Employment and Training
Jamie Hepburn MSP



Scottish Government
Riaghaltas na h-Alba
gov.scot

Government

T: 0300 [Redacted s38(1)(b)]
E: scottish.ministers@gov.scot

College Principals

September 2021

NATIONAL QUALIFICATIONS 2021: £400 ADDITIONAL ONE-OFF PAYMENT TO TEACHERS AND LECTURERS

Dear Principal,

As you will be aware, the Deputy First Minister announced on 8 December 2020, that an exceptional one-off payment would be paid to Scotland's teachers and lecturers in recognition of the additional workload involved in delivering the Alternative Certification Model (ACM) for National Qualifications in 2020/21, in the absence of the examination diet during the COVID-19 pandemic.

I am writing to advise that the guidance to support delivery of this payment to college lecturers is now available: <https://www.gov.scot/publications/coronavirus-covid-19-college-lecturers-one-off-400-pounds-payment/>. My officials will also share a PDF version of the guidance with Colleges Scotland, which also includes a standard form of words for communicating with staff.

The payment is solely intended to recognise the additional responsibility that has been placed with teachers and lecturers this year to ensure learners receive their national qualifications, based on their professional judgement of demonstrated attainment – an unprecedented and significant role for teachers and lecturers.

I would like to take this opportunity to thank you for your support in fulfilling this important commitment the Scottish Government has made to college lecturers.

JAMIE HEPBURN

Enclosure 02 - One-off payment to college lecturers – CPG

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 20 September 2021 09:29
To: Pooley L (Linda) Dr <Linda.Pooley@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: One-off payment to college lecturers - CPG

Morning Linda,

Ahead of CPG tomorrow, I thought it might be helpful to offer an update on progress on the one-off payment to college lecturers.

- [Guidance](#) to support delivery of the one-off payment was published on Wednesday last week (15 September).
- Colleges are asked to return claim forms to us by 30 September 2021 (Colleges Scotland advised they thought this would still be manageable).
- We've not received any queries as yet, but [Redacted s38(1)(b)] did receive a call from [Redacted s30(b)(ii)]

We responded to a number of queries Colleges Scotland raised in developing the guidance, which I've attached in case raised at the meeting and helpful to see (SG response in red).

Hope that is helpful for now, but please let me know if anything additional would be helpful.

Thanks,

[Redacted s38(1)(b)]

Further and Higher Education Governance, Workforce and Union Engagement
Advanced Learning & Science Directorate
Scottish Government
✉ [Redacted s38(1)(b)]@gov.scot_



Enclosure 02.1 – Word Document – SG response to Colleges Scotland's feedback

Colleges Scotland feedback on the one-off payment to lecturers guidance – SG response

- Clause 1.2 (payment of National Insurance Contributions) – states 'Employer National Insurance contributions (NICs) on the payment will be paid'; assume this equals reimbursement of NICs (see 8.3 for confirmation of SG paying NICs at 13.8%). Perhaps 8.3 could be cross-referred in clause 1.2 to clarify?

We have added relevant additional text at 1.2 in response to this feedback.

- Clause 1.3 (form submission) – states 'One form should be returned which captures all lecturers in the college sector eligible for this payment', so suggest the word 'sector' be removed to clarify college (or college region) return required. In addition, assuming for any colleges expecting early September requirement for additional lecturer work linked to ACM evidence extension, then, all eligible lecturers from last academic year and up to that date to be listed on one form for each college. This raises issues for multi-college RSBs expected to return one form for all colleges covered by the RSB (e.g., Glasgow Colleges Regional Board, UHI colleges), with possible delays inherent to this and the additional need for the RSB to create a cover sheet for totals and supporting addenda to tally each college using their own form.

We have amended the wording at 1.3 to reflect that one form should be returned for each college and that college regions can return forms for each college, alongside a summary sheet to ensure SG provide the correct total funding to the RSB.

The guidance sets out that for lecturers we are requesting only 1 return for all work undertaken to support the ACM this year, including any additional work lecturers who were required to carry out to support learners completing assessments within the extended discretionary period (by 3 September 2021). While the Guidance notes the deadline for submission of return forms, we appreciate that there may be circumstances outwith this (for example leavers who get in touch after this deadline). However, we would like these to be the exception and therefore would appreciate "substantive" claims by the deadline date but will pick up "unexpected" claims further to that date if they arise after the deadline and could not have reasonably been included within the initial return form.

- Clause 1.4 (submission date) – currently 30 September 2021, but suggestion that guidance issue delay beyond 31 August 2021 would necessitate flex of this submission date.
- Heading 3 (Timetable) – Scottish Government advise it is an indicative timetable, so flex per the point directly above may be required.

What is a realistic timescale from the issuing of guidance to allow colleges to identify eligible lecturers and return forms? We would prefer to receive return forms as soon as possible to prevent any further delays of payments to lecturers, particularly given

teachers will have started receiving payments, but also recognise the need for returns to be accurate.

- Clause 3.1 (staff contact) – HR feedback requests removal of ‘or retired’ from the guidance, with option of rewording to ‘... those who have since left the employment of the college’ in the final sentence.
- Clause 7.1 (leavers) – as per 3.1 comments above, ‘or retired’ to be removed and alternative suggested text used.

We have updated the wording at 3.1 to reflect this feedback.

- Clause 3.2 (employee advice) – states ‘Staff ... advised to seek advice’ but does not state from whom; should this read additionally ‘e.g., DWP, Social Security Scotland’, as colleges will not be qualified to give advice. HR feedback advises also limiting extent of the clause to read ‘Staff who have concerns about the potential impact on their benefits are advised to seek advice. Employers are encouraged to work with these staff to consider options’, the remainder of the current text to be removed and this will also remove the Admin burden and additional unnecessary data capture.
- Clause 8.4 (benefits advice) – as per 3.2 above on whom the employee may wish to seek advice from.

We have updated the wording at 3.2 to reflect this feedback and signpost appropriately. Signposting is also provided within the letter to staff within the guidance. Whilst we appreciate there will be matters colleges are not able to advise staff on, we would expect colleges to support staff where they can.

The text requested to be removed has been included within the guidance to support employers and employees on what we think could reasonably be implemented to ensure employees receive the maximum sum possible and are not unfairly penalised due to being in receipt of benefits. From an equity perspective, it seems fair to maintain this wording within the guidance for the payment to lecturers to ensure they are treated in the same manner as their teacher counterparts. We have therefore maintained this wording within the guidance and, as is noted within the guidance, we would be happy to explore potential alternative approaches with colleges if circumstances require.

- Clause 4.3 (employee eligibility) – HR feedback suggests this needs further consideration and legal advice should be taken – someone on maternity leave should also be eligible for the payment if they would have undertaken the work if they had not be on maternity leave. People on maternity leave are entitled to the pay and other benefits (including this type of payment) as if they were at work – it would be discriminatory to do otherwise and would leave the college, as the employer, open to a claim. The same concern exists about furlough – there is no legal entitlement to payments as if they had been at work but the MoU that Colleges signed with their unions mostly say that people on furlough will get 100% of pay during their absence and there is likely to be at least an implied obligation that anyone on furlough who would have done the eligible work should also get the payment. In addition, as per point made in 3.1 above, this could be

reworded to 'those who have left the employment of the College' as people who have retired are also in this group.

The purpose of the payment is to recognise the additional workload and responsibilities that rests with teachers and lecturers involved in the ACM. A fundamental element of the eligibility criteria is that an individual had a role in supporting the delivery of the ACM.

Lecturers will still be eligible if they were/are:

- shielding
- on sick leave
- on maternity or paternity leave
- adoption leave
- furloughed

as long as they had a role in supporting the delivery of the Alternative Certification Model.

- Clause 5.2 (contracted hours) – HR feedback requests that we make it clear that this excludes casual/additional/overtime hours as this usually becomes an issue, and to say 'contractual' is not clear enough: all hours worked for the college can be seen as 'contractual' or at least open to debate, which some colleges already have opposition from unions on and do not want more scope for disagreement or challenge.
- Clause 5.4 (part-time eligibility) – HR feedback advises that 'average contracted' is not a useful phrase for colleges and is worth rewording to 'contracted'. The section 'disproportionate effect on their workload in comparison to the average additional workload' is too vague and will be challenged. See suggestions against 5.5 for options.

Average hours should be based on contracted hours in the context of a lecturer on full-time contracted hours (during the time that the individual was working – not across the entire qualifying period if they were not employed during certain periods).

There is no minimum qualifying period for the payment. To be eligible, lecturers need to have been:

- employed between 1 January 2021 and 25 June 2021 for the initial window.
 - employed between the start of the new academic year in August and 3 September 2021 (where applicable).
-
- Clause 5.5 (part-time example) – referring to 5.2, note that 'judgement on the part of the Principal/Vice Principal of Curriculum/Director of HR/Director of Finance or similar role as deemed appropriate by the college' allows a range of staff to make this determination but 5.4 specifically says Principals, so better to change to same range as 5.2. In addition, HR and Finance feedback suggests that the wording 'required to spend a greater proportion of their time supporting delivery of the ACM when compared to the average full-time lecturer' makes the scheme even more divisive, so would suggest a couple of options: if you work 0.5 then you get £200 (although what about a full-time lecturer who did additional hours to

catch up on work they do not get more than £400); could it just be £400 per person, irrespective of FTE? That would be much easier for colleges to implement and there would be no scope for dispute. Currently, this section is too vague and will be subject to dispute/disagreement as a lecturer could be 0.5 FTE and worked additional hours to do the ACM work and would then be eligible for a higher proportion of the £400. Colleges would have to ask people how much of their work was ACM related, which is very difficult to determine or to verify.

- Clause 5.6 (rationale) – as mentioned above, £400 per person, irrespective of FTE, would be much easier and fairer as the ‘reward’ is meant to be for the additional work for ACM; a flat payment to everyone eligible would be best, otherwise the premise is that those who work part time were not impacted as much, which is unlikely.

We have updated the wording at 5.6 to include those who can apply judgement to reflect the same as is at 5.2.

An Equality Impact Assessment was undertaken in determining the pro-rata element of the payment, which is already in place for teachers. Discretion is provided to offer flexibility to ensure that part-time staff are not disadvantaged when compared to their full-time counterparts, where they may have undertaken the same/additional level of work. This type of judgement will require input from senior management within colleges overseeing the work of lecturers and it will be for colleges to satisfy themselves they can justify their application of the guidance, for audit purposes. We would however, ask that colleges apply an inclusive approach when considering this element of the guidance.

- Clause 5.8 (multiple employers) – HR feedback advises ‘disregarded from that employer’ should be amended to ‘disregarded from one employer’.

We have amended the wording of 5.8 to reflect this feedback.

- Clause 5.9 (employer tasks) – HR and Finance feedback requests that this clause be deleted, as more Admin function is back on college HR teams (5.8 above puts the responsibility on staff but 5.9 returns that responsibility to the College); this will create significant additional work for HR teams and is unnecessary. While 5.7 and 5.8 are fine, 5.9 is felt to contradict those clauses. In addition, with the Admin burden, there is no recognition or support offered for the time spent on carrying out the task.

We would not intend for colleges to undertake additional checks of employees to ensure they are not likely to receive a duplicate payment if they have more than one employer, but where a college is *already aware* that an employee works for more than one institution which may lead to a potential duplicate payment, we would ask that colleges carry out a basic check for audit purposes. Ultimate responsibility for ensuring an individual does not receive a duplicate payment will rest with the employee.

The Scottish Government will reserve the right to carry out a cross-check if necessary and this is a required audit function.

- Clause 7.2 (dismissal) – HR feedback advises that the term ‘instant dismissal’ is considered illegal, so wording should be amended to ‘dismissal for gross misconduct’ within the brackets.

We have amended the wording of 7.2 to reflect this feedback.

- Heading 9 (complaints) – noted that colleges are not part of the Complaints process (colleges have existing Complaints handling processes), so against 9.2, if Scottish Government determine eligibility for payment per a direct complaint, it is assumed that instruction will be given to a college to pay the amount and then be reimbursed by Scottish Government under a separate Offer of Grant for that specific complainant.
- Clause 9.5 (SG Investigating Officer) – while it is understood that this may be established process for Scottish Government’s Complaints arrangements, investigating and ruling on – possibly overturning – a college decision appears counter-productive within the intent of this guidance.

In recognition that the guidance and eligibility criteria has been set by the Scottish Government, we have provided a complaints procedure where complaints cannot be resolved at a local level. If eligibility is determined at a later stage following such a complaint, we would look to make an additional grant payment to the college to allow payment to be made to the staff member.

- Clause 10.1 (evidence) – in agreeing that this is a new process, it would be better to establish what information is required at the beginning and ask for it at the start of the process, rather than add to the administrative burden for Scottish Government and colleges at an as yet to be unspecified date.

Once colleges send SG the return form, we will draft and provide an Offer of Grant letter to the college/RSB. Some additional information may be required to satisfy the grant process, but we wouldn’t envisage this being a particular additional burden.

- Clause 11.1 (repayment) – upon whom will the burden be placed for repayment? For example, what about employee ‘fraud’ or error (i.e., making a claim twice) which could turn out to be inadvertent?

We would intend for such payments to be recovered in the normal manner, and in line with grant payment requirements. If this was as a result of fraud, this would follow due process and an investigation.

- Annex A – with regard to the signatory boxes, a signature as Principal (which is sufficient to claim SFC core grant) should be sufficient here as well and not require another staff member as countersignature. Separately, what is required for a RSB signatory and who will be expected to return the form for a multi-college region?

For audit purposes, we would look for return forms to be signed by the Principal and countersigned by another senior official within a college. Would there be any practical barriers to the countersigning officer being the Chair of the Board?

For RSBs, if the individual college forms being returned to the RSB are signed by the Principal and the Chair of the Board (or another person with authority to sign such a form) signs the summary form this would be sufficient.

**Enclosure 03 – Submission to Ministers on request for update of information
23/09/21**

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 23 September 2021 16:39

To: Minister for HE, FE, Youth Employment and Training

<MinisterHEFEYET@gov.scot>; Cabinet Secretary for Education and Skills

<CabSecES@gov.scot>

Cc: DG Education & Justice <dgej@gov.scot>; Director of Learning

<DirectorofLearning@gov.scot>; Director of Advanced Learning and Science

<DirectorofAdvancedLearningandScience@gov.scot>; Pooley L (Linda) Dr

<Linda.Pooley@gov.scot>; Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>;

[Redacted s38(1)(b)]@gov.scot>; Pentland MK (Malcolm)

<Malcolm.Pentland@gov.scot>; Gallacher S (Susan) <Susan.Gallacher@gov.scot>;

[Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; Anson S (Sam) <Sam.Ansan@gov.scot>; Wilson M (Mick)

<Mick.Wilson@gov.scot>; Drought A (Andrew) <Andrew.Drought@gov.scot>;

McLean L (Liza) <Liza.McLean@gov.scot>; Taylor A (Alison)

<Alison.Taylor@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Head SFIO

<HeadSFIO@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; McKay D (Denise)

<Denise.McKay@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; Communications Education

& Skills <CommunicationsEducation&Skills@gov.scot>; Livey D (David)

<David.Livey@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted

s38(1)(b)]@gov.scot>

Subject: RE: MiCase Assignment Ref: 202100236022 - Minister Request

PS/Cabinet Secretary for Education and Skills

PS/Minister for Higher Education and Further Education, Youth Employment and
Training

Following a letter from [Redacted s38(1)(b)] and Mr Hepburn's request for a
consolidated update on the one-off payment to college lecturers, please see the
attached submission.

Kind regards,

[Redacted s38(1)(b)] Further and Higher Education Governance, Workforce and Union
Engagement

Advanced Learning & Science Directorate

Scottish Government

✉ [Redacted s38(1)(b)]@gov.scot_



Scottish Government
Riaghaltas na h-Alba
gov.scot

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** Minister for HE, FE, Youth Employment and Training
Sent: 22 September 2021 11:19
To: [Redacted s38(1)(b)]@gov.scot>
Cc: Minister for HE, FE, Youth Employment and Training
<MinisterHEFEYET@gov.scot>
Subject: MiCase Assignment Ref: 202100236022 - Minister Request

Hi [Redacted s38(1)(b)],

Hope you are well.

Mr Hepburn was content with the draft for the above MiCase so I cleared it on the system. However, he added that he needs a consolidated update on where we are with this. He said that it doesn't need to be overly detailed but would like this ASAP and copied to both Ms Somerville and himself. [Redacted s30(b)(ii)]

Grateful for a further update at your earliest convenience.

Many thanks,

[Redacted s38(1)(b)] Mr Hepburn: Minister for Higher/Further Education, Youth Employment & Training

T: [Redacted s38(1)(b)] |

The Scottish Government | St Andrew's House, Regent Road, EDINBURGH EH1 3DG

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Enclosure 03.1 – Word Document - Submission to Ministers

From: [Redacted s38(1)(b)]
Advanced Learning and Science Directorate
23 September 2021

Minister for Higher Education and Further Education, Youth Employment and Training

NATIONAL QUALIFICATIONS 2021: £400 ONE-OFF PAYMENT TO COLLEGE LECTURERS – UPDATE AND ADVICE FOLLOWING CORRESPONDENCE FROM EMPLOYERS’ ASSOCIATION

Purpose

1. Following a letter from [Redacted s38(1)(b)], the Minister asked officials to provide a consolidated update on progress with the one-off payment to college lecturers. This submission seeks to offer this update, as well as additional advice and proposed handling regarding the letter from [Redacted s38(1)(b)]

Priority

2. Routine.

Background

3. [Redacted – information not in scope] and that they are also seeking parity for their members who are not eligible to receive the one-off payment (as the eligibility criteria extends only to lecturers and not support staff). The EA have made clear they are unable to meet a request to provide a £400 one-off payment to support staff.

4. Following ministerial clearance, officials have since published guidance to support delivery of the one-off payment to college lecturers on 15 September 2021. You wrote to college Principals to advise of this and officials also shared a PDF version of the guidance to Colleges Scotland (CS).

One-off payment

5. No returns have yet been received from colleges identifying eligible staff, but a closing date of 30 September has been set as per the guidance. Provided colleges return forms within the requested deadlines, the below timeline has been agreed. The Scottish Government has made no commitment as to when staff can expect to receive the payment, as this will be subject to local pay arrangements within colleges.

Payment form goes live	15 September 2021
Deadline for forms submission	30 September 2021
SG will issue grant letters	8 October 2021
Grant acceptance forms returned	18 October 2021

SG pay grants to colleges	As soon as possible following receipt of grant acceptance form.
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6. Following publication of the guidance, the Principal of [Redacted s38(1)(b)] raised concerns directly with officials regarding the requirement for a counter-signature on the return form. Feedback in regards to this matter was provided by CS when officials were developing the guidance and we advised that this was a required audit function. This point was re-iterated to the Principal.

7. When determining the criteria for the one-off payment, a clear decision was reached by Ministers that only teachers and lecturers would be eligible to receive the payment; the payment was not to be extended to support staff.

8. UNISON wrote to both the Minister and the Cabinet Secretary for Education and Skills seeking the payment be extended to all education staff in July 2021. In responding to these letters, Ministers maintained the policy position that the one-off payment was solely intended to recognise the additional responsibility that was placed with teachers and lecturers this year to ensure learners received their national qualifications, based on their professional judgement of demonstrated attainment.

[Paragraphs 9 to 12 redacted as information is out of scope]

13. As noted above, [Redacted s38(1)(b)] advises that support staff unions are seeking parity for their members by requesting that college management meet the cost of an additional £400 payment to support staff. The EA have advised they are unable to meet this cost. The Minister set out within his response to [Redacted s38(1)(b)] that any settlement reached between college management and trade unions needs to be affordable for both the college sector and the Scottish Government, as the principal funder of the college sector.

Lessons learned exercise

[Paragraphs 14 to 17 redacted as information is out of scope]

Proposed handling

18. Ministers have consistently offered a clear rationale as to why the one-off payment is being offered to teachers and lecturers, but not support staff. Officials recommend that this policy position be maintained and this has been re-iterated in the Minister's response to [Redacted s38(1)(b)]

19. [Redacted – information not in scope]

Recommendation

20. The Minister is invited to:

- Note the above advice and indicate if content with the proposed handling set out at paragraphs 18-19.

[Redacted s38(1)(b)] Advanced Learning and Science
23 September 2021

Copy List:	For Action	For Comments	For Information		
			Portfolio Interest	Constit Interest	General Awareness
Minister for Higher Education and Further Education, Youth Employment and Training	X				
Cabinet Secretary for Education and Skills		X			

DG Education and Justice
 Director of Learning
 Director of Advanced Learning and Science
 Linda Pooley
 Roddy Macdonald
 [Redacted s38(1)(b)]
 Malcolm Pentland
 [Redacted s38(1)(b)]

 [Redacted s38(1)(b)]
 [Redacted s38(1)(b)]
 [Redacted s38(1)(b)]
 [Redacted s38(1)(b)]
 [Redacted s38(1)(b)]
 Sam Anson
 Mick Wilson
 Andy Drought
 Liza McLean
 Alison Taylor
 [Redacted s38(1)(b)]
 Head SFIO
 [Redacted s38(1)(b)]
 [Redacted s38(1)(b)]
 [Redacted s38(1)(b)]
 [Redacted s38(1)(b)]
 [Redacted s38(1)(b)]
 [Redacted s38(1)(b)]
 [Redacted s38(1)(b)]
 Denise McKay
 [Redacted s38(1)(b)]
 [Redacted s38(1)(b)]
 [Redacted s38(1)(b)]
 Comms Education
 David Livey
 [Redacted s38(1)(b)]

**Enclosure 04 - Email exchange between officials on process for payments
23/09/21**

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 23 September 2021 16:49
To: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: Catch-up on teacher/lecturer payments

Hi [Redacted s38(1)(b)]

Sorry for not coming back to you on this earlier in the week.

The draft previously shared is not yet cleared/finalised as we are awaiting any comments from COSLA – although we wouldn't expect any significant changes. I'll let you know once we get any updates.

In terms of budget transfers, I think we'd agreed that this would be done through an SBR? My understanding is that any SBRs need to be confirmed in December so that should hopefully give us some time to get clarity on the levels of funding you consider you will need based on any submitted claims. We're similarly trying to get clarity on what our totals will be also.

Happy to have a chat on any of the above if helpful.

Best regards
[Redacted s38(1)(b)]

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 20 September 2021 17:52
To: [Redacted s38(1)(b)]@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: Catch-up on teacher/lecturer payments

Hi [Redacted s38(1)(b)]

Now that our guidance has published, I am working on the grant letter so we have this in place for when we start receiving returns from colleges. Thank you for sharing your draft grant letter with us, it has provided a really helpful basis for ours.

We are using a different power to make payment to colleges and I assume we will need to clear our grant letter with our own Finance Business Partner and lawyers, as per the normal grant process. I just wanted to check if the draft you shared is the final cleared version and if it might be helpful to copy your finance colleagues and lawyers into my request of ours, in case they have any questions that have been addressed when developing your grant letter? I've only really made small changes to the draft you shared that reflects the slightly different position for lecturers.

I also wondered if it might be helpful to agree a process for budget transfer to our Directorate. Would it be preferable for the final funding to be transferred to us once we know how much colleges require? I would probably need to ask one of our funding colleagues to support with that process, but it would be good to understand what might work best and I can loop them in.

Thanks,

[Redacted s38(1)(b)] Further and Higher Education Governance, Workforce and Union Engagement

Advanced Learning & Science Directorate

Scottish Government

✉ **[Redacted s38(1)(b)]**



Remainder of email chain redacted as out of scope

Enclosure 05 - Email exchange on £400 teacher payment

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 28 September 2021 11:49
To: [Redacted s38(1)(b)]@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>
Subject: RE: £400 teacher payment

Hi [Redacted s38(1)(b)], just back from leave so bringing in [Redacted s38(1)(b)] to give the latest.

[Redacted s38(1)(b)]
[Redacted s38(1)(b)] | Joint Head of Qualifications Unit | Learning Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 28 September 2021 10:58
To: [Redacted s38(1)(b)]@gov.scot>
Subject: £400 teacher payment

Hi [Redacted s38(1)(b)]

I hope you're well.

[Redacted s38(1)(b)] have been in touch asking again about the £400 teacher payment – has there been any further progress with this? I know the last time I spoke with you, the grant letter was still under discussion [Redacted s30(b)(ii)].

Best wishes,

[Redacted s38(1)(b)] | School Funding, Independent and Home Education | Workforce, Infrastructure & Reform Division | Learning Directorate | Scottish Government

Enclosure 06 – Email exchange on Payment for FE lecturers

-----Original Message-----

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 28 September 2021 14:46

To: 2021 NQ Teacher Payment <teacherpayment400@gov.scot>

Cc: ScotGov Colleges Mailbox <ScotGov_Colleges_Mailbox@gov.scot>; [Redacted s38(1)(b)]@gov.scot>

Subject: RE: Payment for FE lecturers

Thanks [Redacted s38(1)(b)], we'll pick this one up too.

[Redacted s38(1)(b)] Further and Higher Education Governance, Workforce and Union Engagement
Advanced Learning & Science Directorate Scottish Government S [Redacted s38(1)(b)]@gov.scot

-----Original Message-----

From: [Redacted s38(1)(b)]@gov.scot> On Behalf Of 2021 NQ Teacher Payment

Sent: 28 September 2021 14:42

To: [Redacted s38(1)(b)]@gov.scot>

Cc: 2021 NQ Teacher Payment <teacherpayment400@gov.scot>

Subject: FW: Payment for FE lecturers

Hi [Redacted s38(1)(b)]

Please see enquiry we have received below regarding the additional payment. Are you ok to pick this one up?

Many thanks,

[Redacted s38(1)(b)]

-----Original Message-----

From: [Redacted s38(1)(b)]@yahoo.co.uk>

Sent: 27 September 2021 12:17

To: 2021 NQ Teacher Payment <teacherpayment400@gov.scot>

Subject: Payment for FE lecturers

Hi

I exclusively deliver National 5 exams in [Redacted s38(1)(b)].

I was aware of the £400 payment for teachers but was not aware of how this would be made.

I have heard nothing from my employer or my union despite asking the question.

I now understand the claim deadline is 30th September

Please could you advise me as to what the process to register a claim for this is ?

Thanks In advance

[Redacted s38(1)(b)]

Enclosure 07 - Email exchange on Teacher Payments

-----Original Message-----

From: [Redacted s38(1)(b)]@gov.scot>

Sent: 30 September 2021 17:09

To: 2021 NQ Teacher Payment <teacherpayment400@gov.scot>

Subject: RE: [Redacted s38(1)(b)]- One-off payments to teachers delivering 20-21 ACM

Yes was just about to come back on this - they provided clarity below that they are teachers so I think they will go through our process and we give the money [Redacted s38(1)(b)]?

I've just scanned quickly so may have missed something.

[Redacted s38(1)(b)] Learning Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

-----Original Message-----

From: [Redacted s38(1)(b)]@gov.scot> On Behalf Of 2021 NQ Teacher Payment

Sent: 30 September 2021 17:07

To: [Redacted s38(1)(b)]@gov.scot>

Subject: FW: [Redacted s38(1)(b)]- One-off payments to teachers delivering 20-21 ACM

Hi [Redacted s38(1)(b)]

Was just reviewing the answered additional payment emails to find some lines for some queries and found the below exchange with [Redacted s38(1)(b)] We have received a claim from [Redacted s38(1)(b)] that I just sent on to [Redacted s38(1)(b)] this afternoon as I assumed it should be dealt with through the college process but has there been a previous discussion where it was agreed that they should be done through the schools process?

Thanks

[Redacted s38(1)(b)]

Remainder of email chain redacted as out of scope

Enclosure 08 - Email exchange on Teacher Payments 01/10/21

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 01 October 2021 08:19
To: 2021 NQ Teacher Payment <teacherpayment400@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: [Redacted s38(1)(b)]Teacher ACM payments

Morning [Redacted s38(1)(b)]

Many thanks for that helpful update. We'll hang fire for now, but let me know if we can be of any assistance.

Thanks,

[Redacted s38(1)(b)] Further and Higher Education Governance, Workforce and Union Engagement
Advanced Learning & Science Directorate
Scottish Government
✉ [Redacted s38(1)(b)]



From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** 2021 NQ Teacher Payment
Sent: 30 September 2021 17:43
To: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; 2021 NQ Teacher Payment <teacherpayment400@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: [Redacted s38(1)(b)]Teacher ACM payments

Thanks [Redacted s38(1)(b)]

Having discussed with [Redacted s38(1)(b)], [Redacted s38(1)(b)] so I think this will be one for us to deal with in a similar way to independent schools but I'll look into this further tomorrow.

Best regards

[Redacted s38(1)(b)]
From: [Redacted s38(1)(b)]@gov.scot>
Sent: 30 September 2021 16:50
To: [Redacted s38(1)(b)]@gov.scot>; 2021 NQ Teacher Payment <teacherpayment400@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: FW: [Redacted s38(1)(b)]Teacher ACM payments

Hi [Redacted s38(1)(b)]

Thanks for sharing this with us.

Ministers have only agreed for the payment to be made to college lecturers; not university lecturers. I have to say, I wasn't even aware that any universities delivered NQs! I would imagine that for parity we would want to include lecturers in the university sector if possible – [Redacted s30(b)(ii)] – but we probably need to do a bit of quick digging to understand how many lecturers might be eligible in the university sector. We'd also need to run this past the Minister.

[Redacted s38(1)(b)] – we haven't had any representations from the university unions that lecturers in the university sector would also be eligible for this payment, would you be able to support me in finding out how this might apply in the university sector?

Happy to have a quick chat.

Thanks,

[Redacted s38(1)(b)] Further and Higher Education Governance, Workforce and Union Engagement
Advanced Learning & Science Directorate
Scottish Government
✉ [Redacted s38(1)(b)]@gov.scot



From: [Redacted s38(1)(b)]@gov.scot > **On Behalf Of** 2021 NQ Teacher Payment
Sent: 30 September 2021 16:25
To: [Redacted s38(1)(b)]@gov.scot >
Cc: 2021 NQ Teacher Payment <teacherpayment400@gov.scot>; [Redacted s38(1)(b)]@gov.scot >
Subject: FW: [Redacted s38(1)(b)] Teacher ACM payments

Hi [Redacted s38(1)(b)]

Please see below email that has come to the teacher payment mailbox. I am assuming that [Redacted s38(1)(b)] should be claiming through the college claims process? If so, are you able to go back to them to confirm the correct process?

Many thanks,

[Redacted s38(1)(b)] Learning Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ
✉ email: [Redacted s38(1)(b)]@gov.scot 📱 mobile: [Redacted s38(1)(b)] 🌐 url: www.gov.scot
Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

From: [Redacted s38(1)(b)]@ac.uk >
Sent: 22 September 2021 11:01
To: 2021 NQ Teacher Payment <teacherpayment400@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot >; [Redacted s38(1)(b)]@ac.uk >
Subject: [Redacted s38(1)(b)] Teacher ACM payments

Good morning,

Please find attached the ACM teacher payment form for [Redacted s38(1)(b)] which has been signed by me as [Redacted s38(1)(b)] and [Redacted s38(1)(b)]
If you require any further information, please do not hesitate to contact me.

Best wishes, [Redacted s38(1)(b)]

T: +44 (0)141 [Redacted s38(1)(b)]E: [Redacted s38(1)(b)]

[Redacted s38(1)(b)]W: [Redacted s38(1)(b)]

[Redacted s38(1)(b)]

[Redacted s38(1)(b)] is a registered Scottish charity, number [Redacted s38(1)(b)]

Enclosure 09 - Email exchange on Teacher Payments 01/10/21

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 01 October 2021 08:45
To: [Redacted s38(1)(b)]@gov.scot>
Subject: RE: [Redacted s38(1)(b)]Teacher ACM payments

I think most (if not all) of the teachers that deliver the courses at [Redacted s38(1)(b)]
[Redacted s38(1)(b)]DALs: Higher Education and Science Division | 5 Atlantic Quay | 150
Broomielaw | Glasgow | G2 8LU
Check out the new Scottish Government resource <https://www.studentinformation.gov.scot/>.
Everything you need to know about student finance, including help for parents, carers and
education professionals.

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 01 October 2021 08:34
To: [Redacted s38(1)(b)]@gov.scot>
Subject: RE: [Redacted s38(1)(b)]Teacher ACM payments

That's grand, thanks [Redacted s38(1)(b)].

Was happy to come into that email from the NQ team saying they were picking up as
they believe these are teachers – we never get that lucky!

[Redacted s38(1)(b)]Further and Higher Education Governance, Workforce and Union
Engagement
Advanced Learning & Science Directorate
Scottish Government
✉ [Redacted s38(1)(b)]



From: [Redacted s38(1)(b)]@gov.scot>
Sent: 01 October 2021 08:33
To: [Redacted s38(1)(b)]@gov.scot>
Subject: RE: [Redacted s38(1)(b)] Teacher ACM payments

Hi [Redacted s38(1)(b)]

[Redacted s38(1)(b)]
Thanks,
[Redacted s38(1)(b)][Redacted s38(1)(b)]DALs: Higher Education and Science Division | 5
Atlantic Quay | 150 Broomielaw | Glasgow | G2 8LU
Check out the new Scottish Government resource <https://www.studentinformation.gov.scot/>.
Everything you need to know about student finance, including help for parents, carers and
education professionals.

Remainder of email chain included at Enclosure 7

Enclosure 10 - £400 teacher payment

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 01 October 2021 12:59
To: [Redacted s38(1)(b)]@gov.scot>
Subject: RE: £400 teacher payment

Hi [Redacted s38(1)(b)]

No problem, completely understand it's all a bit mad at the moment! This update is a huge help, thank you. Great to hear about [Redacted s38(1)(b)] - I can send a response to SCIS to advise we will start processing claims and responding to independent schools imminently.

Best wishes,

[Redacted s38(1)(b)] | School Funding, Independent and Home Education | Workforce, Infrastructure & Reform Division | Learning Directorate | Scottish Government

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 01 October 2021 12:50
To: [Redacted s38(1)(b)]@gov.scot>
Subject: RE: £400 teacher payment

Hi [Redacted s38(1)(b)]

Apologies for not coming back to you previously – it's been manic again. I have now cleared my diary (for today at least) and we have identified some additional resource so hope to be able to start making headway in processing claims and responding to schools now that the submission deadline has passed. I'm just about to send an email to [Redacted s38(1)(b)] on their claim, and will be prioritising the independent school claims for now as we are still in discussion with COSLA about the local authority admin fee.

Hope this helps clarify but let me know if there's anything you need to discuss.

Best regards
[Redacted s38(1)(b)]

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 29 September 2021 14:32
To: [Redacted s38(1)(b)]@gov.scot>
Subject: FW: £400 teacher payment

Hi [Redacted s38(1)(b)]

Apologies for chasing on this, but i wondered whether there's been any update at all on the £400 teacher payment? We've been asked again by SCIS today on behalf of independent schools.

Best wishes,

[Redacted s38(1)(b)] | School Funding, Independent and Home Education | Workforce, Infrastructure & Reform Division | Learning Directorate | Scottish Government

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 28 September 2021 12:11
To: [Redacted s38(1)(b)]@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>
Subject: RE: £400 teacher payment

Hi [Redacted s38(1)(b)], just back from leave so bringing in [Redacted s38(1)(b)] to give the latest.

[Redacted s38(1)(b)] | Learning Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 28 September 2021 10:58
To: [Redacted s38(1)(b)]@gov.scot>
Subject: £400 teacher payment

Hi [Redacted s38(1)(b)]

I hope you're well.

[Redacted s38(1)(b)] have been in touch asking again about the £400 teacher payment – has there been any further progress with this? I know the last time I spoke with you, the grant letter was still under discussion with SGLD.

Best wishes,

[Redacted s38(1)(b)] | School Funding, Independent and Home Education | Workforce, Infrastructure & Reform Division | Learning Directorate | Scottish Government

Enclosure 11 - Timing of Additional Teacher Payments

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 07 October 2021 14:42
To: [Redacted s38(1)(b)]@gov.scot>; SE Cash Management <SE_Cash_Management@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: Timing of Additional Teacher Payments

Great, thanks [Redacted s38(1)(b)]

[Redacted s38(1)(b)]

Treasury & Banking
Scottish Government
3A North
Victoria Quay
Edinburgh EH6 6QQ

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 07 October 2021 14:36
To: [Redacted s38(1)(b)]@gov.scot>; SE Cash Management <SE_Cash_Management@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: Timing of Additional Teacher Payments

Many thanks [Redacted s38(1)(b)] – we will let you know as soon as possible once we have clarity on the payments, noting the required 8 days notice for actual payments.

Best regards

[Redacted s38(1)(b)]

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 07 October 2021 14:03
To: [Redacted s38(1)(b)]@gov.scot>; SE Cash Management <SE_Cash_Management@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: RE: Timing of Additional Teacher Payments

Hi [Redacted s38(1)(b)]

Thanks for the update. We draw down all the money required at the start of each month so the £5m is there [Redacted s30(b)(ii)]! I'll add it to the November forecast that we're currently working on, and it would be helpful if further down the line you could let us know 8 days in advance what the actual payment date will be.

Regards

[Redacted s38(1)(b)] Treasury & Banking

Scottish Government
3A North
Victoria Quay
Edinburgh EH6 6QQ

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 07 October 2021 11:51
To: SE Cash Management <SE_Cash_Management@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: Timing of Additional Teacher Payments

Hi

In our recent Learning Directorate cash management return for October, I believe we'd flagged that we expected to be making £5m of payments on 15 October to local authorities, grant aided and independent schools in relation to the £400 Additional Teacher Payments, but we are not yet in a position to make these payments.

The deadline for submission of claims was 30 September and we are still working through these to determine total funding required. As such, we do not anticipate that we will be drawing down any money in October and that the majority of the payments will be made in November. We hope to be able to clarify the total amounts required and expected payment dates later this month.

I hope this is sufficient notice for cancellation of the October drawdown. Please let me know if you require any further information at this time.

Best regards

[Redacted s38(1)(b)] Learning Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

✉ email: [Redacted s38(1)(b)] 📞 mobile: [Redacted s38(1)(b)] 🌐 url: www.gov.scot

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

Enclosure 12 - National Qualifications - 2021 Additional Payment - Claims and Grant Payments Summary Spreadsheet (A34927664)

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 19 October 2021 16:26
To: [Redacted s38(1)(b)]@gov.scot>
Subject: RE: National Qualifications - 2021 Additional Payment - Claims and Grant Payments Summary Spreadsheet (A34927664)

Hi [Redacted s38(1)(b)], yes of course – just find a time that suits us both.

E

[Redacted s38(1)(b)] Learning Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 19 October 2021 15:45
To: [Redacted s38(1)(b)]@gov.scot>
Subject: RE: National Qualifications - 2021 Additional Payment - Claims and Grant Payments Summary Spreadsheet (A34927664)

Hello [Redacted s38(1)(b)]

I hope you are well, I was wondering if it would be possible to schedule a quick Teams call with you tomorrow to discuss the teacher payment issuing letter. I have a couple of questions and thought it may be easier setting up a call in which I could share my screen with you if possible.

Let me know if you have capacity and I will arrange 😊

Many thanks,

[Redacted s38(1)(b)]

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 19 October 2021 10:22
To: [Redacted s38(1)(b)]@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>
Subject: RE: National Qualifications - 2021 Additional Payment - Claims and Grant Payments Summary Spreadsheet (A34927664)

Hi [Redacted s38(1)(b)], oh dear, it looks like [Redacted s38(1)(b)] has it locked – so easy to do! I will send her a quick message – she may be able to jump on and unlock.

[Redacted s38(1)(b)] Learning Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 19 October 2021 10:21
To: [Redacted s38(1)(b)]@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>
Subject: National Qualifications - 2021 Additional Payment - Claims and Grant Payments Summary Spreadsheet (A34927664)

Good Morning [Redacted s38(1)(b)]

I hope you are well and had a nice weekend?

I seem to be having trouble accessing the additional payments spreadsheet this morning as it appears to be locked for editing. I think you can still open the file to view when it is locked, however doesn't seem to be working for me. I wonder if you are able to access or know a way of opening the file?

[Redacted s30 (c)]

Cheers,

[Redacted s38(1)(b)]

Enclosure 13 - Additional Teacher Payment Claim

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** 2021 NQ Teacher Payment
Sent: 19 October 2021 18:32
To: 2021 NQ Teacher Payment <teacherpayment400@gov.scot>
Cc: [Redacted s38(1)(b)]gov.scot>
Subject: RE: Additional Teacher Payment Claim

Sorry yes, in the case of an independent school, the guidance says “an appropriate authority such as the Governing Body or external auditor in the case of independent schools”.

Thanks (let me know if you want me to pick up).
[Redacted s38(1)(b)] | Learning Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** 2021 NQ Teacher Payment
Sent: 19 October 2021 08:59
To: [Redacted s38(1)(b)]@gov.scot>
Subject: FW: Additional Teacher Payment Claim

Hi [Redacted s38(1)(b)]

Please see email below. Assuming an SQA Co-ordinator is not a suitable counter-signatory and that I will need to ask for a revised form with correct signatory?

Thanks,
[Redacted s38(1)(b)]

From: [Redacted s38(1)(b)]
Sent: 18 October 2021 11:59
To: 2021 NQ Teacher Payment <teacherpayment400@gov.scot>
Subject: Re: Additional Teacher Payment Claim

Good Afternoon,

Details requested:

Signatory: [Redacted s38(1)(b)]
Counter Signatory: [Redacted s38(1)(b)]

Apprenticeship Levy - Not Eligible.

Kind regards,
[Redacted s38(1)(b)]
On Mon, 18 Oct 2021 at 09:35, <teacherpayment400@gov.scot> wrote:

Hi [Redacted s38(1)(b)]

Thank you for submitting your claim for the additional teacher payment and apologies for the delay in acknowledging this due to reduced resources within our team at a time of increased workload.

Now that the deadline for submission of claims has passed, we are working to process and finalise funding letters for the significant number of claims received as quickly as possible and would hope to issue these in the next few weeks to allow finances to be transferred. We will endeavour to get these out for end October but transfer of funding is likely to fall into November.

Having had an opportunity to check your claim form, for audit purposes, I'd be grateful if you could confirm the names and positions of the signatories on the submitted form for audit purposes - noting the level of authorisation required against each. If the signatories are not the relevant level, I'd be grateful if you could submit a revised claim with the appropriate sign-off.

In addition, I'd be grateful if you could confirm whether your school is liable for the apprenticeship levy. If so, we will add this to the claimed payment at 0.5% alongside the 13.8% National Insurance uplift when calculating the totals for the funding letter. We will collect bank details through the funding letter process.

Please do not hesitate to contact me if you have any questions regarding the above.

Kind regards

[Redacted s38(1)(b)], Learning Directorate, Scottish Government, Area 2B North, Victoria Quay, Edinburgh, EH6 6QQ

Please note my working pattern is 9.30am to 4.45pm Mon to Thursday and 9.30am to 3.30pm Friday.

Remainder of email chain redacted as out of scope

Enclosure 14 - Additional Teacher Payment Claim

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** 2021 NQ Teacher Payment
Sent: 19 October 2021 18:35
To: [Redacted s38(1)(b)]@gov.scot>
Subject: RE: Additional Teacher Payment Claim

Hmm, not totally sure. Depends on type of school – if grant assisted that is maybe close enough to Director of Finance? Worth a quick chat with [Redacted s38(1)(b)] (?) or someone in her area to see if that is close enough. They would have suggested the original names.

[Redacted s38(1)(b)] Learning Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 19 October 2021 11:39
To: [Redacted s38(1)(b)]@gov.scot>
Subject: RE: Additional Teacher Payment Claim

Hi [Redacted s38(1)(b)]

Another query on this. I have a form counter-signed by the Bursar of the school. Does that count as an appropriate level? I'm not quite clear whether the role is part of the school staff structure or part of the external governance.

Thanks

[Redacted s38(1)(b)]

From: [Redacted s38(1)(b)] **On Behalf Of** 2021 NQ Teacher Payment

Remainder of email chain at Enclosure 12

Enclosure 15 - Email exchange on Teacher payments

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 20 October 2021 11:20
To: 2021 NQ Teacher Payment <teacherpayment400@gov.scot>
Subject: RE: [Redacted s38(1)(b)]Training

Thanks [Redacted s38(1)(b)] I think she is just referring to the guidance – I will forward on the email.

Really appreciate you working but please make sure you get a proper break!!

[Redacted s38(1)(b)] Learning Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

From: [Redacted s38(1)(b)]@gov.scot> **On Behalf Of** 2021 NQ Teacher Payment
Sent: 20 October 2021 11:15
To: [Redacted s38(1)(b)]@gov.scot>
Subject: FW: [Redacted s38(1)(b)]Training

Hi [Redacted s38(1)(b)]

Just looking at this claim which makes reference to earlier correspondence, which I haven't managed to locate. Do you have this? Just checking before I go back in case it was on the point I was going to follow-up which was to ensure that, given each claim is exactly the same, there's no overlap in the teachers involved.

Thanks

[Redacted s38(1)(b)]

From: [Redacted s38(1)(b)]
Sent: 23 September 2021 16:42
To: 2021 NQ Teacher Payment <teacherpayment400@gov.scot>
Subject: [Redacted s38(1)(b)]Training

Good afternoon

I have attached our claims for the £400 payment for our teachers involved in supporting deliver of the Alternative Certification Model for 2020/21

I have attached a request for each of our three schools per the letter of 10th June from [Redacted s38(1)(b)] to [Redacted s38(1)(b)]

If there is anything else that you need on this please let me know

Kind regards,

[Redacted s38(1)(b)]

Enclosure 16 - Teacher payment for NQ assessment 2021 - Draft guidance

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 22 October 2021 11:09
To: [Redacted s38(1)(b)]@gov.scot; [Redacted s38(1)(b)]@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>
Subject: RE: Teacher payment for NQ assessment 2021 - Draft guidance

Thanks for the heads up [Redacted s38(1)(b)]

[Redacted s38(1)(b)] Learning Directorate | Scottish Government |

Please note: my working hours are Tuesday – Friday. I am currently working from home but am contactable via email or Microsoft Teams.

From: [Redacted s38(1)(b)]@gov.scot>
Sent: 22 October 2021 11:05
To: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>
Subject: FW: Teacher payment for NQ assessment 2021 - Draft guidance

Hi [Redacted s38(1)(b)] and [Redacted s38(1)(b)]

I hope all's well.

We wanted to flag the below email that's just come in from [Redacted s38(1)(b)]re: the £400 teacher payment, just for your info. The article he refers to is here:
<https://www.tes.com/news/teachers-demand-update-ps400-assessment-work>

Best wishes,

[Redacted s38(1)(b)] School Funding, Independent and Home Education | Workforce, Infrastructure & Reform Division | Learning Directorate | Scottish Government

From: [Redacted s38(1)(b)]
Sent: 22 October 2021 10:37
To: [Redacted s38(1)(b)]@gov.scot>
Cc: [Redacted s38(1)(b)]@gov.scot>; [Redacted s38(1)(b)]@gov.scot>
Subject: Re: Teacher payment for NQ assessment 2021 - Draft guidance

[Redacted s38(1)(b)]

[Redacted s30(b)(ii)]

[Redacted s38(1)(b)] Sent by [Redacted s38(1)(b)]