

Ealing Guidance for *As and When*, Agency and Self-employed Clerks during Covid 19

This information relates to those governing boards that have a clerk/s who are paid on an ***As and when*** (AWR) contract (usually on a timesheet basis), **agency** or are **self-employed/paid as a contractor**. This information does not apply to clerks employed on employment contracts in schools. Please refer to the [Ealing guidance in the staffing during closures](#) section of EGfL Covid 19 information - Agency/supply staff and casual/AWR staff. This advice is for all staff that fall under these categories. The Government have also issued the following guidance for employers and employees. [Guidance for employers and businesses](#) and [Government guidance for employees](#)

If you do have a query or concern, please contact **schools HR/your HR provider**. For governance advice including support if your clerk is unable to work for any reason please contact governors@ealing.gov.uk

Context

In line with Government advice there should be no face to face governing board (GB) meetings until further notice. GBs will need however, to decide how they will carry out urgent/critical business using alternative means.

The Department for Education expect schools to continue to pay staff they employ directly in the normal fashion. Schools will have budgeted for such costs from within the funding they receive and therefore should consider continuing to pay these categories of staff.

Whilst there will be no face to face meetings, we believe there will still be work for clerks to do particularly with regard to researching the best way for all governors on your board to meet virtually, setting up and ensuring there is a record of any meetings, agreements, decisions.

Categories of clerks and guidance

As and when/zero hours clerks - If the clerk would be scheduled to work and are unable to do so because of a COVID 19 related issue (including contracting the symptoms, part of the vulnerable group etc.) or school closure then they should be paid as if they had worked the hours that were scheduled. See [Ealing guidance](#) for more information

Self-employed/sole trader clerks contracted to work on an invoice basis
Eligibility for support/grants from the Government and how to apply can be found on Government's [Covid 19 Government guidance](#).

Agency clerks – for clerks employed at a GB via an agency see [Ealing guidance](#)

Benefits incl Sickness cover (AWR, agency and self-employed) - Following government guidance, SSP - Statutory Sick Pay will be paid to all staff including AWRs from the first day of any Covid-19 related absence. It will also pay from the first day if it is a self-isolation absence due to the coronavirus. [Please see EGFL for more information](#) For SSP queries for AWR staff only you can email balogunl@ealing.gov.uk or genpayroll@ealing.gov.uk

Self-employed or not eligible for SSP

If a person is not eligible for SSP – for example they are self-employed or earning below the Lower Earnings Limit of £118 per week – and have COVID-19 or are advised to stay at home, they may be eligible for [Universal Credit](#) or new style [Employment and Support Allowance](#). They will need to follow the Government Covid 19 guidance as appropriate.

Holiday pay (AWR staff only) - Where applicable [Ealing recommendation](#) is to calculate holiday pay pro rata at the end of each academic year. It may in agreement with the individual/school be timelier in the current climate for, this to be paid sooner.