



12th July 2021

Dear Colleagues,

Term Time Only Payments: Update July 2021

This letter is to update you on the progress we are making in paying the backdated Term Time payments. As you know we are fully committed to resolving your pay issue and are working hard to address it. We have been working to achieve a fair and just solution, while engaging with trade unions to ensure your views are fully represented.

At this point I need to highlight that unfortunately we have had to cancel the July and August ACAS webinars. I am sorry this will cause further delays and the next set of payments will now be made in the Autumn Term. We remain committed to ensuring all payments are made in full.

The reason for this delay is because when checking the figures some underpayments were identified, subsequently, we are now in the process of undertaking a manual check of all payments to be made.

Additionally, all those employees who have received payments to date that have been identified as being underpaid, will be paid the additional amount/amounts. Payroll will be making the payments directly to those individuals in the next available payroll which will be identified on payslips as 'TTO backpay' and/or 'TTO pension backpay'.

We know that this will come as a disappointment for staff and colleagues. The council can only apologise for this, however, we want to be in a position where the figures are accurate and staff will receive the correct amounts which are owed to them both for TTO back pay and pension compensation amounts.

Please be assured that the council is working as quickly as they can to confirm the figures, unfortunately this cannot be done in time for July's webinars. This is because staff need to receive their personal offer letter two weeks in advance of attending a webinar and we are unable to issue the offer letter until the manual checks are complete.

May and June webinars

For all those who attended the May and June webinars and have accepted their personal offer, we have sent out their COT3's. For those that correctly signed and formatted their COT3s, returning them to Lambeth before the 1st of July, they will be paid in the July Payroll. Those COT3's received after the 1st July will be processed as quickly as possible.

Current staff whose ACAS claims were received in 2021

For those whose claims were received by Lambeth from ACAS in 2021 and are current staff your claim will be processed in the Autumn Term.

Leaving the service at the end of the academic year 2020-2021

If you are due to leave at the end of the academic year 2020 - 2021, your claim will be processed as normal in the autumn term. You will still be made a leaver and a P45 will be issued to you. Any TTO backpay due to you will be processed at a later date upon receipt of the signed COT3. **Please ensure that you contact the payroll team should you change your bank account.**

Leavers

Due to the delay in processing payments to the current staff, leavers payments will be processed as soon as possible in the autumn term.

In order for us to be able to issue out personal offer letters during the summer period while the schools are closed, we will require your TTO staff members' personal email addresses so that we can send them their offer during the summer. This will then give them enough time to look at and query the offer, if needed, in advance of watching the webinars in September. Following the webinars, they will then be able to accept their offer letter and receive payment in due course.

For school leaders and Business Managers: Please compile a list of TTO staff members' names and personal email addresses and send this to schoolshr@lambeth.gov.uk.

For staff members: Please DO NOT email Schools HR directly with your personal email addresses as this will generate additional unnecessary work and result in further delays.

Please refer to a comprehensive Frequently Asked Questions (FAQs) [here](#) on the Lambeth website where most of your questions may be answered.

If staff have any specific query that is not addressed in this letter or the FAQs, could they please use the following link to submit this: [here](#)

Staff can also use our helpline on 020 7926 9960 (available from Wednesday 13th July 10.00am). Please note the helpline will be available between 10.00am and 4.00pm Monday to Friday.

We expect to respond to your queries within 24 hours.

This letter has been shared with all schools and unions, please can you forward to your staff/members accordingly and anyone on maternity or long-term absence.

Thank you in advance for your understanding and patience.

Regards



Abrilli Phillip
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London Borough of Lambeth