**FAQ – SALA
25/09/25 & 02/10/25**

**What is the % to be applied for casual staff who do overtime?**

* The calculations for Casual Staff was sent to SBMs by Carlene Reid. This is attached to this email for ease and will be uploaded to The Hub.

**Do staff need to sign a COT3 in relation to 24-25 and 25-26 adjustments?**

* No this is not required and adjustments can be made as per calculations above.

**What is the deadline for leavers to claim their compensation? – we are speaking to TU.**

* Waltham Forest are proceeding these conversations with Trade Unions and our Legal Team to reach an agreement on a deadline for leavers. We will be in touch once this has been confirmed.

**Can we process Leavers that have signed their COT3s?**

* Yes. We can continue to process leavers as long as they have completed all steps of the process.

**Will there be feedback on the reconciliations sent?**

* We can provide feedback, you can expect this shortly.

**Some staff members do not wish to go through the process as the offer amount is low, what are the next steps?**

* We recommend you confirm this in writing with the staff member.

**For those that do not wish to proceed with the offer, can we offer TOIL in place?**

* That is a decision the school can make on an individual basis, we recommend that you also get confirmation of this agreement in writing.

**Which COT3 should be used for each strand?**

* TTO Only: <https://thehub-beta.walthamforest.gov.uk/sites/default/files/2025-09/Schools_TTO_Final_COT3_current_employees_not_subject_to_NOPAL.docx>
* NOPAL Only: <https://thehub-beta.walthamforest.gov.uk/sites/default/files/2025-09/Schools_TTO_Final_COT3_current_employees_TTO_and_NOPAL.docx>
* TTO & NOPAL: <https://thehub-beta.walthamforest.gov.uk/sites/default/files/2025-09/Schools_TTO_Final_COT3_current_employees_TTO_and_NOPAL.docx>
* 52 Weekers/Teachers: Please find attached to this email.

**Are payments subject to Tax and NI?**

Yes, this is outlined in section 7 of the COT3.

**One staff member is marked as a leaver for one contract but is still at the school in a different role. How should they be processed?**

* These can be processed in the same way as current staff.

**If staff have said they have attended an ACAS meeting, how will the school know?**

* You should contact at Ian Gregory at ACAS can confirm which staff have attended. His details are: igregory@acas.org.uk

**Should we be proactively contacting Ian Gregory at Acas to confirm which staff have attended?**

* Yes, please get in contact with Ian (details above) to confirm staff member attendance.

**Do business managers get to see Offer Letters for 22-24? This would make calculating figures in the COT3 much easier?**

* HR&OD have sent a breakdown of compensation amounts to schools – it would be good to check if you have this to hand. WF does not currently have access to the portal in order to obtain this. We will check to see if we can amend the COT3 wording to state that it includes the 6.8% Pension amounts.

**Can we send a copy of letters to be sent to confirm if correct?**

* Yes, please email to the TTO inbox.

**Does the LA contribute to the on-cost?**

* Yes, this will be processed alongside the compensation amount.

**There is 1 member of staff who still needs to go through process but wasn't included on SPOT. Staff member has signed COT3 in Nov 2024 but not received the money.**

* Please request the copy of the COT3 from staff member to confirm figure.

**Do schools need approval from LA to pay staff?**

* No, just need to inform TTO mailbox what payments are being made so EduFinance can pay 50% contribution.