



Bury Teaching Schools Alliance

Elms Bank, Ripon Avenue, Whitefield, M45 8PJ

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Promoting Excellence through Collaboration

Monday, 15 July 2019

Dear Colleague,

This letter will outline the daily rate and process we will use to make payments for course facilitation delivered on behalf of the BTSA. Previously, BTSA would reimburse both the facilitator and their school as per BEST rates. To promote consistency across Bury we feel it necessary to use the preferred method for recognising teaching staff's involvement as outlined by Bury Council. Bury schools were issued with guidance in response to a request from the school-led system that was agreed by Bury Strategic Education Board meeting on 12 March 2018. Bury Teaching Schools Alliance (BTSA) have adopted the same process as outlined in this guidance when making payments for course facilitation undertaken on behalf of the BTSA. This means that the way we make payments, and the rate we use, for course facilitation has changed.

A set and single payment will now be made to the facilitator's school for course delivery. There will be an expectation that only one facilitator is required unless BTSA specifically requests otherwise. We recognise, for CPD purposes that other members of staff may wish to co-facilitate, but this will be on the understanding that the school will receive no further payment/s.

The rate proposed by BTSA will cover any back-fill and also any additional payments if for example the task involves wider preparation and activity. The payment will be made to the member of staff's school and the course facilitator will no longer receive a payment directly from BTSA. The decision as to if, and when, it is appropriate to award additional payments will be a school governing body/ board decision.

Course Facilitation Payment Rate

BTSA Course Facilitation	BTSA Agreed Rate (£)
Full Day	280
Half Day	140
Room Hire	BTSA Agreed Rate (£)
Full Day	100
Half Day	50
Refreshments (per person) can be claimed per day:	2

BTSA will use a set rate regardless of the designation of the course facilitator. The cost to be paid will include preparation and course delivery and will be approved prior to the member of staff agreeing to deliver CPD on behalf of the BTSA. It will be for school governors to determine an appropriate honorarium payment in recognition of the additional planning, preparation and research that is undertaken by the facilitator when completing work for BTSA.

All payments made to the school will be made in arrears. BTSA will issue the facilitator's school with an order that details the amount agreed to be paid. Following delivery of the CPD session the facilitator's school should invoice BTSA for the amount stated on the order, including the order number as reference. Invoices should be sent to Jo Seddon, BTSA Coordinator, either via email BTSA@bury.gov.uk or by post to Elms Bank, Ripon Ave, Whitefield, M45 8PJ.

If you have any questions, or queries, please do not hesitate to contact Bury Teaching Schools Alliance on 0161 766 1597 (option 4).

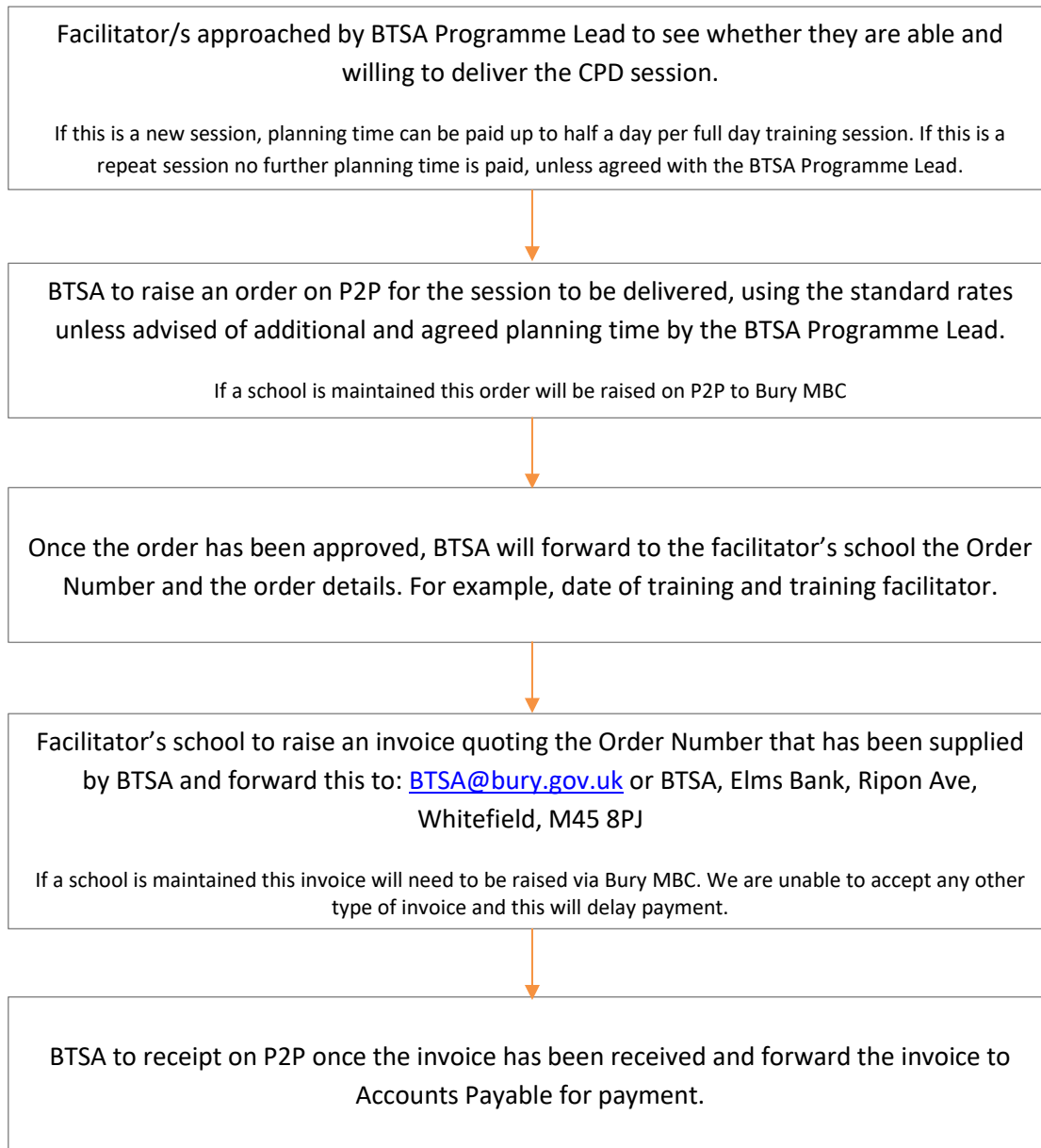
Yours sincerely,

Jo Seddon
BTSA Coordinator



Course Facilitation Payment Process

Flowchart



BTSA Agreed Rates

BTSA Course Facilitation*	BTSA Agreed Rate (£)
Full Day	280
Half Day	140
Planning can be paid for up to half a day per full day training session for new CPD but is to be included on any subsequent sessions	
Room Hire	BTSA Agreed Rate (£)
Full Day	100
Half Day	50
Refreshments (per person) can be claimed per day:	2

*Please note, this is a set payment rate regardless of designation of facilitator.