



Teaching  
Agency

# **Golden Hello Guidance for Local Authorities 2012-13**

## **Operations Manual**

**AY2012/13**

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## **Introduction**

The Golden Hello is a financial incentive package for teachers of priority subjects in secondary state-maintained schools. It is only available to teachers who train through a postgraduate initial teacher training (ITT) course leading to qualified teacher status (QTS).

This document explains how the Teaching Agency (TA) will fund Local Authorities (LAs) for the Golden Hello scheme in the financial year 2012-13.

The arrangements set out in this document do not in any way alter eligibility rules for the Golden Hello scheme. The eligibility rules, and how LAs should assess applications, can be accessed on the Department for Education website.

# 1. Changes

## 1.1. Background

The Teaching Agency (TA) offers Local Authorities (LAs) ring fenced funding for the reimbursement of Golden Hello expenditure incurred during the financial year.

The funding will reimburse costs relating to:

- the gross incentive amounts in accordance with the subject specific rates (£2,500, £4,000 or £5,000), and
- any connected Earnings Related National Insurance Contributions (guidance on ERNIC can be sourced from HMRC at <http://www.hmrc.gov.uk/rates/nic.htm>)

Guidance on the eligible rates by year can be found on the [Department for Education website](#).

Where Local Authorities have a contracted payroll provider the request for funds may be completed by them on the LAs behalf providing that the Authorities Section 151 Manager has completed the declaration at part 4 of this manual.

## 1.2. Changes for Financial Year 2012-13

- The TA will refund LAs on a triannual basis in accordance with eligible expenditure that has been incurred by LAs during the financial year.
- LAs are requested to report details of their expenditure following the end of July and November and mid March. The TA will reimburse these costs accordingly.
- Academies in LA boundaries will submit claims independently of the LA, directly to the TA. The LA is no longer required to substantiate claims made by any Academy.
- The TA has registered new E Mail addresses for submissions and queries. Please note the new e mail addresses at Section 2. The previous contact addresses will no longer work.

Further details regarding payments and reporting can be found in Section 2.

## 2. Payments and Governance

### 2.1. Introduction

The reporting and payment arrangements for the financial year 2012-13 are below with the TA's expectations on audit, internal control and governance

This is supported by the terms and conditions of the funding section at part 4. LAs are required to accept these by signing and returning them to the address provided. Payments will not be made until this condition has been satisfied.

### 2.2. Tri-annual Returns and Payments

In July, November and March, LAs are required to complete and return a 2012-13 Golden Hello reimbursement claim form, available in the Golden Hello section of the DfE website.

The completed form should detail the Golden Hello expenditure incurred during that period. Deadlines for submission are detailed below:

Return	Submission Deadline
Period One	Friday 27 July 2012
Period Two	Friday 30 November 2012
Period Three	Friday 22 March 2013

Please note that the Period three reporting and funding is scheduled for mid-March 2013. LAs must ensure that all outstanding and relevant **expenditure** as yet unclaimed relating to the financial year ending 31 March 2013 is accounted for in this claim. Note that expenditure is an accounting term and therefore this final claim may include:

- payments made by LAs between 01/04/2012 and 31/03/2013 for which the LAs have not previously claimed or been reimbursed by the TDA/TA,
- payments that LAs will make between 28/01/2013 and 31/03/2013, and
- payments that LA will make after 31/03/2013 but which will be accounted for as *accrued expenditure* in their annual accounts for the financial year 2012-13.

### 2.3 Governance

The tri-annual claims serve to verify that the expenditure incurred by LAs has been for eligible activities only, as outlined in the guidance and eligibility documents on the Department website.

As such, they must be signed by the Chief Finance Officer (in accordance with his/her responsibilities under section 151 of the Local Government Act 1972).

## 2.4 Submissions

All tri-annual claims must be transferred securely in order to comply with the Data Protection Act 1998.

The Data Protection Act considers the information to be collected in these quarterly returns as 'sensitive personal information'. This is because it links one or more identifiable living persons with information about them whose release would put them at significant risk of harm or distress.

The TA offers LAs a choice of four methods to submit the forms securely. All options rely on encryption and electronic transfer. Postal or paper submissions will not be accepted.

The available options are:

### 1. Winzip AES256

Please encrypt the claim forms with Winzip and email them to [golden.hello@education.gsi.gov.uk](mailto:golden.hello@education.gsi.gov.uk).

Note that passwords must not be shared through email. It is recommended that they are communicated by separate e mail to [TA.lafunding@education.gsi.gov.uk](mailto:TA.lafunding@education.gsi.gov.uk).

### 2. Excel 2007 or above

Please encrypt the claim forms using Excel's encryption facility and email them to [Golden.hello@education.gsi.gov.uk](mailto:Golden.hello@education.gsi.gov.uk). Note that passwords must not be shared through email. It is recommended that they are communicated by separate e mail to [TA.lafunding@education.gsi.gov.uk](mailto:TA.lafunding@education.gsi.gov.uk).

### 3. Pretty Good Privacy (PGP)

Please arrange to exchange PGP keys with the TA by emailing [TA.lafunding@education.gsi.gov.uk](mailto:TA.lafunding@education.gsi.gov.uk). Following this, please encrypt the claim forms using PGP and email them to the same address.

### 4. Secured e Mail

This facility requires external users to download and install a small piece of encrypting software from the TA. Please select this option if the alternatives listed above are not suitable and contact [TA.lafunding@education.gsi.gov.uk](mailto:TA.lafunding@education.gsi.gov.uk) for further information.

LAs are asked to confirm any changes to their preferred option, that process already confirmed with TDA in previous years, prior to submission.

The TA has a record of all passwords agreed between TDA and LAs from previous years.

## **2.5. Balances Brought Forwards**

Any payments relating to the financial years 2010-12 (due to use of determined allocated funding granted in 2010/11 financial year) will be immediately offset against reimbursements due in the financial year 2012-13 until no historical amounts are owed by either organisation.

Due to the nature of the claims based approach, no balances are expected to be carried forward into future years.

## **3. Planning and process**

In addition to declaring expenditure already incurred, the claims forms also ask LAs to share their anticipated expenditure for the period two and three payments of the financial year 2012-13.

LA's are additionally asked to plan and forecast their claims for the 2013-14 financial year. The TA appreciates that for Stage 1 payments this may not be possible for LA's to predict. We do ask that providers look though at continuers in employment for stage 2 and 3 payments and forecast them with the knowledge current and available at the time.

### **3.1. When to claim**

Claims by LAs should be sent to the TA 3 times each year as per section 2.2.

The Teaching Agency will not make a payment to any claim in the financial year which is

- made in advance of the teacher being paid by the employer
- claimed when the teacher is not currently employed by the LA
- not supported by a current part 5 financial declaration from the LA
- is claimed at the incorrect subject rate for that teacher

### **3.2. How to claim**

To make a claim the LA should

- read the guidance on the Department website for the Golden Hello initiative
- complete the template claim form on the website
- ensure that a part 4 declaration is completed for the financial year concerned
- attach the claim form and part 4 (where required) to an e mail to [Golden.Hello@education.gsi.gov.uk](mailto:Golden.Hello@education.gsi.gov.uk)
- encrypt that e mail as previously arranged using the agreed password
- send the e mail to the Teaching Agency

The LA should keep the associated claim forms completed by the teacher to meet any potential audit requests from the TA.

As this is classed as financial paperwork LAs should retain this paperwork as outlined in the HMRC advice note to businesses. This is available at <http://www.hmrc.gov.uk/factsheet/record-keeping.pdf>

## **4. Terms and conditions of funding: 2012-13**

### **4.1. Use of the funds**

The funds must be used solely to cover the declared direct or indirect payment of Golden Hello incentives to eligible teachers and any associated Employer's National Insurance contributions.

### **4.2. Management of the funds**

The LA must have appropriate and effective financial systems in place for the management, accounting and auditing of the TA funding.

Reimbursements will be made by the TA in accordance with the arrangements detailed in this document. The TA reserves the right to change these arrangements.

It is the local authority's responsibility to ensure that the TA holds both correct bank and contact details for the LA.

The funds cannot be carried over into future years and must be used exclusively for activities taking place between 1 April 2012 and 31 March 2013.

### **4.3. Contact and reporting requirements**

The LA must provide the TA with a named contact for all matters relating to the funding, and inform the TA immediately of changes to the named contact.

The LA shall respond promptly to reasonable requests for data and information by the TA. The LA will be responsible for the quality of this data.

The LA will provide the TA with claims which will detail the expenditure that it has incurred and the expenditure it expects to incur in the remainder of the financial year. The TA will provide the LA with a formal form to complete for this purpose. The LA will ensure that its completed forms comply with the requirements set out in this guidance and the form itself.

All reported expenditure will be verified by the LA's Section 151 Officer.



The TA reserves the right to audit all claims and/or require the LA to submit independently audited end-of-year returns.

The LA will comply with the Data Protection Act 1998 and arrange appropriately secure methods of sharing personal information with the TA.

#### **4.4. Repayment and withholding of payments**

Funding is dependent on the TA dispersing funds for this purpose.

The funds must be used entirely for eligible activities, i.e. for the purpose given in meeting eligible Golden Hello payments.

The TA reserves the right to withhold all, or part, of the funding if the terms and conditions of funding are not met.

The TA will reimburse the LA in arrears for expenditure the LA has incurred during the financial year. The TA will not make payments in advance of recognised liability and will not pay for any claim made where the sum claimed will be credited to the next financial year.

The TA Chief Executive may suspend the payment of funds, either in whole or in part and for any appropriate period if, in her opinion, it is appropriate and reasonable to do so to safeguard public funds.

#### **4.5. Local authority declaration – Golden Hello Funding 2012-13**

I declare that I am appropriately authorised to accept the TA funding for the purposes given and to sign these terms and conditions on behalf of the local authority. I confirm that the local authority will comply with the TA terms and conditions of funding and associated funding arrangements.

LA name:

Signed:

Print name:

Job title:

Date:

Please sign and email a scanned copy to [TA.lafunding@education.gsi.gov.uk](mailto:TA.lafunding@education.gsi.gov.uk)

## Annex A

### TA contacts

For enquires about	Contact
Funding and Reporting	<a href="mailto:golden.hello@education.gsi.gov.uk">golden.hello@education.gsi.gov.uk</a>
Eligibility and Policy	<a href="mailto:TA.lafunding@education.gsi.gov.uk">TA.lafunding@education.gsi.gov.uk</a>
Funding Manager	<a href="mailto:Mark.Turner@education.gsi.gov.uk">Mark.Turner@education.gsi.gov.uk</a>

The contact address for the Teaching Agency is:

**The Teaching Agency**  
**Funding Team**  
**Piccadilly Gate**  
**4 Store Street**  
**Manchester**  
**M1 2WD**

## **Annex B**

### **Useful Links**

#### **Guidance on the Golden Hello Initiative**

<http://www.education.gov.uk/schools/careers/traininganddevelopment/initial/a00210401/golden-hello>

#### **Guidance on ERNIC rates**

<http://www.hmrc.gov.uk/rates/nic.htm>

#### **Previous year's eligibility for Golden Hello**

<http://www.education.gov.uk/schools/careers/traininganddevelopment/initial/a00210401/golden-hello>

#### **Notes on financial record keeping**

<http://www.hmrc.gov.uk/factsheet/record-keeping.pdf>



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