

## Timeline of actions required by Finance, HR Payroll and Schools

### Key :

Finance	HR	Payroll	Schools	Education service	Staff action
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		Finance	Schools with Lewisham Payroll	Rushey Green/Rathfern	Schools with Alternative Providers	Converter Academies
	Take Stock		TU collective bargaining agreement for 6 years 3 months agreed with a £50 pension compensation for each full year in LGPS prior to 2014	TU collective bargaining agreement for 6 years 3 months agreed with a £50 pension compensation for each full year in LGPS prior to 2015	TU collective bargaining agreement for 6 years 3 months agreed with a £50 pension compensation for each full year in LGPS prior to 2016	Academies can chose to be part of the collective agreement and would follow the same time line -- Discussions currently in place with HR and all converter /sponsored academies (previously maintained)
11/11/21	Thursday		Lewisham Payroll to undertake final validation of data	Lewisham Payroll to undertake final validation of data		
12/11/21	Friday		Lewisham Payroll to undertake final validation of data	Lewisham Payroll to undertake final validation of data	Completed data to be sent to Payroll for Pension compensation assesement	
26/11/21	Friday			Meeting with Schools to give update on TTO	Meeting with Schools to give update on TTO	
03/12/21	Friday		Emails to be sent to all staff affected on the 2nd December --advising them of next steps and their individual settlement	Emails to be sent to all staff affected on the 2nd December --advising them of next steps and their individual settlement	Emails to be sent to all staff affected on the 2nd December --advising them of next steps and their individual settlement	

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		Finance	Schools with Lewisham Payroll	Rushey Green/Rathfern	Schools with Alternative Providers	Converter Academies
03/12/2021 onwards	Friday		Staff attend ACAS session and sent link for agreeing to claim/compensation	Staff attend ACAS session and sent link for agreeing to claim/compensation	Staff attend ACAS session and sent link for agreeing to claim/compensation	
16/12/21	Thursday	<b>Schools Forum --update on timeline and also policy for schools facing hardship</b>				
17/12/21	Friday	<b>Spreadsheet A --back pay, spreadsheet B - pension--sent to Finance by Lewisham payroll</b>				
04/01/22	Tuesday			<b>Off payroll schools to advice Finance of cash flow required.</b>		
05/01/22	Wednesday		<b>January Payroll Run - deadline</b>	<b>January Payroll Run - deadline</b>	<b>January Payroll Run - deadline</b>	
06/01/22	Thursday					
07/01/22	Friday	<b>Off payroll schools to advice finance of cash flow required.</b>		<b>LATEST -schools can advice Schools finance for additional Cash required to run payroll</b>	<b>LATEST -schools can advice Schools finance for additional Cash required to run payroll</b>	
10/01/22	Monday	<b>Schools Finance Authorise Extra Funding for Schools to meet TTO liabilities</b>				
14/01/22	Friday		<b>January Payroll payment</b>	<b>January External Payroll payment</b>	<b>January External Payroll payment</b>	

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		Finance	Schools with Lewisham Payroll	Rushey Green/Rathfern	Schools with Alternative Providers	Converter Academies
28/01/22	Friday	Finance to determine overall liability and reimbursement levels (holding some contingency for potential new cases) - journal rebate and communicate to schools via funding sheet upload -- any additional awards of funds to schools facing hardship will be part of this process				
03/02/22	Thursday			Schools to inform Finance of cashflow requirements (off payroll)	Schools to inform Finance of cashflow requirements (off payroll)	
04/02/22	Friday			February External Payroll run deadline	February External Payroll run deadline	
07/02/22	Monday	Off payroll schools to advise finance of cash flow required.		Schools to inform Finance of cashflow requirements (off payroll)	Schools to inform Finance of cashflow requirements (off payroll)	
08/02/22	Tuesday			Preparation work by External Payroll	Preparation work by External Payroll	
09/02/22	Wednesday	Schools Finance Authorise Extra Funding for Schools to meet TTO liabilities				

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		Finance	Schools with Lewisham Payroll	Rushey Green/Rathfern	Schools with Alternative Providers	Converter Academies
10/02/22	Thursday		Cut off period for staff who have left	Cut off period for staff who have left	Cut off period for staff who have left	
11/02/22	Friday		Commence -individual review and payment agreements for leavers or those seeking individual review - commences	Commence -individual review and payment agreements for leavers or those seeking individual review - commences	Commence -individual review and payment agreements for leavers or those seeking individual review - commences	
14/02/22	Monday			<b>February Payroll run for those on main listing</b>	<b>February Payroll run for those on main listing</b>	
07/03/22	Monday	<b>Off payroll schools to advise finance of cash flow required.</b>		<b>Schools to inform Finance of cashflow requirements (off payroll)</b>	<b>Schools to inform Finance of cashflow requirements (off payroll)</b>	
09/03/22	Wednesday	<b>Schools Finance Authorise Extra Funding for Schools to meet TTO liabilities</b>				
30/05/22	Monday	<b>Finalisation of any payments for staff not previously in scope/release of any unused funding</b>		<b>Engagement with finance on further payments and cashlow requirements</b>	<b>Engagement with finance on further payments and cashlow requirements</b>	

Please note that more meetings with ACAS are being arranged for January /Febraury &March	
Schools off payroll may agree there own ACAS sessions or join the corporately agreed ones.	