



Teaching
Regulation
Agency

Teaching Regulation Agency

An executive agency of the Department for Education

Annual Report and Accounts

For the year ended 31 March 2021



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Performance Report

Overview

This annual report and accounts (ARA) covers the operation of the Teaching Regulation Agency (TRA or the Agency), as an executive agency of the Department for Education (DfE or the Department), for the year ending 31 March 2021.

Vision, mission, and core principles

The Department's overall vision is to provide world-class education, training and care for everyone, whatever their background. It will make sure that everyone has the chance to reach their potential and live a more fulfilled life. It will also create a more productive economy, so that our country is fit for the future.

We support this by striving to achieve excellence in all that we do acting as the competent authority for teaching in England and providing a fair and consistent regulatory system for the teaching profession on behalf of the Secretary of State.

We do this by:

- awarding qualified teacher status (QTS) to teachers who successfully complete initial teacher training (ITT), and early years teacher status (EYTS) to individuals who complete early years ITT
- assessing applications received from teachers trained outside of England for recognition of professional status fairly and efficiently
- regulating the teaching profession through fair, rigorous and timely teacher misconduct investigations and professional conduct panel hearings and meetings¹ to enable schools to meet their safeguarding responsibilities

These activities maintain the high-quality standards of the profession, allowing every child access to high-quality education.

Key performance indicators

The Agency has ten key performance indicators (KPI's), six of which have been met this year. Of the remaining four, the performance of two were impacted by COVID-19, and the Agency put in place measures during 2020-21 to reduce further delays. The remaining two achieved an outcome of 99.9% against the 100% target with both having improved performance on previous years.

Further details can be found on page 13.

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886210/Teacher_misconduct_Disciplinary_Procedures_for_the_teaching_profession.pdf#page=39



100%

TQU will process all QTS recommendations from ITT providers, and make the outcomes available on the central record of qualified teachers within two working days of receipt



100%

TQU will process all induction results submitted by appropriate bodies, and make the outcomes available on the central record of qualified teachers within two working days of receipt



99.6%

The central record of qualified teachers will be **available to users for 98% of the reporting year**



99.9%

Initial Assessment: 100% of European Economic Area (EEA) and Switzerland applications initially **assessed within the 20 working days service level agreement**



99.9%

Award/Decline decision: **100% of applications completed within 90 working days for EEA,** and 20 working days for OTT as specified in service level agreements



100%

Teacher Qualification Helpdesk: 100% of helpdesk emails **responded to within five working days of receipt**

Accounting Officer's review

The Agency continues to work with the unprecedented challenges of the COVID-19 pandemic. In March 2020, the Department took the decision to close all offices, and staff were required to work from home. As a result, all professional conduct panel hearings were postponed. The Teacher Misconduct Unit (TMU) continued to act on referrals and progress casework investigations up to the point of a hearing. Interim prohibition orders (IPOs) continued to be imposed as required. The work of the Teacher Qualification Unit (TQU) was largely unaffected by the pandemic and continued to deliver all its functions including its telephone helpdesk whilst operating remotely.

Due to hearings being postponed, we initiated a plan to restart them in a way that was fair and safe for all involved. We worked collaboratively with teachers, departmental policy and legal colleagues, trade unions, contracted legal firms and independent panellists to establish virtual hearings, with the option of the teacher being co-located with their legal representative. We liaised with other regulators regarding conducting virtual hearings, and undertook equalities impact assessments to ensure the changes did not disadvantage those with protected characteristics.

Virtual panel meetings and hearings commenced in September and November 2020 respectively, and continued throughout the year. We plan to continue with a combined model of virtual and face to face hearings during 2021-22.

I gave evidence at the Independent Inquiry into Child Sexual Abuse (IICSA) on 23 November 2020. The evidence session explored the role of the TRA in receiving, investigating and conducting hearings. Further information on the Inquiry can be found on their website².

Weekly all staff meetings were introduced, for staff to catch up with one another, and as Chief Executive I had six-monthly calls with each staff member. All staff meetings continued monthly and were used as a forum to provide information to staff on working effectively from home and support their wellbeing. In addition to this, we put in place confidential routes for raising any issues arising from working from home, and to check in with vulnerable colleagues on a regular basis. A Microsoft Teams channel was set up to actively provide support for staff.

Alan Meyrick
1 July 2021
Chief Executive and
Accounting Officer

² <https://www.iicsa.org.uk/Investigations>

Statement of purpose and activities

Our purpose is to support employers, schools and headteachers with safeguarding responsibilities, as set out in our 2018-21 Corporate Plan³. We also, on behalf of the Secretary of State for Education (Secretary of State), act as the competent authority for teaching in England.

Teaching in England is a regulated profession, and legislation sets out what training a teacher has to undertake in order to teach in schools, sixth form colleges, children's homes and relevant youth accommodation. We are responsible for awarding QTS to teachers trained in England, and EYTS to individuals who have completed their early years teacher training. We are also responsible for the professional recognition of teachers who have qualified outside of England. We maintain the central record of qualified teachers which provides employers the opportunity to complete pre-employment checks to ensure that they are employing teachers who are appropriately qualified for their role.

The TRA operates the regulatory system for teacher misconduct, as defined by *The Teachers' Disciplinary (England) Regulations 2012* and as amended by *The Teachers' Disciplinary (Amendment) (England) Regulations 2014*^{4,5}.

Teachers are one of the most significant factors in a child's education. The overwhelming majority are highly competent and effective, and never engage in any form of serious misconduct.

For the small minority which do, the TRA is responsible for:

- investigating serious misconduct, where a teacher's alleged behaviour is fundamentally incompatible with being a teacher, and could lead to them being prohibited from teaching and
- prohibiting teachers from teaching who have been found to have committed serious misconduct

Headteachers and governing bodies are responsible for managing teachers in relation to:

- their competence and conduct, and taking action to address underperformance and
- misconduct in their schools

The Disclosure and Barring Service (DBS), an executive non-departmental public body, sponsored by the Home Office, is responsible for deciding whether an individual should be barred from working with children and vulnerable adults. They also maintain a list of those individuals who are determined to be unsuitable (the Barred list).

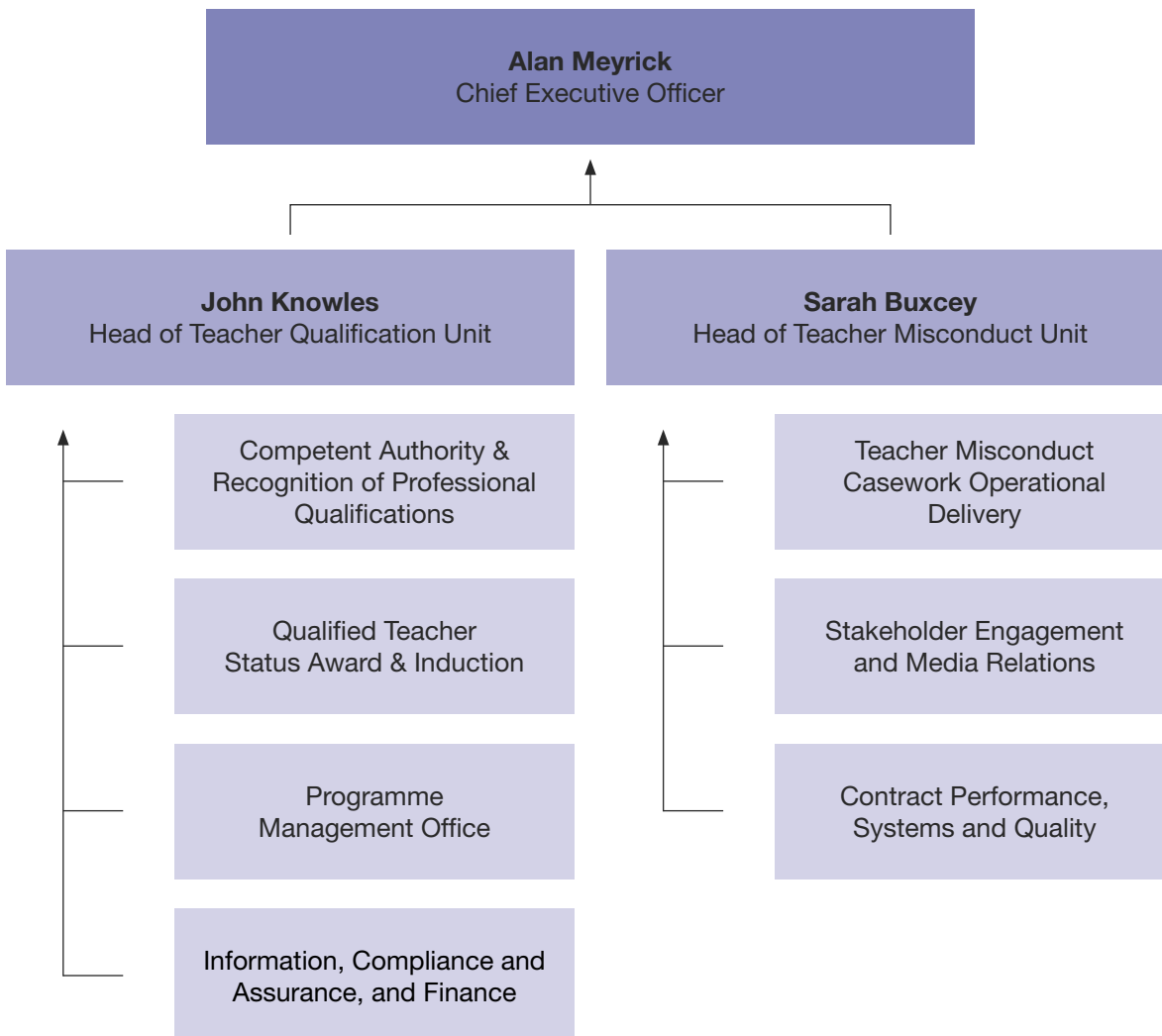
For more details of our objectives please go to page 13.

3 <https://www.gov.uk/government/publications/teaching-regulation-agency-corporate-plan>

4 <http://www.legislation.gov.uk/uksi/2012/560/contents/made>

5 <http://www.legislation.gov.uk/uksi/2014/1685/contents/made>

Structure of the Agency



The TRA is formed of two operational units: the TQU and the TMU and is supported by a programme management office (PMO), Information, Compliance and Assurance team and Finance team.

TQU awards QTS to teachers and EYTS to individuals to teach children up to age 5 in England. It is responsible for the professional recognition of overseas trained teachers (OTTs) for QTS in England⁶.

TMU is responsible for considering all referrals of teacher misconduct, and investigating cases that fall within its jurisdiction and threshold for serious misconduct. It will impose an IPO where appropriate, administer hearings, and decide whether a teacher should be prohibited from teaching. It is also responsible for stakeholder engagement working closely with Departmental policy and legal teams, trade unions, legal firms and panellists, media relations, legal contracts, performance, IT systems and quality with regards to the teacher misconduct process.

⁶ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32005L0036>

Objectives

The TRA's main objectives are to:

- award QTS to teachers who have successfully completed ITT, and EYTS to individuals who have completed early years ITT
- assess applications received from teachers trained outside of England for recognition of professional status fairly and efficiently
- regulate the teaching profession through fair, rigorous and timely teacher misconduct investigations and hearings to enable schools to meet their safeguarding responsibilities

Performance of the Agency

During 2020-21 the TRA has:

- published an updated version of the Framework Document which stipulates the accountability and governance arrangements of the TRA⁷
- published the report of the tailored review undertaken in 2019⁸
- implemented a new virtual hearing model using MS Teams to complement the existing hearing process, working collaboratively with stakeholders

Key organisational performance measures

TRA performance is measured by 10 KPIs, which are reported against monthly. As mentioned earlier, the impact of postponing hearings during 2020-21 has delayed the progression of cases, impacting on the TRA's performance as reported below.

Once an investigation concludes, a decision is made to either close the case or to progress to either a panel meeting or hearing. This decision process is known as the 'case to answer'. This process was reviewed in 2020-21 by the Department's legal team and the process was strengthened. Some staff who were responsible for this process also went on loan within the Department to support COVID-19 priority work during 2020-21.

The outcomes against our performance indicators are set out below.

7 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939699/TRA_Framework_Document_2020.pdf

8 <https://www.gov.uk/government/publications/tailored-review-of-the-teaching-regulation-agency>

Teacher Qualification Unit KPIs

Performance indicator	Target	Outcomes		
		2020-21	2019-20	2018-19
TQU will process all QTS recommendations from ITT providers, and make the outcomes available on the central record of qualified teachers within two working days of receipt	100%	100%	100%	100%
TQU will process all induction results submitted by appropriate bodies, and make the outcomes available on the central record of qualified teachers within two working days of receipt	100%	100%	100%	100%
The central record of qualified teachers will be available to users for 98% of the reporting year	98%	99.6%	99.8%	99%
Initial Assessment: 100% of European Economic Area (EEA) and Switzerland applications initially assessed within the 20 working days service level agreement	100%	99.9% ¹	82%	100%
Award/Decline decision: 100% of applications completed within 90 working days for EEA, and 20 working days for OTT as specified in service level agreements	100%	99.9%	99.4%	100%
Teacher Qualification Helpdesk: 100% of helpdesk emails responded to within five working days of receipt	100%	100%	100%	99%
Teacher Qualification Helpdesk: abandonment rate for helpdesk telephone enquiries to be less than 5%	<5%	1%	1.4%	2%

1 This KPI was not met due to 3 missed applications in April 2020. However, 100% of applications were assessed across the remainder of the year, a clear improvement on 82% achieved in 2019-20.

Teacher Misconduct KPIs

Performance indicator	Target	2020-21 outcomes	2019-20	2018-19
Initial Assessment: 95% of referrals are initially assessed within three working days from the date of receipt	95%	98%	90%	100%
Investigation: cases that are formally investigated are concluded or referred to a hearing within 20 weeks (median) from the date the investigation commences	20 weeks	25.29 weeks ²	-	-
Hearing: teacher misconduct cases that are considered at the hearing stage are concluded within 52 weeks (median) from the date of receipt of the referral	52 weeks	66.29 weeks ³	45.14 weeks	47 weeks

2 Due to the initial impact of COVID 19 pressures with staff leaving on loan to other parts of the Department to support COVID-19 priority work, and a change to the case to answer decision process, there was a backlog of investigation cases. This led to the KPI not being met. It is anticipated that this KPI will be met in 2021-22.

3 All hearings were postponed between March and August 2020 due to COVID-19, this alongside the many complexities of cases impacted on our ability to meet this KPI. Virtual panel meetings and hearings (including Set Asides) restarted in September and November 2020 respectively. The TRA plans to hold additional hearings during 2021-22 to manage the backlog.

Performance in delivery areas

TQU

Qualified Teacher Status

Teachers must have QTS to take up a teaching post in England in a maintained primary, secondary, or special school or a non-maintained special school.

Despite wider disruptions caused by COVID-19, we continued to make QTS awards to individuals who successfully completed an accredited ITT course in England, and to trained teachers from Scotland, Northern Ireland, Wales or overseas countries where there is agreed professional recognition of qualified status.

Recognition of professional qualifications

Teachers who hold a teaching qualification from an EEA country, Australia, Canada, New Zealand, Switzerland, and the USA can apply to the TRA to have their professional qualifications recognised in England. Successful applicants are awarded QTS.

Applicants must provide evidence that they are recognised as a teacher in the country where they qualified, and are not prohibited or restricted from teaching by a professional sanction. Further information on the award of QTS can be found on [gov.uk](https://www.gov.uk)⁹.

Although global travel was affected by COVID-19, it remained possible for overseas trained teachers to apply online to have their qualifications recognised to teach in England during 2020-21.

Teachers from the EEA and Switzerland

The EEA consists of the 27 European Union (EU) member states, Iceland, Liechtenstein, and Norway.

Nationals from EEA member states and Switzerland were eligible to have their teaching qualifications recognised in England under *European Directive 2005/36/EC* until 31 December 2020. From 1 January 2021, a temporary system for the recognition of EEA and Swiss teaching qualifications came into effect. This temporary system, set out in domestic legislation, is based on country of qualification rather than nationality, and will be replaced by a newer more comprehensive system of legislation through the *Professional Qualifications Bill*. The TRA continues to work with DfE to refine operational processes and user journey under the temporary system, and prepare for the implementation of a new professional recognition framework following the passage of the Professional Qualifications bill. This includes developing policy criteria, testing the suitability of these with teachers and other stakeholders, and refining the user journey for this longer term system.

The number of fully qualified teachers from each EEA country awarded QTS was 1,975 (2019-20: 2,458). A full breakdown by country is available in Annex A on page 76.

Teachers from Australia, Canada, New Zealand, and the USA

In 2020-21, the number of QTS awards made to teachers from outside the EEA and Switzerland (Australia, Canada, New Zealand and the USA) was 965 (2019-20: 1,410).

Further details can be found in Annex A on page 77.

9 <https://www.gov.uk/guidance/qualified-teacher-status-qts>

Recognition of Special Educational Needs Teachers from the EEA

Between 19 December 2016 and 31 December 2020, teachers from the EEA who only qualified to teach pupils with special educational needs and disabilities (SEND) could apply for partial QTS in England. A teacher with partial QTS can be appointed to a qualified teacher post in a special school, or to teach pupils in a specialist unit in mainstream schools. Under *Council Directive 2005/36/EC*, EEA member states must recognise qualifications when they entitle a professional to work in specific areas of a regulated profession such as SEND qualifications.

Following the end of the EU exit transition period on 31 December 2020, EEA teachers ceased to be eligible to apply for partial QTS.

Further details can be found in Annex A on page 77.

Teacher Self-Service Portal (TSS)

The TSS portal provides teachers with access to their records held on the central record of qualified teachers which is maintained by the TRA on behalf of the Department. For the purpose of data protection legislation, the Department is the data controller for data held and processed within the central record of qualified teachers.

Access to this portal enables teachers to view their teacher record, obtain electronic copies of their QTS, EYTS and/or induction certificates, obtain electronic copies of relevant leadership qualification certificates, update personal details, download a letter confirming teacher qualifications and input employment details.

Online employer access service

Teacher Services is a free service for schools, sixth form colleges, local authorities and teacher supply agencies in England to check the record of a teacher they employ or are considering employing. It should be used before appointment to check for the award of QTS, completion of teacher induction, and prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions.

Further guidance is available on gov.uk¹⁰.

Newly Qualified Teacher Induction

All qualified teachers who are employed in a relevant school in England must by law have completed an induction period satisfactorily, subject to specified exemptions as outlined in the relevant standards¹¹. The TRA is responsible for updating the teacher record once a teacher has completed their induction.

Statutory induction is the bridge between ITT and a career in teaching. It combines a personalised programme of development, support and professional dialogue with monitoring and an assessment of performance against the relevant standards. The programme should support the Newly Qualified Teacher (NQT) in demonstrating that their performance against the relevant standards is satisfactory by the end of the period and equip them with the tools to be an effective and successful teacher.

¹⁰ <https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>

¹¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/696428/Statutory_Induction_Guidance_2018.pdf

The decision about whether an NQT's performance against the relevant standards is satisfactory upon completion of induction should take into account the NQT's work context and must be made on the basis of what can be reasonably expected of an NQT by the end of their induction period, within the framework set out by the standards. Judgements should reflect the expectation that NQTs have effectively consolidated their ITT and demonstrated their ability to meet the relevant standards consistently over a sustained period in their practice.

The full guidance is available from gov.uk¹².

Teacher Reference Numbers (TRN)

A TRN is a unique seven-digit reference number allocated to teachers (qualified or trainee teachers). This reference number is a key identifier for their record.

A TRN can be generated in the following ways:

- by the TRA, when
 - a trainee teacher's record is created on the central record of qualified teachers
 - QTS is awarded to an overseas qualified teacher who has successfully applied to have their qualifications recognised in England
- the Teachers' Pension Scheme (England and Wales) use the central record of qualified teachers when they are administering their service. If a teacher does not have a record, they create a new record for the teacher which generates a TRN

Key Outcomes for TQU

During 2020-21 the TQU have:

- acted on behalf of the Secretary of State as the competent authority for teaching in England and granted professional recognition in England to eligible overseas trained teachers

- awarded QTS to 32,074 (2019-20: 31,752) individuals who have completed a course of initial ITT in England and awarded EYTS to 360 individuals (2019-20: 400). We also awarded QTS to 1,191 (2019-20: 1,432) teachers who completed the assessment only route
- awarded QTS in England to 1,069 teachers trained in Wales (2019-20: 1,043) and 460 qualified teachers from Scotland and Northern Ireland (2019-20: 383) who applied for recognition
- awarded QTS to 2,940 (2019-20: 3,868) OTTs who applied for recognition in England
- awarded 47 (2019-20: 57) awards of partial QTS to SEND teachers from the EEA between April and December 2020
- delivered QTS and induction certificates to 60,302 (2019-20: 55,691) teachers through the TSS
- supported 325,209 (2019-20: 467,084) pre-employment checks through the online employer access service
- recorded 27,404 (2019-20: 28,411) NQT induction passes onto the central record of qualified teachers
- issued 43,778 (2019-20: 38,077) TRN to trainee and qualified teachers
- answered 20,412 (2019-20: 33,116) telephone calls and responded to 54,474 (2019 20: 45,485) email helpdesk queries
- maintained the central record of qualified teachers in England, and the central list of teachers prohibited from teaching in England
- managed annual data collection services to ensure the accurate recording of QTS, EYTS, ITT, statutory induction outcomes, national professional qualifications, and mandatory qualifications onto teacher's records in the central record of qualified teachers
- supported the policy development for recognition of OTT on EU Exit

¹² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/696428/Statutory_Induction_Guidance_2018.pdf

TMU

The Education Act 2011¹³ gives responsibility to the Secretary of State to regulate the teaching profession in England and to hold a list of teachers who have been prohibited from teaching. TRA on behalf of the Secretary of State are responsible for regulating the teaching profession and manage the list of prohibited teachers.

Regulatory framework

TMU regulate the teaching profession in accordance with the *The Teachers' Disciplinary (England) Regulations 2012* (the Regulations) as amended by *The Teachers' Disciplinary (Amendment) (England) Regulations 2014*.

These regulations apply to all people carrying out unsupervised teaching work in England, covering all schools, sixth form colleges, children's homes and relevant youth accommodation. *The Teaching Misconduct Disciplinary Procedures for the Teaching Profession (May 2020)* sets out the procedures for the regulatory system for teacher misconduct¹⁴.

Teaching work is defined within the regulations as planning, preparing, or delivering lessons and assessing or reporting on the development progress and attainment of pupils.

TMU cover cases of serious misconduct. This is when a teacher's behaviour is either fundamentally incompatible with being a teacher and/or could lead to them being prohibited from teaching.

The regulations do not cover the cases of less serious misconduct, incompetence, or under-performance. A teacher's employer should deal with these cases.

TMU will investigate cases of serious teacher misconduct and decide whether to refer a case to a hearing which then makes a recommendation regarding whether a prohibition order should be issued. The TRA, on behalf of the Secretary of State, is responsible for deciding whether a prohibition order should be issued.

Prohibition orders

The primary purposes of a prohibition order are to protect pupils, maintain public confidence in the teaching profession, and support schools in upholding proper standards of conduct.

A prohibition order means that the individual cannot undertake unsupervised teaching work in any school, sixth form college, children's home or youth accommodation in England.

In exceptional cases, we may decide that an allegation is sufficiently serious to mean that the teacher should not teach while the case is being investigated and concluded. We may therefore decide to impose an IPO. This can be imposed at any stage during the investigation process.

When the decision maker, on behalf of the Secretary of State, decides that a prohibition order is appropriate the teacher's details will appear on the prohibited list. However, the decision maker, on behalf of the Secretary of State, may allow a teacher to apply for the prohibition order to be set aside. Further details can be seen on page 20.

¹³ <https://www.legislation.gov.uk/ukpga/2011/21/contents/enacted>

¹⁴ <https://www.gov.uk/government/publications/teacher-misconduct-disciplinary-procedures>

Teacher misconduct referrals and investigation

During 2020-21, the TRA received 628 teacher misconduct referrals. All referrals received are initially assessed to determine if the TRA should investigate the referral. The TRA took no further action on 138 referrals received due to them not falling within the TRA's jurisdiction and/or not meeting the threshold of serious misconduct. The TRA assessed 98% of referrals received within three working days.

During the same period, 416 cases of alleged serious misconduct were investigated, after which the TRA decided either that there was no case to answer and therefore closed the case, or that there was a case to answer and referred the matter to a hearing. Cases were either concluded or referred to a hearing within 25.29 weeks (median) from the date the investigation commenced. Referrals that are investigated may not conclude in the same year they are referred to the TRA.

Misconduct Panels

Panel members are recruited through a public appointments process which is managed by the DfE's Teacher Regulation and School Safeguarding and Safety Team. A panel consists of three members and will include a teacher (or someone who has been a teacher in the previous five years) and a layperson (specifically not from the teaching profession). The third panel member may be a teacher, a layperson or a person who has taught previously but does not currently meet the 'teacher panellist' criteria and will be referred to as a 'former teacher panellist'. All panellists are independent of the TRA and DfE.

We will appoint one of the three panellists to act as chair. A list of current panel members is available on gov.uk¹⁵.

An independent legal adviser is present to advise the panel on the legal process. They cannot be a member of the DfE and will take no part in the decision-making process.

The teacher subject to allegations of serious misconduct will be able to submit relevant evidence and will be given the opportunity to comment on all the evidence that the TRA is considering related to their case. For more detailed information, please visit gov.uk¹⁶.

The panel will consider all the evidence and decide whether the allegations are proven. They will then go on to consider whether there has been:

- unacceptable professional conduct
- conduct that may bring the profession into disrepute
- a conviction, at any time, of a relevant criminal offence

If the panel decides that there has been any of the above, it will make a recommendation to the Secretary of State. The decision maker at the TRA considers the recommendation and makes the decision on behalf of the Secretary of State on whether a prohibition order would be appropriate. A prohibition order aims to protect pupils and maintain public confidence in the profession.

If the teacher requests that the case be considered without a hearing because the teacher admits the alleged facts and that they amount to unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction, at any time, of a relevant offence, the TRA will administer a panel meeting as opposed to a hearing to review the allegations and consider a prohibition order.

The TRA referred 286 cases of alleged serious misconduct to an independent hearing in 2020-21, to decide whether facts are proven and, if so, whether those facts amount to one of the categories listed above.

¹⁵ <https://www.gov.uk/government/publications/teacher-misconduct-professional-conduct-panel-members>

¹⁶ <https://www.gov.uk/guidance/teacher-misconduct-regulating-the-teaching-profession>

During 2020-21, the Agency held 58 virtual hearings resulting in:

- 39 teachers being prohibited from teaching
- 13 hearings where unprofessional conduct was found but did not result in a prohibition
- 6 hearings where facts were found but there was no finding of serious misconduct

All hearings were postponed between March and August 2020 due to COVID-19, this alongside the many complexities of cases, meant that the median time to conclude teacher misconduct cases referred to an independent panel was 66.29 weeks, against the target of 52 weeks.

Hearing outcomes

The TRA will normally notify the teacher of the decision made on behalf of the Secretary of State within two working days. Where this decision is a finding of serious misconduct, we publish this on our website, usually within two weeks.

A list of published decisions is available on [gov.uk](https://www.gov.uk)¹⁷.

Teacher Misconduct appeals

A teacher may appeal against a prohibition order within 28 days of the date a prohibition notice is served. To do so, the teacher needs to apply to the Queen's Bench Division of the High Court under Part 52 of the Civil Procedure Rules. In 2020-21, there were no appeals to the High Court from teachers who were prohibited and no judicial reviews. Judicial reviews are a challenge to the way in which a decision has been made, rather than the rights and wrongs of the conclusion reached.

Set Asides

The Secretary of State may allow a teacher to apply for the prohibition order to be set aside after a period of no less than two years and in line with strict criteria outlined in Teacher Misconduct: the Prohibition of Teachers. In 2020-21, there have been 20 applications by teachers to have their prohibition order set aside, of which 10 were granted. An application must be made in writing to the TRA and must specify the grounds upon which it is made.

Where a person makes an application to the TRA for a determination that a prohibition order should be reviewed, with a view to it being set aside, the TRA will normally appoint a panel consisting of persons who were not members of the original hearing which recommended the prohibition order. There may be circumstances where the TRA will set aside a prohibition order without the need to refer to a hearing.

¹⁷ https://www.gov.uk/search/all?parent=&keywords=panel+outcome+misconduct&level_one_taxon=&manual=&organisations%5B%5D=teaching-regulation-agency&organisations%5B%5D=national-college-for-teaching-and-leadership&public_timestamp%5Bfrom%5D=&public_timestamp%5Bto%5D=&order=updated-newest

Key Outcomes for TMU

As part of the government's COVID-19 response, from 19 March to 1 September 2020 all hearings were postponed. During 2020-21 the TMU has:

- assessed 628 (2019-20: 900) referrals received of teacher misconduct
- investigated 416 (2019-20: 488) cases of alleged serious misconduct
- imposed 110 (2019-20: 56) IPOs and 39 (2019-20: 63) prohibition orders
- held 20 set aside hearings, 10 of which resulted in the prohibition order being removed (2019-20: 10 applications, 8 granted)
- received no (2019-20: 4) High Court appeals and no (2019-20: 1) Judicial Reviews
- published notice of forthcoming hearings, and professional conduct panel outcomes^{18 19}
- considered cases where an NQT wished to appeal failure of, or an extension to, their induction period
- considered and made a decision on behalf of the Secretary of State for cases where a teacher applied for the prohibition order to be set aside, including General Teaching Council for England legacy cases
- worked with the Government Legal Department to prepare High Court appeals and Judicial Review cases to present on behalf of the Secretary of State
- published the Teacher Misconduct: Disciplinary Procedures for the teaching profession in May 2020²⁰ ensuring that it reflected current teacher disciplinary regulations
- undertook annual appraisals of panel members to ensure that panellists consistently demonstrated and maintained the behaviours, standards and competencies required for the panellist role, and met the standards set out in the

Cabinet Office's Governance Code for Public Appointments²¹

Key issues summary – COVID-19

The TRA continues to work with the challenges of the COVID-19 pandemic. The 2020 Coronavirus Bill stipulated that no public panels should take place. The teacher misconduct hearing suite, located in the Department's Coventry office, was closed and all hearings were postponed. Misconduct casework continued to be progressed up to the point of the hearing, and IPOs issued as required. We worked with stakeholders to develop and implement virtual panel meetings and hearings recommencing in September and November 2020, respectively. We plan to continue with administrating both virtual and face to face hearings during 2021-22 and beyond, in line with Government restrictions²². Our ability to conclude cases at a hearing within 52 weeks was therefore impacted as referenced in our KPIs (page 13).

The work of the TQU was largely unaffected by the pandemic, and no impact is expected moving forwards

To support the wider COVID-19 response, staff were asked to volunteer to work across Government. During this year ten members of staff were loaned to other teams within the Department. It was agreed that the cost of these staff would be recovered from the Department. We will continue to support a range of related COVID-19 recovery work into 2021-22.

Along with the rest of Government, the Agency has adopted *Procurement Policy Note 02/20*²³ and is maintaining payments to suppliers in order to support the economy.

The TRA continues to work with the UK Government to support the wider response to COVID 19.

18 <https://www.gov.uk/guidance/teacher-misconduct-attend-a-professional-conduct-panel-hearing-or-meeting>

19 <https://www.gov.uk/government/latest?departments%5B%5D=teaching-regulation-agency>

20 <https://www.gov.uk/government/publications/teacher-misconduct-disciplinary-procedures>

21 <https://www.gov.uk/government/publications/governance-code-for-public-appointments>

22 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886210/Teacher_misconduct_Disciplinary_Procedures_for_the_teaching_profession.pdf#page=39

23 <https://www.gov.uk/government/publications/procurement-policy-note-0220-supplier-relief-due-to-covid-19>

Key risk summary

The TRA faced strategic risks and issues that could cause operational delivery to differ from the desired outcomes. The table below highlights the key operational risk for the TRA highlighting the impact if this risk were to materialise, and current mitigations in place to prevent this happening

Risk	Area	Mitigation
<p>There is a risk of a successful challenge through legal channels, i.e. Judicial Review or High Court appeal, or an individual's actions to the current processes of teacher regulation, and the TRA's ability to make decisions on behalf of the Secretary of State.</p> <p>This would impact on the ability of the Agency to operate, with cases potentially being put on hold until a review of current procedures and/or regulations is carried out.</p> <p>If cases are halted, and legislation change is required, this could impact on teachers who are currently going through an investigation, in terms of causing them additional stress and potentially prolonging suspensions imposed by schools which could impact teachers' future career opportunities. It could also lead to adverse press and media scrutiny and reputational damage to the TRA and DfE.</p>	TMU	<p>Risks for individual cases are identified and discussed with a nominated Senior Responsible Officer (SRO).</p> <p>Close working relationships with the Department's Legal Advisors Office and policy colleagues to ensure potential issues are considered at an early stage to support a robust legal position.</p> <p>The TRA work closely with the Department's Press Office team to manage communications that arise from the reporting of hearings.</p>

Going concern

The Department's estimate and forward plans included provision for the continuation of the TRA into 2021-22. It is therefore appropriate to prepare the TRA's accounts on a going concern basis.

Continuous improvement

The TRA has made several improvements to strengthen its operational processes. Improvements made during 2020-21 include:

- development and introduction of a virtual hearings model to administer hearings
- implementation of a framework measuring the quality of our decision making, procedures, case management, contracts, data integrity and engagement with stakeholders
- improvements to how correspondence is managed and responded to, including reviewing and updating standard letters, introductions of a quality checklist, documenting all processes, and development of a correspondence handbook for staff
- improving how data is managed at the TRA through all staff training on managing information, reviewing and updating data retention policies, and identifying countermeasures to mitigate against data incidents
- updating and improving the IT systems that the TRA use for teacher qualification and teacher misconduct

Financial review of the year

Introduction

The work of the Agency has largely continued during 2020-21, despite the challenges of the COVID-19 pandemic; for this reason, the financial performance of the Agency has been relatively stable.

Significant events

EU Exit

The United Kingdom left the European Union on 31 January 2020 entering a transition period that ended on 31 December 2020. There has been no financial impact on the Agency caused by the end of the transition period.

COVID-19

Whilst much of the Country has been impacted by the pandemic, the financial impact on the TRA has been minimal. The most significant impact being the costs of staff as some staff were redeployed, and upon hearings due to postponements in the early part of the year.

Outturn by budget type

The Agency's expenditure is included within the Department's Estimate and control totals, and does not have its own Estimate. However, the Agency does have a budget which is set by the Department, and against which performance is measured. Expenditure is split between admin and programme totals, whereby programme expenditure relates to frontline services, and admin expenditure relates to non-frontline expenditure. For more detailed explanations see HMT's Consolidated Budgeting Guidance²⁴.

The final outturn for admin expenditure was £1.70m which is mostly due to notional charges for shared service costs recharged by the Department. Further details are set out below. Programme expenditure was £6.51m and is largely the costs of legal services and staffing.

²⁴ Consolidated budgeting guidance 2020 to 2021 – GOV.UK (www.gov.uk)

Trends in Outturn

The table below represents a summary of the movements in the Agency's outturn for the past three financial years. The National College for Teaching and Leadership was repurposed in 2018 to the Teaching Regulation Agency and therefore comparative data is not available before this date.

Performance indicator	2020-21	2019-20	2018-19
	£000	£000	£000
Staff costs	3,037	2,876	2,364
Operating expenditure	5,170	4,595	5,860
Shared service cost (included in the above)	1,483	1,308	1,817
Grant in Aid	6,943	5,882	6,613
Average Staff numbers (whole number)	74	69	68

Movements in outturn

Staff costs

During 2018-19 the Agency obtained agreement to increase headcount to manage staff turnover and mitigate against the risk of delays in progressing teacher misconduct casework, which could cause reputational damage to the Agency. Due to the time taken to fill vacancies, the increase in headcount was not realised until 2020-21.

During 2020-21 staff costs of £193,000 were recovered in relation to secondments. Ten staff were seconded out to support critical areas of work to respond to the COVID-19 pandemic amounting to £156,000. Other members of staff were seconded to the Department through normal business as usual procedures and £35,000 was recharged to the Department.

Operating expenditure

The main operating expenditure relates to the provision of professional services from legal firms. Legal advice is sought in relation to the investigation of teacher misconduct cases, as well as for the panel meetings and hearings.

Although the number of cases investigated decreased from 488 in 2019-20 to 416 in 2020 21, the costs of investigation work and presentation work have increased during the year. This is due to:

- the requirement to re-procure legal services in February 2020 led to higher legal costs
- a higher proportion of cases progressed to a hearing leading to increased preparation costs
- a higher number of cases were classified as complex at the investigation stage which invokes a higher cost.

The increased costs were offset due to a number of scheduled hearings being postponed between March and August 2020. Whilst we have rescheduled a significant number of these, the total number of hearings conducted in 2020-21 is lower than normal. Due to the ongoing COVID-19 pandemic the Agency are currently holding virtual hearings incurring lower costs in terms of panellist expenses partly offset by additional set up costs.

The increased IT costs are due to the upgrading of the IT system for teacher qualification, allowing for greater flexibility in future design and development, ensuring that it remains modern, secure and scalable.

Shared service cost

Shared service costs are a notional recharge from the Department to the Agency, it is an allocation of central group costs made to enable disclosure of the full cost of the Agency and for which, no budget allocation is made. The Department provides services to the Agency including finance, digital and HR.

The costs in 2020-21 have increased compared to the previous year; since there was a one-off reduction in premises related costs for 2019-20. Due to the reduction in headcount there has been an associated reduction in the 2020-21 shared service recharge from the Department.

Grant in Aid

In April 2020 the TRA was allocated its own bank account, which is managed by the Department as part of the shared service agreement. Funds are transferred by the Department in line with budgetary requirements. Prior to this all payments and receipts were processed through the Department's bank account. The Grant in Aid has increased in order to cover additional costs in 2020-21.

Future plans

The Agency intends to continue with work in 2021-22 to progress cases which were delayed as a result of the COVID-19 pandemic. This is expected to increase legal costs when compared with prior years.

The TRA also plans to continue with further IT development work to improve the online services and align teacher qualification systems development with the emerging DfE strategies for digital services.

Performance in other matters

TRA is aligned with the Department in respect to the following matters.

Sustainability

In response to the COVID-19 pandemic, HMT have reduced the sustainability reporting requirement for departmental ARAs. As well as disclosure in ARAs, Defra publish a cross-government report on sustainability each year – Greening Government Commitments (GGC)²⁵. Owing to the reporting duplication HMT has allowed departments to dispense with disclosing GGC for 2020-21.

Social matters

The Agency adopts Department's policies relating to social matters, which are published in their annual report and accounts.

In 2021, the Department will be revising the Diversity & Inclusion Strategy that was launched in 2018; which has the ambition of making the Department the most inclusive department and focuses on creating an environment where everyone is able to bring their whole self to work and where honesty, challenge and innovation are encouraged and valued. The 2018 strategy built on the Civil Service Diversity and Inclusion Strategy launched in 2017.

In 2020, the Department featured 15th in the Social Mobility Employer Index and is a Stonewall champion. The Department has 12 active diversity and inclusion employee networks involved in the delivery of the strategy. Employees are also encouraged to volunteer to support a range of social causes at local and national level.

²⁵ <https://www.gov.uk/government/publications/greening-government-commitments-2016-to-2020>

Respect for human rights

The Agency as part of the Department, values human rights and equality and diversity are central components of its activities and societal objectives.

This includes compliance with obligations established by the *Equality Act 2006* in the context of employment, in which:

- people's ability to achieve their potential is not limited by prejudice or discrimination
- there is respect for and protection of each individual's human rights
- there is respect for the dignity and worth of each individual
- each individual has an equal opportunity to participate in society
- there is mutual respect between groups based on understanding and valuing diversity, and on shared respect for equality and human rights

Modern slavery

On 26 March 2020 the Government published a Modern Slavery Statement²⁶ which set goals for ministerial departments to achieve over 2020-21. We are committed to implementing these goals and are already taking measures to identify, mitigate and manage modern slavery risks in our supply chains. Claire Benham, Commercial Director has been appointed as the Department's Anti-Slavery Advocate to provide senior level oversight on progress and collaborate across government to share best practice.

We have utilised Cabinet Office advice to develop tools and guidance to support commercial delivery staff to take a proportionate, risk-based approach throughout the end-to-end procurement process. Commercial staff have undergone training to identify, mitigate and manage modern slavery risks and those directly involved in commercial activity will undertake annual Chartered Institute of Procurement & Supply ethical training.

Key performance indicators will be developed and applied across high-risk categories to measure success and areas for improvement. By 30 September 2021 the Department will publish a modern slavery statement for 2020-21 which will describe the implementation of the goals set by Government.

Anti-corruption and anti-bribery matters

The Agency, as part of the Department is committed to upholding high standards of honesty and integrity in all its activities. We operate a zero-tolerance approach to bribery and corrupt activities and mandate employee training to highlight personal responsibilities to tackle bribery and corruption in accordance with the *Bribery Act 2010*. The Department has a Standards of Behaviour Policy, which establishes clear expectations for employee conduct and behaviour. This covers bribery, fraud and theft.

We have adopted a Raising a Concern approach to dispute resolution which makes it clearer to employees what processes they need to follow if they have an issue they want to be heard. This encourages any suspicions of wrongdoings in cases of bribery, fraud and theft are reported and fully investigated using this more robust, transparent approach.

Support for whistleblowing has remained a high priority in the Department.

²⁶ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/875800/UK_Government_Modern_Slavery_Statement.pdf

Forward look

As well as continuing to deliver on our objectives, our Corporate Plan identifies our priorities for 2021-24, which includes:

- reviewing our KPIs which measure our performance and service delivery
- modernising our enquiry services, using the latest technology and design principles to improve customer experience
- working collaboratively with DfE policy and digital colleagues to reform our operational processes relating to teaching regulation and professional qualifications, which include;
 - implementing a new professional recognition framework for overseas teachers applying to teach in England, following the passage of the Professional Qualifications bill
 - aligning teacher qualification systems development with the emerging DfE strategies for digital services
 - delivering standalone DBS barred list status checks through TRA services from 1 April 2021
- developing and implementing a new teacher portal allowing teachers to securely access case sensitive information online
- further developing the online referral form for employers and members of the public who wish to refer an allegation of serious misconduct
- continuing to embed a blended model of virtual and face to face hearings to effectively administer the hearing process
- focusing on administering the delivery of misconduct hearings delayed by the pause in hearings during 2019-2020 due to COVID-19 restrictions. Ensuring case by case consideration to scheduling cases as soon as possible using the blended hearing model
- continuing to work in partnership with DfE policy teams to support and review the wider regulatory framework that underpins our work
- working with commercial colleagues to review our legal contracts by 2022 to include contract extensions and reprocurement exercises

Alan Meyrick
 1 July 2021
 Chief Executive and
 Accounting Officer



Accountability Report




Corporate governance report

This report includes details of the practices and processes which direct and control TRA.

Directors' report

Directors

TRA's Senior Management Team who served on the Executive Board during the year are:

Director	Position
<p>Alan Meyrick</p> 	<p>Chief Executive and Accounting Officer</p> <p>Overall responsibility for the Teaching Regulation Agency. Decision maker on behalf of the Secretary of State for teacher prohibition.</p>
<p>Sarah Buxcey</p> 	<p>Head of Teacher Misconduct Unit (from 6 April 2020)</p> <p>Overall responsibility for leading the TMU.</p> <p>To ensure the delivery of casework processes and procedures in line with legislation and published guidance and that all cases are handled in a timely, fair, and just manner. Responsibility for Contract Management of external legal providers and Stakeholder Engagement including National Teacher Unions and the Panellist Representative Group.</p> <p>Decision maker on behalf of the Secretary of State for teacher prohibition.</p>
<p>John Knowles</p> 	<p>Head of Teacher Qualification Unit (from 1 September 2020)</p> <p>Overall responsibility for the TQU and the TRA's PMO</p> <p>Supports the Accounting Officer to ensure the TRA is compliant with its legal responsibilities as an executive agency of DfE and acts on behalf of the Secretary of State as the competent authority for teachers in England. Responsibility for the integrity of the data held within the central record of qualified teachers and the processes and procedures used to maintain these records.</p> <p>Decision maker on behalf of the Secretary of State for teacher prohibition.</p>



Dawn Dandy
Head of Teacher Misconduct Unit (left April 2020)



Anne Dennis
Head of Teacher Qualification Unit (left 31 August 2020)

The TRA maintains a register of interests that contains details of company directorships and other significant interests held by both executive and non-executive board members. Anyone wishing to view the register can contact the Department²⁷.

There were no transactions with bodies in which the Chief Executive and Accounting Officer and the Heads of the TMU and TQU held an interest during 2020-21. Any future conflicts would be managed by undertaking appropriate risk assessments and by Senior Managers removing themselves from decision-making in line with Departmental guidance.

Report on personal information breaches

All government departments are required to report personal data related incidents that have occurred during the financial year, in accordance with the standard disclosure format issued by the Cabinet Office.

The Cabinet Office defines a 'personal data related incident' as a loss, unauthorised disclosure or insecure disposal of personal data. This is data which could cause harm or distress to individuals if released or lost. As a minimum, this includes:

- information linked to one or more identifiable living person
- any source of information about 1,000 or more identifiable individuals, other than information sourced from the public domain

The number of personal data related incidents that fell within the criteria for reporting to the Information Commissioner's Office are as follows:

Date	2020-21	2019-20	2018-19
Number of incidents	1	2	Nil

We monitor monthly the number of correspondences received including Freedom of Information requests and Subject Access Requests.

²⁷ <https://www.education.gov.uk/contactus/dfc>

Complaints to the Parliamentary Ombudsman

The Parliamentary and Health Service Ombudsman (PHSO) considers complaints about a service provided by the NHS or a government department, agency or other organisation acting on their behalf providing that the body falls within its jurisdiction and that it has been referred to the Ombudsman by a MP. TRA falls within the scope of the Ombudsman’s activities.

The number of TRA related complaints accepted for investigation are as follows:

Date	2020-21	2019-20	2018-19
Number of incidents	6	Nil	1

The six complaints to the Parliamentary Ombudsman concerned delays in hearings, delays in cases progressing to investigation, and cases which were closed after initial referral with the complainant questioning why they were closed. The TRA adheres to the Department’s complaints process, which commits to responding to any complaint within 15 working days.

Further analysis of complaints made to the Parliamentary Ombudsman at a Group level can be found in the Department’s ARA, due for publication in November 2021.²⁸

Statement of Accounting Officer’s responsibilities

Under the *Government Resources and Accounts Act 2000*, HM Treasury has directed the Agency to prepare for each financial year a statement of accounts in the form and on the basis set out in the Accounts. The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of the Agency, and of its income and expenditure, Statement of Financial Position, and cash flows for the financial year.

In preparing the accounts, the Accounting Officer is required to comply with the requirements of the Government Financial Reporting Manual (FReM), and in particular to:

- observe the Accounts Direction issued by HM Treasury, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis
- make judgements and estimates on a reasonable basis
- state whether applicable accounting standards as set out in the FReM have been followed, and disclose and explain any material departures in the accounts
- prepare the accounts on a going concern basis
- confirm that the Annual Report and Accounts as a whole is fair, balanced and understandable and take personal responsibility for the Annual Report and Accounts and the judgements required for determining that it is fair, balanced and understandable

The Permanent Secretary, as Principal Accounting Officer of the Department, has designated me as the Accounting Officer of the Agency. The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding the Agency’s assets, are set out in *Managing Public Money* published by the HM Treasury.

As the Accounting Officer, I have taken all the steps that I ought to have taken to make myself aware of any relevant audit information and to establish that the Agency’s auditors are aware of that information. So far as I am aware, there is no relevant audit information of which the auditors are unaware.

²⁸ <https://www.gov.uk/government/collections/dfa-annual-reports>

Governance statement

Scope of responsibility

As Accounting Officer, I have personal responsibility for maintaining a sound system of governance, internal control and risk management to support the achievement of the Agency's policies, aims and objectives, whilst safeguarding public funds and departmental assets.

Governance, internal control and risk management

TRA's system of governance, internal control and risk management is designed to manage risk to a reasonable level rather than to attempt to eliminate all risk completely. TRA can therefore provide high, not absolute, assurance of their effectiveness.

I confirm that I have reviewed the effectiveness of governance, internal control and risk management arrangements in operation within my area of responsibility and consider that they are fit for purpose. My conclusion is informed by the assessment of my Senior Management Team who have responsibility for the development and maintenance of these arrangements and by the findings of my Executive Board.

As a Senior Civil Servant (SCS) in the Agency I am required to complete an Assurance Framework Record to detail our compliance with the Departmental arrangements regarding risk, control systems, use of resources and to detail any issues. I am therefore able to provide the Department's Leadership Team and ministers with assurance that we have managed our agenda well and will continue to do so while delivering efficiencies. We maintain financial information on the delivery of all areas of work corporately and, at programme level.

I am confident that I have in place the necessary arrangements for good corporate governance and that the effectiveness of these arrangements is reviewed regularly to ensure compliance with Corporate governance code for central government departments (the Code) where relevant to the Agency and its remit. I have not identified any departures from the Code²⁹.

Governance at Departmental level

As Accounting Officer, I am accountable to the Secretary of State for the performance, leadership and day-to-day management of the Agency, reporting to the senior sponsor of the Agency who is the Director for Early Years, Childcare, School Food and Teaching Regulation. My objectives are agreed by the senior sponsor and aligned with DfE objectives, the Agency's Corporate Plan³⁰ and the requirements for managing public money. I use them to set objectives for my senior management team, which are agreed and monitored throughout the year.

The TRA's performance is reported to the Department's Performance team on a quarterly basis. This report forms part of a consolidated view of DfE performance to the Department's Board and its committees.

²⁹ <https://www.gov.uk/government/publications/corporate-governance-code-for-central-government-departments-2017>

³⁰ <https://www.gov.uk/government/publications/teaching-regulation-agency-corporate-plan>

Strategic Performance Review

As stated in the Agency's Framework Document³¹, the TRA is required to hold Strategic Performance Reviews (SPRs) quarterly. The meetings are chaired by the senior sponsor to review and challenge progress against our objectives and performance measures, financial management and the management of risks and issues. SPRs are attended by finance business partners, DfE policy colleagues responsible for safeguarding, and colleagues from across the Department to provide independent challenge.

SPR meetings took place quarterly during 2020-21 on 21 April, 30 June, 30 September 2020, and 19 January 2021.

Governance at Agency level

The Agency has an Executive Board and work is organised into two distinct work areas: teacher qualification and teacher misconduct. These work areas are also supported by the PMO, the information, compliance and assurance, and finance teams.

TRA related activity including performance against KPIs, staffing, contract and case management is reported monthly through the 'balanced scorecard'. The TRA's PMO uses the balanced scorecard as a status report for the quarterly SPR.

I also have monthly bilateral meetings with the Senior Sponsor to review progress across the Agency using the Balanced Scorecard.

The Executive Board

I am provided with oversight on the performance of the TRA through the monthly Executive Board meetings. Programme leads submit updates via the balanced scorecard for advice, scrutiny and challenge.

The Executive Board provides me with the opportunity to hold my senior management team and their areas of work to account. The Executive Board is responsible for developing and monitoring the strategic planning and leadership priorities of the TRA, and makes decisions on how work should be progressed. It oversees corporate performance, the use of financial and human resources, provides oversight of risk and issues management, and ensures maintenance of a sound system of internal control, which includes adequate sources of assurance that internal controls and risk management processes are working effectively. The Executive Board is additionally responsible for ensuring the TRA is compliant with all policies and corporate business planning.

As Chief Executive and Accounting Officer I chair the Executive Board, and membership comprises of my senior management team. Wider DfE representation and advice is provided by the Department's finance business partner team and HR business partners team. Members of the TRA's senior management team attend to report on teacher misconduct, teacher qualification, delivery progress, internal and external audit and assurance, risk and issue management as required.

³¹ <https://www.gov.uk/government/publications/teaching-regulation-agency-framework-document>

During 2020-21, the Executive Board met 11 times. The table below sets out the attendance of the Chief Executive and Heads of TMU and TQU during the year.

Executive Board meetings		
Number of meetings in year		11
Member	Position	Meetings attended (out of possible)
Alan Meyrick	Chief Executive & Accounting Officer	11/11
Sarah Buxcey	Head of Teacher Misconduct (from 6 April 2020)	9/11
Dawn Dandy	Head of Teacher Misconduct (to 17 April 2020)	1/1
Anne Dennis	Head of Teacher Qualification (to 31 August 2020)	2/2
John Knowles	Head of Teacher Qualification (from 1 September 2020)	6/7

I am content with the effectiveness of the Executive Board and their ability to manage the delivery challenges of the Agency.

Department level assurance

The Agency receives oversight from the Department's Audit and Risk Committee (ARC) and the Performance and Risk Committee (PRC), which are both sub-committees of the Department's Board and chaired by Non-Executive Board members.

ARC's primary role is to scrutinise the Department's ARA, the Agency's ARA and key risk areas. ARC makes recommendations to me as Accounting Officer, the Permanent Secretary of the Department (as Principal Accounting Officer) and the Board on the Department's and the Agency's risk management.

ARC advises the Permanent Secretary (as Principal Accounting Officer) and the Department's Board on the adequacy and effectiveness of governance, risk management and internal controls, and on the reliability and integrity of assurances used to inform the Governance Statement. ARC also advises the Permanent Secretary on the structure and presentation of the Department's and Agency's annual accounts. I meet with our lead ARC representative mid-year and at year end to review TRA performance.

The PRC provides scrutiny of major projects, Departmental performance and the Department's top tier risks. It offers strategic guidance and advice on significant risks and performance issues across the Department including Arm's Length Bodies. It decides what issues or risks require further investigation or assurances and decides what requires escalation to the Leadership Team. Membership of, and attendance at ARC, the PRC and other committees of the Department are disclosed in the Department's ARA³², due for publication in November 2021.

The TRA is scrutinised and challenged about its governance and control by the quarterly SPR, and through bilateral meetings between the senior sponsor and me. The Agency's risk register is reviewed every six months by the DfE's Performance and Risk team who report on our key risks at the PRC.

32 <https://www.gov.uk/government/collections/df-e-annual-reports>

Assurance

External audit

The Agency was audited by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General during 2020-21.

The certificate from the Comptroller and Auditor General is on page 57. The recommendations from the 2019-20 NAO audit have been considered and, where appropriate, implemented.

Internal audit

The Agency receives internal audit and assurance services from the Government Internal Audit Agency (GIAA). GIAA provides independent and objective assurance to me on the adequacy and effectiveness of the Agency's framework of governance, risk management and control by measuring and evaluating the Agency's effectiveness in achieving its agreed objectives. A full audit plan for the whole Department was produced and delivered for 2020-21. All completed Agency reports have been published. The TRA has engaged GIAA to obtain assurance on process and control arrangements as appropriate.

The Agency is included in any cross-Departmental compliance and themed audits where relevant. In 2020-21 the Agency was included in the DfE audit regarding End-to-End Payments. No TRA specific issues were highlighted as a result of this cross-Department audit work.

There have been two Agency specific audits during the reporting period. These related to the TRA Correspondence Audit for which a moderate rating was given. Improvements identified have all been fully implemented. The second was a TRA Casework Audit for which we are awaiting the final audit report.

All agreed actions arising from the audits are monitored at the Executive Board. Progress in implementing them is reported regularly to the SPR and GIAA.

Risk management

The TRA adopted DfE's Risk Management Framework which sets out the principles, roles and responsibilities of staff and processes and procedures for how risks are managed in the Department.

The TRA maintains a strategic risk register which is reviewed monthly at the Executive Board, in meetings with the Senior Sponsor and at the quarterly SPR meetings. Strategic risks and issues are also reported to DfE's Planning, Performance and Risk Directorate throughout the year, and they review the TRA's strategic risks register every six months. All risks and issues have a designated owner who is responsible for managing and reporting on the risk and issue monthly.

The TRA has a defined risk appetite for each identified risk which is documented on the strategic risks register. Generally, the Agency does not tolerate risks with high residual impact and high residual likelihood, however the Executive Board could decide to tolerate these risks on an exceptional basis. The Executive Board considers any further actions to manage any residual risks remaining after mitigating action has been implemented.

Each Unit maintains a risks register as a key mechanism to manage operational risks and they agree to tolerate risks at the appropriate level or escalate through the agreed route. If risks and issues are escalated, following agreement by the Executive Board, these are then added to the Agency's strategic risk register.

The Agency's PMO reviews the strategic risks register monthly, providing feedback and challenge to risk and issue owners in advance of the Executive Board meetings.

Shared services

The Department provides a shared service arrangement to its executive agencies for the provision of certain areas of internal finance, human resources, and procurement transactional processes.

This arrangement has been in place since 2013. Further details can be found in financial review of the year on page 23.

Business continuity

We have responsibility for managing our business continuity requirements and plans, aligning with the Department's wider arrangements.

The TRA along with all government departments moved to working from home in March 2020. All staff have IT equipment that can be used at home and are able to access IT services seamlessly. Teacher qualification helpdesks continued to be staffed, albeit on a reduced scale until August 2020 when full service resumed. Teacher misconduct referrals and investigations continued to be processed up to the point of the hearing, and IPOs continued to be imposed. The main impact was on the delivery of panel meetings and hearings which were postponed and then recommenced from September and November 2020, respectively.

Throughout 2020, the TRA continued to review risks and contingency plans in response to the increasing threat of COVID-19, considering the impacts this may have on operational delivery.

Operational policy development and delivery

We worked in partnership with the relevant Departmental policy team to embed clear protocols defining effective joint working to develop policy.

I am content that the arrangements for governance, internal control and risk management of our programmes provides me with assurance that these are adequate to ensure policies meet ministerial intent. The Department aims to develop and appraise policies using the best available evidence analysed using sound methodologies, in conjunction with stakeholders and partners. The Department subjects policies to robust deliverability testing. I am content that the Departmental policies which the Agency implements provide good guidance and direction to those delivering services to children, young people and parents, carers, and that the policies link clearly to our core values and objectives.

Programme and project management

I have a PMO which leads on performance reporting, risk and governance at the TRA, working with the senior sponsor and Arm's Length Body Partnership team.

A programme/project management approach is used to provide governance across all our work and is applied appropriately to the scale and complexity of the particular task. Programme/project management is linked through to the wider management processes, such as risk management and planning.

Financial management

I am confident that we have clear lines of accountability in place for all programme and administrative expenditure with support from finance business partners. We put in place a number of systems to ensure adherence to Departmental processes, controls, risk management and fraud prevention so that propriety, regularity and value for money are achieved. As members of the Executive Board, the Heads of the TMU, TQU, the TRA finance team and I have planned monthly meetings with the finance business partner to identify risks early, to flag concerns and receive high-level monthly budget reports. All have performance management objectives including a financial management objective and target which is reported upon during the performance year. This enables me to monitor and challenge financial activity across the divisions. The finance business partner attends the monthly Executive Board meetings and quarterly SPRs.

We continue to place greater emphasis on financial forecasting. This is particularly relevant for our demand-led budgets where improved financial modelling is required as well as regular review windows with budget holders, finance business partners, and Department finance leads to ensure any variance can be identified and corrected, if necessary, as soon as possible. Greater emphasis has been placed on budget holders to clarify their understanding and responsibility for the day-to-day maintenance of budget lines, effective profiling of budgets and anticipating funding pressures or underspends.

Monthly accounts are reconciled and reviewed with the Department's Financial Reporting division to ensure that spend is reported correctly.

The Department continues to work with the Cabinet Office and across government to leverage the experience and strength of other government expertise and reduce fraud within the public sector. The Department and its bodies take a risk-based approach in this area to ensure that available resources and time are focused on the highest risk areas. In line with Cabinet Office guidance, 2020-21 Fraud Risk Assessments are currently being developed for each operational process, and staff training has been provided by the Department's Central Fraud team. These will be completed in 2021-22.

In accordance with Departmental processes, the TRA maintains a fraud risk register which is reviewed and updated throughout the year. During 2020-21, no cases of fraud were identified.

We are unable to identify our share of the underlying assets and liabilities of the Principal Civil Service Pension Scheme (PCSPS). Details are available in the resource accounts of the Cabinet Office; Civil Superannuation³³.

Delivery arrangements and achievements against business plan

TRA's Corporate Plan 2018-21³⁴ sets out the Agency's KPIs and objectives. Achievement against these is monitored through the Executive Board and assured by the SPR process. All our performance indicators are monitored regularly through management information. I am satisfied that the Agency is performing well to deliver its current plans.

Information: ICT management and data safeguarding

The Agency received shared service IT support from the Department. IT systems were developed in accordance with Government Digital Standards and the needs of the user and business. The Agency's IT projects require approval from the Department's Technology Group to prioritise and develop these systems. Staff have received training on the importance of managing information and data protection, responding to Subject Access Requests, and the process for reporting data incidents.

33 <https://www.gov.uk/government/publications/civil-superannuation-annual-account-2019-to-2020>

34 <https://www.gov.uk/government/publications/teaching-regulation-agency-corporate-plan>

TRA had 16 personal data related incidents reported in 2020-21 one of which fell within the criteria for reporting to the ICO. The remaining 15 personal data related incidents did not fall within the criteria for reporting to the ICO but were significant enough to be recorded centrally at Department level. Smaller, localised incidents are not included. Further details on these incidents can be found in the Department's ARA, due for publication in November 2021.³⁵

Category	Nature of incident	Total
I	Loss of inadequately protected electronic equipment, devices or paper documents from secured Government premises	-
II	Loss of inadequately protected electronic equipment, devices or paper documents from outside secured Government premises	-
III	Insecure disposal of inadequately protected electronic equipment, devices or paper documents	-
IV	Unauthorised disclosure	-
V	Other	16

Information risk management

Arrangements are in place, to ensure that the TRA complies with the requirements of both HM Government and Cabinet Office policy and guidance in addressing risks to information and information systems. The Department Chief Information Security Officer is the designated Senior Information Risk Owner with overall responsibility for the management of information security in the agencies.

The Information, Communications and Technology Strategy Group (ICTSG) was established in 2020-21 to provide governance and assurance of all information, communication and technology development within the TRA. The ICTSG meets monthly and is chaired jointly by the heads of TMU and TQU, reporting to myself. Both Units have a roadmap detailing ICT development throughout the financial year, including new ICT development and associated approved spend and is reviewed monthly. The ICTSG monitors and forecasts spend against the allocated ICT budget using a forecasting tool. ICT risks and issues are also captured and managed. We are supported by the DfE IT business partner, and members of the IT Directorate attend regularly to update the group on DfE ICT developments which may impact on TRA systems.

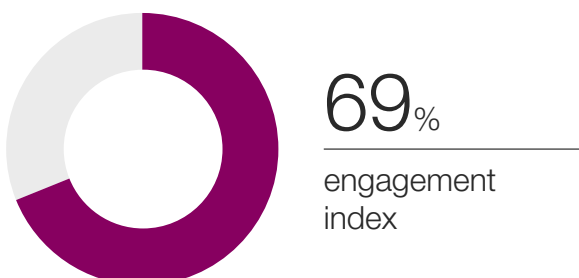
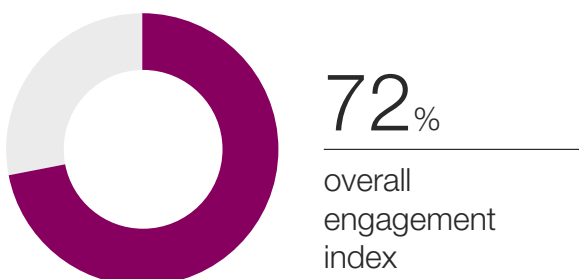
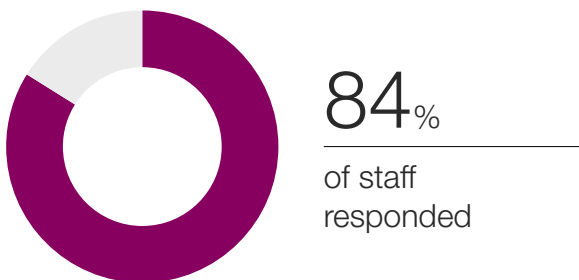
The TRA has information assets which are essential to the effective and efficient operation of the organisation and the delivery of its strategic aims and objectives. Information Asset Owners (IAOs) have responsibility for protecting the information assets that are assigned to them. The TRA IAO completes a statement quarterly which is recorded on the Department's information asset register. This confirms that they have complied with their responsibilities and assessed the risks appropriately.

The TRA meets with the DfE's Data Protection Officer monthly to review data incidents, and identify mitigations which can be put in place to prevent similar incidents occurring. The TRA have also updated their Data Retention Policy³⁶ (published in March 2021) and there are data impact assessments in place for their operational processes.

³⁵ <https://www.gov.uk/government/collections/dfe-annual-report>

³⁶ <https://www.gov.uk/government/publications/teaching-regulation-agency-data-retention/teaching-regulation-agency-data-retention>

People management



84% of staff responded to the 2020 DfE people survey with an overall engagement index of 72%. This compares well to the Department's engagement index of 69%.

We aim to ensure that we attract, retain, build the capability of, and motivate our people to enable them to deliver outstanding performance.

The TRA's People Survey Action Group, who meet monthly, oversee this work, and includes representatives from across the TRA. The purpose of the Group is to look at how to improve both the working practices and the culture within the TRA, with staff being developed and empowered in their work.

They are responsible for developing an action plan based on key themes from the Department's people survey. These themes include resources and workload, learning and development and, inclusion and fair treatment. The action plan identifies improvements to the working practices and culture of the TRA based on these themes.

They have responsibility for organising monthly all staff meetings as well as ensuring that there is visibility of people-related issues across the Agency, identifying potential future scenarios, people related risks or opportunities, and providing direction on how to avoid or achieve those. Due to staff working at home since March 2020, the Group has had a key role in providing support, improving staff wellbeing, gathering feedback on new ways of working and highlighting learning and development opportunities. The Group works with others to add value and provides a tailored approach to improve the skills and capability of the TRA.

The workforce plan is reviewed monthly, allowing us to meet our workforce targets.

The TRA adheres to the Departmental policies for performance management, underperformance, attendance, and disciplinary issues. These are reported in line with other executive agencies and policy families within the Early Years and School Group.

The TRA adopts the Department's policy and process for whistleblowing. I am satisfied with this collaborative approach and the effectiveness of this arrangement.

Overall assessment

As Accounting Officer, I am satisfied that the TRA's internal control, risk management and governance arrangements are working effectively. The TRA continues to deliver successfully across a broad range of delivery areas.

Remuneration and staff report

Overview

The remuneration and staff report sets out the Agency's remuneration policy for board members, reports on how that policy has been implemented and sets out the amounts awarded to directors and where relevant the link between performance and remuneration.

In addition, the report provides details on remuneration and staff that Parliament and other users see as key to accountability.

Part A: Unaudited

Accounting Officer remuneration policy

The Accounting Officer is a member of the SCS whose pay is decided by the SCS Pay Committee, chaired by the Permanent Secretary, and comprising members of the Management Committee and a Non-Executive Director.

The SCS Pay Committee makes decisions within the limits and delegated authorities set by the Government in response to the annual report of the Senior Salaries Review Body³⁷.

As staff employed by an executive agency of the Department, the Senior Management Team's performance management and contractual terms are as described in the Department's ARA. As such, the Department manages performance management and non-consolidated performance award for members of the SCS within the framework set by the Cabinet Office. The contractual terms of the Senior Management Team also comply with requirements set centrally by the Cabinet Office. More on the Cabinet Office's framework and standards can be found on the Civil Service Website³⁸.

Service contracts

The Constitutional Reform and Governance Act 2010 requires Civil Service appointments to be made on merit on the basis of fair and open competition. The Recruitment Principles published by the Civil Service Commission specify the circumstances when appointments may be made otherwise.

Unless otherwise stated below, the officials covered by this report hold appointments which are open-ended. Early termination, other than for misconduct, would result in the individual receiving compensation as set out in the Civil Service Compensation Scheme.

Further information about the work of the Civil Service Commission can be found at their website³⁹.

³⁷ <https://www.gov.uk/government/publications/senior-salaries-review-body-report-2020>

³⁸ <https://www.gov.uk/government/organisations/civil-service>

³⁹ <https://civilservicecommission.independent.gov.uk/>

Part B: Audited

Remuneration (salary, bonuses and pensions)

The following sections provide details of the remuneration and pension interests of the most senior management (i.e. board members) of the Agency.

	Salary		Bonus		Benefits-in-kind		Pension benefits		Total	
	2020-21	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21	2019-20
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Deputy Director and Accounting Officer										
Mr Alan Meyrick	85-90	85-90	0-5	5-10	-	-	23	13	115-120	110-115
Non-SCS Senior Managers										
Dawn Dandy (to 17 April 2020)	0-5 (70-75)	60-65	-	0-5	-	-	1	26	0-5 (70-75)	85-90
Anne Dennis (to 31 August 2020)	25-30 (65-70)	65-70	0-5	0-5	-	-	5	30	30-35 (65-70)	95-100
Sarah Buxcey (from 6 April 2020)	60-65 (60-65)	-	-	-	-	-	79	-	135-140 (140-145)	-
John Knowles (from 1 September 2020)	35-40 (60-65)	-	-	-	-	-	66	-	100-105 (125-130)	-

In the table above the full year equivalent is shown in brackets

Salary

Salary includes gross salary, overtime, reserved rights to London weighting or London allowances, recruitment and retention allowances, private office allowances and any other allowance to the extent that it is subject to UK taxation. This report is based on accrued payments made by the TRA and thus recorded in this ARA.

Benefits-in-kind

The monetary value of benefits-in-kind covers any benefits provided by the Agency and treated by HM Revenue and Customs as taxable emolument. Disclosed to the nearest £100 in the above table.

No Board members have received benefits-in-kind in 2020-21 (2019-20: nil).

Bonuses

Bonuses are based on performance levels attained and are made as part of the appraisal process. For SCS, bonuses in the year in which they become payable to the individual. The bonuses reported in 2020-21 relate to performance in 2020-21 and the comparative bonuses reported for 2019-20 relate to the performance in 2019-20.

For non-SCS, bonuses relate to the performance in the year prior to that in which they become payable to the individual. The bonuses reported in 2020-21 relate to the performance in 2019-20 and the comparative bonuses reported for 2019-20 relate to the performance in 2018-19.

The Agency awards bonuses as part of the performance management process. The Agency sees effective performance management as key to driving up individual and organisational performance and providing greater value for money to deliver high-quality public services. The Agency follows the performance management arrangements for the SCS, and the Agency's performance management framework for managing and rewarding performance throughout the year.

Pay multiples

Reporting bodies are required to disclose the relationship between the remuneration of the highest paid director in their organisation and the median remuneration of the organisation's workforce.

The banded remuneration of the highest-paid director in the Agency in the financial year 2020-21 was £90,000-95,000 (2019-20: £95,000-100,000). This was 3.4 times (2019-20: 3.5) the median remuneration of the workforce, which was £28,000 (2019-20: £28,000).

The Hutton fair pay disclosure for the Agency is as follows:

	2020-21	2019-20	2018-19
Band of highest paid director's remuneration (£000)	90-95	95-100	90-95
Median (£000)	28	28	29
Range (£000)	21-95	19-100	19-95
Remuneration ratio	3.4	3.5	3.2

The difference in the remuneration ratio is due to a decrease in the total remuneration received by the highest paid director.

In 2020-21, no employees (2019-20: nil) received remuneration in excess of the highest-paid director. Remuneration ranged from £21,000 to £95,000 (2019-20: £19,000 to £100,000).

Total remuneration includes salary, non-consolidated performance-related pay and benefits-in-kind. It does not include severance payments, employer pension contributions and the cash equivalent transfer value of pensions.

Pension benefits

Civil service pensions

As an executive agency of the Department, the Agency's staff are members of the PCSPS and Civil Servants and Other Pension Scheme (CSOPS) that provides pension benefits. Readers can find details on the scheme at the Civil Service Pensions' website⁴⁰.

Officials

	Accrued pension at pension age as at 31 March 2021 and (related lump sum at pension)	Real increase in pension and related lump sum at pension age	CETV at 31 March 2021	CETV at 31 March 2020	Real increase in CETV	Employer contribution to partnership pension account
	£000	£000	£000	£000	£000	Nearest £000
<i>Director and Accounting Officer</i>						
Mr Alan Meyrick	35-40 plus a lump sum of 115-120	0-2.5 plus a lump sum of 2.5-5	897	842	24	-
<i>Non-SCS Senior Managers</i>						
Dawn Dandy (to 17 April 2020)	20-25 plus a lump sum of 55-60	0-2.5 plus a lump sum of 0-2.5	426	425	1	-
Anne Dennis (to 31 August 2020)	45-50	0-2.5	742	733	4	-
Sarah Buxcey (from 6 April 2020)	20-25 plus a lump sum of 40-45	2.5-5 plus a lump sum of 5-7.5	360	287	61	-
John Knowles (from 1 September 2020)	25-30 plus a lump sum of 60-65	2.5-5 plus a lump sum of 5-7.5	548	475	57	-

40 <http://www.civilservicepensionscheme.org.uk/>

Civil service pensions

Pension benefits are provided through the Civil Service pension arrangements. From 1 April 2015, a new pension scheme for civil servants was introduced – the Civil Servants and Others Pension Scheme or alpha, which provides benefits on a career average basis with a normal pension age equal to the member's State Pension Age (or 65 if higher). From that date all newly appointed civil servants and the majority of those already in service joined alpha. Prior to that date, civil servants participated in the PCSPS. The PCSPS has four sections: three providing benefits on a final salary basis (classic, premium or classic plus) with a normal pension age of 60; and one providing benefits on a whole career basis (nuvos) with a normal pension age of 65.

These statutory arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under classic, premium, classic plus, nuvos and alpha are increased annually in line with Pensions Increase legislation. Existing members of the PCSPS who were within 10 years of their normal pension age on 1 April 2012 remained in the PCSPS after 1 April 2015. Those who were between 10 years and 13 years and 5 months from their normal pension age on 1 April 2012 will switch into alpha sometime between 1 June 2015 and 1 February 2022.

Because the government plans to remove discrimination identified by the courts in the way that the 2015 pension reforms were introduced for some members, it is expected that, in due course, eligible members with relevant service between 1 April 2015 and 31 March 2022 may be entitled to different pension benefits in relation to that period (and this may affect the cash equivalent transfer values shown in this report – see below). All members who switch to alpha have their PCSPS benefits 'banked', with those with earlier benefits in one of the final salary sections of the PCSPS having those benefits based on their final salary when they leave alpha. (The pension figures quoted for officials show pension earned in PCSPS or alpha – as appropriate. Where the official has benefits in both the PCSPS and alpha the figure quoted is the combined value of their benefits in the two schemes). Members joining from October 2002 may opt for either the appropriate defined benefit arrangement or a 'money purchase' stakeholder pension with an employer contribution (partnership pension account).

Employee contributions are salary-related and range between 4.6% and 8.05% for members of classic, premium, classic plus, nuvos and alpha. Benefits in classic accrue at the rate of 1/80th of final pensionable earnings for each year of service. In addition, a lump sum equivalent to three years initial pension is payable on retirement. For premium, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike classic, there is no automatic lump sum. Classic plus is essentially a hybrid with benefits for service before 1 October 2002 calculated broadly as per classic and benefits for service from October 2002 worked out as in premium. In nuvos a member builds up a pension based on his pensionable earnings during their period of scheme membership. At the end of the scheme year (31 March) the member's earned pension account is credited with 2.3% of their pensionable earnings in that scheme year and the accrued pension is uprated in line with Pensions Increase legislation. Benefits in alpha build up in a similar way to nuvos, except that the accrual rate is 2.32%. In all cases members may opt to give up (commute) pension for a lump sum up to the limits set by the Finance Act 2004.

Partnership pension

The partnership pension account is an occupational defined contribution pension arrangement which is part of the Legal and General Master trust. The employer makes a basic contribution of between 8% and 14.75% (depending on the age of the member). The employee does not have to contribute, but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.5% of pensionable salary to cover the cost of centrally provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are already at or over pension age. Pension age is 60 for members of classic, premium and classic plus, 65 for members of nuvos, and the higher of 65 or State Pension Age for members of alpha. (The pension figures quoted for officials show pension earned in PCSPS or alpha – as appropriate. Where the official has benefits in both the PCSPS and alpha the figure quoted is the combined value of their benefits in the two schemes but note that part of that pension may be payable from different ages).

Further details about the Civil Service pension arrangements can be found at the website⁴¹.

Cash equivalent transfer values

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a particular point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued as a consequence of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies.

The figures include the value of any pension benefit in another scheme or arrangement which the member has transferred to the Civil Service pension arrangements. They also include any additional pension benefit accrued to the member as a result of their buying additional pension benefits at their own cost.

CETVs are worked out in accordance with The Occupational Pension Schemes (Transfer Values) (Amendment) Regulations 2008 and do not take account of any actual or potential reduction to benefits resulting from Lifetime Allowance Tax which may be due when pension benefits are taken.

Real increase in CETV

This reflects the increase in CETV that is funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period.

Compensation for loss of office

The Agency had paid no compensation for loss of office in 2020-21 (2019-20 nil).

⁴¹ www.civilservicepensionscheme.org.uk

Staff report Part A: Audited

Staff costs

The staff costs for the Agency were £3.0 million (2019-20: £2.9 million) and the average number of full-time equivalent (FTE) staff employed during the year was 74.2 (2019-20 69).

	2020-21			2019-20
	Permanently employed staff £000	Others £000	Total £000	Total £000
Wages and salaries	2,282	120	2,402	2,241
Social security costs	238	-	238	211
Pension costs	590	-	590	522
	3,110	120	3,230	2,974
Less recoveries in respect of outward secondments	(193)	-	(193)	(98)
	2,917	120	3,037	2,876

The Agency pays a flat fee for agency staff, which includes social security, holiday pay, pension costs etc. This note discloses the total sum as wages and salaries in the others column.

During 2020-21 staff were redeployed across the Department and wider Government to support the COVID-19 work. Costs relating to these staff have been recovered from the Department. Further details can be found in the table on page 55.

Average number of persons employed

The average number of full-time equivalent persons employed during the year was as follows:

	2020-21			2019-20
	Permanently employed staff Number	Others Number	Total Number	Total Number
Directly employed	70.2	3.9	74.1	69
Other	-	-	-	-
Staff engaged on capital projects	-	-	-	-
	70.2	3.9	74.1	69

Civil service pensions

The PCSPS and CSOPS – known as alpha are unfunded multi-employer defined benefit schemes but TRA is unable to identify its share of the underlying assets and liabilities.

The scheme actuary valued the scheme as at 31 March 2016. You can find details in the resource accounts of the Cabinet Office: Civil Superannuation here⁴².

For 2020-21 employers' contributions of £590,000 were payable to the PCSPS and CSOPS (2019-20: £520,000) at one of four rates in the range 26.6% to 30.3% of pensionable earnings, based on salary bands.

The Scheme Actuary reviews employer contributions usually every four years following a full scheme valuation. The salary bands and contribution rates were revised for 2019-2023 and will remain unchanged until 2024. The contribution rates are set to meet the cost of the benefits accruing during 2020-21 to be paid when the member retires and not the benefits paid during this period to existing pensioners.

Partnership pension accounts

Employees can opt to open a partnership pension account, a stakeholder pension with an employer contribution. In 2020-21 employers' contributions of £989 were paid to the appointed stakeholder pension provider (2019-20: £7,237).

Employer contributions are age-related and range from 3% to 12.5% of pensionable earnings up to 30 September 2015 and from 8% to 14.75% of pensionable earning from 1 October 2015. Employers also match employee contributions up to 3% of pensionable earnings. In addition, employer contributions of £41 (2019-20: £239), 0.8% of pensionable pay up to 30 September 2015 and 0.5% of pensionable pay from 1 October 2015, were payable to the PCSPS and CSOPS to cover the cost of the future provision of lump sum benefits on death in service or ill health retirement of these employees.

Contributions due to the partnership pension providers at the balance sheet date were £nil (2019-20: £221). Contributions prepaid at that date were nil (2019-20: nil).

Ill-health retirement

No individuals retired early on ill-health grounds (2019-20: nil); there were no additional accrued pension liabilities (2019-20: nil).

Reporting of Civil Service and other compensation schemes

The Agency had no compulsory redundancies or other agreed departures in 2020-21 (2019-20: nil).

⁴² <https://www.civilservicepensionscheme.org.uk/about-us/resource-accounts/>

Part B: Unaudited

Staff by grade and gender

Our staff are a mix of civil servants and contractors. Our civil servants are employed by the Department on its terms and conditions. Responsibility has been delegated to me as Accounting Officer for the recruitment of staff within the parameters provided by the Department's policies and procedures. The headcount for permanent staff as at 31 March 2021 is as follows:

Grade	2021			2020		
	Male	Female	Total	Male	Female	Total
Deputy Director	1	-	1	1	-	1
Grade 6	1	1	2	-	2	2
Grade 7	2	3	5	3	2	5
Senior Executive Officer	4	7	11	4	7	11
Higher Executive Officer	5	12	17	6	12	18
Executive Officer	8	19	27	10	17	27
Executive Assistant	3	6	9	4	7	11
	24	48	72	28	47	75

Review of tax arrangements of public sector appointees

As part of the *Review of the Tax Arrangements of Public Sector Appointees* published by the Chief Secretary to the Treasury on 23 May 2012, departments were directed to publish information pertaining to the number of off-payroll engagements at a cost of over £58,200 that were in place on, or after, 31 January 2012; and any off-payroll engagements of board members, and/or senior officials with significant financial responsibility, during 2020-21.

The tables on the following pages set out this information.

For all off-payroll engagements as of 31 March 2021, for more than £245 per day

	Total
Number of existing engagements as at 31 March 2021	-
Of which:	
less than one year at time of reporting	-
between one and two years at time of reporting	-
between two and three years at time of reporting	-
between two and three years at time of reporting	-
between two and three years at time of reporting	-
	-

All temporary off-payroll workers engaged at any point during the year ended 31 March 2021 and earning at least £245 per day

	Total
Number of off-payroll workers engaged during the year ended 31 March 2021	-
Of which:	
number determined as in-scope of IR35	-
number determined as out-of-scope of IR35	-
number of engagements reassessed for consistency or assurance purposes during the year.	-
number of engagements where the status was disputed under provisions in the off-payroll legislation	-
number of engagements that saw a change to IR35 status following review	-
	-

Off-payroll engagements of board members and/or senior officials with significant financial responsibility, between 1 April 2020 and 31 March 2021

	Total
Number of off-payroll engagements of board members and/or senior officials with significant financial responsibility, during the financial year	-
Total number of individuals on- and off-payroll that have been deemed “board members and/or senior officials with significant financial responsibility” during the financial year. This figure should include both on- and off-payroll engagements	5

Expenditure on consultancy

We employ contractors who are professionally qualified and are employed on short-term contracts. It is the responsibility of the hiring managers to ensure that all contractors comply with their tax obligations. The framework contracts for contingent workers that the Agency has placed, or draws upon as part of the Department, include provision for workers supplied by these companies to meet their obligations. The cost of contingent labour in 2020-21 was £183,481 (2019-20: £170,000).

Analysis of staff policies and statistics

Our people

Recruitment practice

The Agency has a duty to ensure it is fully compliant with the Civil Service Commissioner's recruitment principles. The Agency follows the Department's approach to recruitment which reflects its commitment to equal and fair opportunity for all. All recruitment processes comply with the Equality Act 2010. Details can be found in the Department's ARA which will be published in November 2021.

Sickness absence

Figures below show the average number of working days lost through sickness absence across the Agency

	2020-21	2019-20
Sickness absence days per FTE	3.0	8.7

The figure above is below average when compared with figures from across the Civil Service, which were 7.4 average working days lost per FTE in the year ending 31 March 2020⁴³.

Staff turnover

The figures below show the number of leavers within the reporting period divided by the average staff in post over the reporting period presented as a percentage. Agency turnover, staff leaving the Agency is compared to the Civil Service average.

	2020-21
Civil Service turnover	5%
Agency turnover	0%

43 <https://www.gov.uk/government/publications/civil-service-sickness-absence>

Commitment to improving diversity

The Agency as part of the Department will be revising the 2018 diversity and inclusion strategy – ‘5 years to create lasting change’. We will be working with staff and networks to develop and evolve our diversity and inclusion plan to ensure that we achieve our ambitious target of being the most inclusive Civil Service department.

Our assessment at the beginning of 2018 was that we had made steady progress, with some incremental improvements, but that we now wanted to see truly transformative change.

Now, three years in, we need to take stock, benchmark our progress and agree on our priorities and focus for the next year.

The following success measures show how we are looking to improve our diversity scores.

Success measures			
1. Leaders who reflect our society and who role model inclusive behaviour	Meet flow targets and increase BAME and disabled staff in SCS. A representative workforce at higher grades.	Increased People Survey scores on leadership.	
2. Everyone able to achieve their full potential	Talent data reflects diversity of workforce.	Success of talent scheme participants for progression.	Improved performance on gender pay gap.
3. Inclusive Culture and Behaviours	Increased People Survey scores on diversity and inclusion.	Improved People Survey scores on My Manager.	Decrease in bullying, harassment and discrimination scores.
4. Attracting and recruiting a workforce that reflects the society we serve	Increased diversity of applicants and successful appointments to reflect the public we serve.	Increased diversity of workforce by socio-economic background.	
5. Transparency at our core	Increased declaration rates across all diversity groups.	Improved progress against external benchmarks.	Improved diversity outcomes for recruitment and management.

The 2020 People Survey saw the Department’s positive score for inclusion and fair treatment rise to 86% from 85%. People Survey scores on ‘My Manager’ have increased to 78% from 77%. The overall engagement score was 69%, which is 3% above the Civil Service Benchmark for 2020.

The representation of BAME and disabled employees in our SCS ranks has continued to be a priority. In December 2020, 90.1% of SCS provided information about their disability status, and 92.1% about their ethnicity. Disabled SCS representation was 10.1% and BAME SCS representation was 9%. We have agreed targets for BAME and disabled representation in our SCS for 2023, and we are working towards achieving them.

As at December 2020, 88.3% had provided information about their ethnicity, 80% about their sexual orientation, and 86.8% about their disability status.

In 2020, the Department placed 15th of top 75 employers in the Social Mobility Employer Index, after placing 19th in 2019. The Department is the fourth highest ranked government department listed in the Index. The Agency is working towards meeting the goals of the Civil Service equality and diversity workstream⁴⁴.

We are seeing more diverse fields of candidates, with evidence that using skills and experience in success profiles results in better diversity outcomes than using behaviours.

The Department now has a way of measuring socio-economic background which will allow us to monitor progress on social mobility. The care leaver internships programme and developing schools outreach work in opportunity areas and socio-economic cold spots in each of our locations is supporting us to increase the socio-economic diversity of the workforce.

Our overall assessment of diversity and inclusion is that:

- we have made really good progress against many of the success measures in the strategy
- we are having more open discussions around diversity and inclusion and we have seen an increase in network membership we are focused on improving the wellbeing of colleagues across the Group. We have developed a wellbeing strategy and action plan to support staff. This has resulted in numerous wellbeing initiatives being rolled out across the Department which are accompanied by a robust measurement strategy
- we are transparent with diversity data and use it to inform evidence-based decision making and to help with accountability
- we have yet to see real traction in some areas, and we are some way from seeing the transformative change that was our aim
- we need to focus on BAME SCS and Disability SCS representation to be on track to achieve our 2023 target, and we have achieved our 2020 target
- We have developed a bullying, harassment and discrimination (BHD) strategy and action plan based on the experiences of users (in particular under-represented groups). It includes implementing activities which are intended to raise awareness of BHD, increase confidence in the reporting system, and promote a more inclusive culture

⁴⁴ <https://www.gov.uk/government/organisations/civil-service/about/equality-and-diversity>

Staff policies for disabled persons

The Department gained Disability Confident Leader Level 3 status in 2017. This means it is seen as a champion for disability confidence, with a role in supporting other employers to become disability confident, particularly its NDPBs.

The Department offers disability leave which is to enable employees with a disability to be able take reasonable time off from work to go for occupational rehabilitation, assessment or treatment to help them to return to work, or while they are waiting for a reasonable adjustment to be put in place.

Its recruitment policies also guarantee an interview to any disabled candidate who demonstrates that they meet the minimum standard required for the role.

Engagement with employees

The Department and Agencies work with our trade unions, both formally and informally, engaging with them to promote an open and constructive relationship. We aim to promote a positive employee relations environment where staff and the trade unions can contribute constructively to our objectives.

The Department has developed a Strategic Workforce Plan 2017-20 which aims to improve the experience and outcomes for all our staff, ensuring our talented workforce is diverse and inclusive and that we create an attractive place to work. We are currently working on the next iteration of the strategy which has been delayed due to COVID-19. We plan to publish the new workplace plan in Autumn this year.

The Department conducts a full People Survey annually, with the results published each December.

	2020-21	2019-20	2018-19	2017-18
Response rate	91%	91%	91%	88%
Engagement index	69%	69%	65%	63%

The information from the survey is being used to support development of the Department’s strategies and continually improve our levels of employee engagement.

Health and safety at work

The Agency is committed to ensuring the health, safety and wellbeing of staff, contractors and all others who could be affected by its activities. It fully accepts its responsibilities under the *Health and Safety at Work etc. Act 1974*.

We recognise that effective management of fire, health and safety makes a significant contribution to our overall business performance and strategic aims, as well as a positive impact on the wellbeing of staff. The Agency acknowledges that positive, proportionate health and safety risk management prevents harm and enables efficient delivery of services across the Agency.

Trade Union facility time

The *Trade Union (Facility Time Publication Requirements) Regulations 2017* requires relevant public sector organisations to report on trade union facility time in their organisations. The Department's ARA reports on this information for both the Department and executive agencies.

Staff Redeployment

The table below shows the FTE staff redeployed to support COVID-19 activities. All redeployed staff were recharged to the Department and there was no cost to the Agency in 2020-21.

					2021
	FTE DfE (6 months or less)	FTE DfE (more than 6 months)	FTE Other Government Departments (6 months or less)	FTE Other Government Departments (more than 6 months)	Total
SCS					
Director	-	-	-	-	-
Deputy Director	-	-	-	-	-
Non-SCS					
Grade 6	0.25	-	-	-	0.25
Grade 7	0.42	-	-	-	0.42
Senior executive officer	0.58	-	-	-	0.58
Higher executive officer	0.75	-	-	-	0.75
Executive officer	0.33	-	-	-	0.33
Executive assistant	0.42	-	-	-	0.42
	2.75	-	-	-	2.75

The average duration of staff redeployments as at 31 March 2021 was 100 days.

Parliamentary accountability and audit report

Overview

This report includes details of the Agency's losses, special payments, contingent and remote contingent liabilities.

Parliamentary accountability disclosures

Losses and special payments: audited

The Agency's losses and special payments do not exceed the Managing Public Money reporting threshold (2019-20: did not exceed the Managing Public Money reporting threshold).

Contingent and remote contingent liabilities: audited

There were no contingent or remote contingent liabilities in the year ended 31 March 2021 (2020: £nil).

Alan Meyrick
Accounting Officer
1 July 2021

The Certificate of the Comptroller & Auditor General to the House of Commons

Opinion on financial statements

I certify that I have audited the financial statements of the Teaching Regulation Agency for the year ended 31 March 2021 under the Government Resources and Accounts Act 2000. The financial statements comprise: Statements of Comprehensive Net Expenditure, Financial Position, Cash Flows, Changes in Taxpayers' Equity; and the related notes, including the significant accounting policies. These financial statements have been prepared under the accounting policies set out within them. The financial reporting framework that has been applied in their preparation is applicable law and international accounting standards as interpreted by HM Treasury's Government Financial Reporting Manual.

I have also audited the information in the Accountability Report that is described in that report as having been audited.

In my opinion, the financial statements:

- give a true and fair view of the state of the Teaching Regulation Agency's affairs as at 31 March 2021 and of the Teaching Regulation Agency's net operating expenditure for the year then ended; and
- have been properly prepared in accordance with the Government Resources and Accounts Act 2000 and HM Treasury directions issued thereunder.

Opinion on regularity

In my opinion, in all material respects the income and expenditure recorded in the financial statements have been applied to the purposes intended by Parliament and the financial transactions recorded in the financial statements conform to the authorities which govern them.

Basis for opinions

I conducted my audit in accordance with International Standards on Auditing (ISAs) (UK), applicable law and Practice Note 10 'Audit of Financial Statements of Public Sector Entities in the United Kingdom'. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of my certificate.

Those standards require me and my staff to comply with the Financial Reporting Council's Revised Ethical Standard 2019. I have also elected to apply the ethical standards relevant to listed entities. I am independent of the Teaching Regulation Agency in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK. My staff and I have fulfilled our other ethical responsibilities in accordance with these requirements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern

In auditing the financial statements, I have concluded that the Teaching Regulation Agency's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Teaching Regulation Agency's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

My responsibilities and the responsibilities of the Accounting Officer with respect to going concern are described in the relevant sections of this report.

The going concern basis of accounting for the Teaching Regulation Agency is adopted in consideration of the requirements set out in HM Treasury's Government Reporting Manual, which require entities to adopt the going concern basis of accounting in the preparation of the financial statements where it anticipated that the services which they provide will continue into the future.

Other Information

The other information comprises information included in the Annual Report but does not include the parts of the Accountability Report described in that report as having been audited, the financial statements and my auditor's certificate thereon. The Accounting Officer is responsible for the other information. My opinion on the financial statements does not cover the other information and except to the extent otherwise explicitly stated in my certificate, I do not express any form of assurance conclusion thereon. In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

Opinion on other matters

In my opinion, based on the work undertaken in the course of the audit:

- the parts of the Accountability Report to be audited have been properly prepared in accordance with HM Treasury directions made under the Government Resources and Accounts Act 2000; and
- the information given in the Performance and Accountability Reports for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I report by exception

In the light of the knowledge and understanding of the Teaching Regulation Agency and its environment obtained in the course of the audit, I have not identified material misstatements in the Performance and Accountability reports. I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept or returns adequate for my audit have not been received from branches not visited by my staff; or
- the financial statements and the parts of the Accountability Report to be audited are not in agreement with the accounting records and returns; or
- certain disclosures of remuneration specified by HM Treasury's Government Financial Reporting Manual are not made; or
- I have not received all of the information and explanations I require for my audit; or
- the Governance Statement does not reflect compliance with HM Treasury's guidance.

Responsibilities of the Accounting Officer for the financial statements

As explained more fully in the Statement of Accounting Officer's Responsibilities, the Accounting Officer is responsible for:

- the preparation of the financial statements in accordance with the applicable financial reporting framework and for being satisfied that they give a true and fair view;
- internal controls as the Accounting Officer determines is necessary to enable the preparation of financial statement to be free from material misstatement, whether due to fraud or error.
- assessing the Teaching Regulation Agency's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Accounting Officer anticipates that the services provided by the Teaching Regulation Agency will not continue to be provided in the future.

Auditor's responsibilities for the audit of the financial statements

My responsibility is to audit, certify and report on the financial statements in accordance with the Government Resources and Accounts Act 2000.

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a certificate that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of non-compliance with laws and regulation⁴⁵, including fraud.

My procedures included the following:

- Inquiring of management, the Teaching Regulation Agency's head of internal audit and those charged with governance, including obtaining and reviewing supporting documentation relating to the Teaching Regulation Agency's policies and procedures relating to:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and
 - the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations including the Teaching Regulation Agency's controls relating to the Education Act 2002, the Teachers' Disciplinary (England) Regulations 2012, the Recognition of Professional Qualifications (Amendment etc.) (EU Exit) Regulations 2019, the Government Resource & Accounts Act 2000, Managing Public Money.
- discussing among the engagement team, regarding how and where fraud might occur in the financial statements and any potential indicators of fraud. As part of this discussion, I identified potential for fraud in the following areas: posting of unusual journals;

⁴⁵ Non-compliance is defined as acts of omission or commission intentional or unintentional, committed by the entity, or by those charged with governance, by management or by other individuals working for or under the direction of the entity, which are contrary to the prevailing laws or regulations. Non-compliance does not include personal misconduct unrelated to the business activities of the entity. ISA 700 uses the word "irregularities" to describe non-compliance with laws and regulations. We do not use the word irregularities to describe non-compliance within our certificates and reports as it has another meaning in the context of PN10.

- obtaining an understanding of Teaching Regulation Agency's framework of authority as well as other legal and regulatory frameworks that the Teaching Regulation Agency operates in, focusing on those laws and regulations that had a direct effect on the financial statements or that had a fundamental effect on the operations of the Teaching Regulation Agency. The key laws and regulations I considered in this context included the Education Act 2002, Teachers' Disciplinary (England) Regulations 2012, the Recognition of Professional Qualifications (Amendment etc.) (EU Exit) Regulations 2019, the Government Resource & Accounts Act 2000, Managing Public Money, Employment Law, Tax Legislation.

In addition to the above, my procedures to respond to identified risks included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- enquiring of management, the Audit and Risk Committee and in-house legal counsel concerning actual and potential litigation and claims;
- reading minutes of meetings of those charged with governance and the Board;
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business; and

I also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members including internal specialists and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

A further description of my responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of my certificate.

In addition, I am required to obtain evidence sufficient to give reasonable assurance that the income and expenditure reported in the financial statements have been applied to the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Gareth Davies
7 July 2021
Comptroller and Auditor General

National Audit Office
157-197 Buckingham Palace Road
Victoria
London
SW1W 9SP



Financial Statements

Financial Statements

Statement of Comprehensive Net Expenditure

For the year ended 31 March 2021

	Note	2020-21 £000	2019-20 £000
Operating costs			
Staff costs	3	3,037	2,876
Operating expenditure	4	5,170	4,595
Total operating expenditure		8,207	7,471
Finance expense		1	-
Net expenditure		8,208	7,471
Comprehensive net expenditure for the year		8,208	7,471

All income and expenditure reported in the Statement of Comprehensive Net Expenditure is derived from continuing operations.

The notes on page 68 to page 73 form part of these accounts.

Statement of Financial Position

as at 31 March 2021

	Note	2021 £000	2020 £000
Current assets			
Receivables	5	61	29
Cash and cash equivalents	6	392	-
Total current assets		453	29
Current liabilities			
Payables	7	(1,170)	(1,009)
Total current liabilities		(1,170)	(1,009)
Total assets less total liabilities		(717)	(980)
Taxpayers' equity			
General fund		(717)	(980)
Total taxpayers' equity		(717)	(980)

Alan Meyrick
1 July 2021
Accounting Officer

The notes on page 68 to page 73 form part of these accounts.

Statement of Cash Flows

as at 31 March 2021

		2020-21	2019-20
	Note	£000	£000
Cash flows from operating activities			
Net operating cost		(8,207)	(7,471)
<i>Adjustment for non-cash transactions</i>		2,348	1,353
(Increase)/Decrease in receivables	5	(32)	19
Finance Cost		(1)	-
Increase in payables	7	161	217
Net cash outflow from operating activities		(5,731)	(5,882)
Cash flows from investing activities			
Purchase of intangible assets		-	-
Net cash outflow from investing activities		-	-
Cash flows from financing activities			
Drawdown of supply from the sponsoring Department		6,123	5,882
Net cash inflow from financing activities		6,123	5,882
Net increase in cash and cash equivalents in the period		392	-
Cash and cash equivalents at beginning of year		-	-
Cash and cash equivalents at end of year		392	-

On 1 April 2020 the Agency opened its own bank account from which the Department administers Agency payments and receipts. Prior to this all payments and receipts were processed via the Department's bank account and therefore the Agency had no cash or cash equivalents before 1 April 2020.

The notes on page 68 to page 73 form part of these accounts.

Statement of Changes in Taxpayers' Equity

for the year ended 31 March 2021

	Note	General Fund £000
Balance at 1 April 2019		(744)
Net Parliamentary funding		5,882
Comprehensive expenditure for the year		(7,471)
Non-cash adjustments		
Notional shared service recharges	4	1,308
Auditor's remuneration	4	45
Balance at 31 March 2020		(980)
Net Parliamentary funding drawn down		6,123
Comprehensive expenditure for the year		(8,208)
Non-cash adjustments		
Intragroup transactions		820
Notional shared service recharges	4	1,483
Auditor's remuneration	4	45
Balance at 31 March 2021		(717)

The General Fund represents the total assets less liabilities, to the extent that the total is not represented by reserves and financing items.

The notes on page 68 to page 73 form part of these accounts.

Notes to the accounts

1. Statement of accounting policies

These accounts have been prepared in accordance with the 2020-21 government FReM issued by HM Treasury. This is set out in a statutory Accounts Direction issued pursuant to section 5(2) of the *Government Resources and Accounts Act 2000 (Estimates and Accounts) (Amendment) Order 2020*.

The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRSs) as adapted or interpreted for the public sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be most appropriate to the particular circumstances of the Agency for the purpose of giving a true and fair view has been selected.

The particular policies adopted by the Agency for 2020-21 are described below. They have been applied consistently in dealing with items considered material in relation to the accounts.

These accounts have been prepared under the historical cost convention.

1.1 Going concern

The Departmental Estimate and forward plans include provision for the Agency's continuation. It is therefore appropriate to prepare the Agency's accounts as a going concern.

1.2 Critical accounting judgements and key sources of estimation uncertainty

The preparation of these accounts requires management to make judgements, estimates and assumptions that affect the application of policies and reported values of assets and liabilities, income and expenditure. These are based on historic and other factors that are believed to be reasonable, the results of which form the basis for making judgements. The estimates and underlying assumptions are reviewed on an ongoing basis.

1.3 Adoption of FReM amendments

There have been no significant amendments to FReM for 2020-21.

1.4 Early adoption

The Agency has not early adopted any accounting standards in 2020-21.

1.5 IFRSs in issue but not yet effective

In order to comply with the requirements of *IAS 8 Accounting Policies, Changes in Accounting Estimates and Errors*, the Agency must disclose where it has not applied a new IFRS that has been issued but is not yet effective. There are two standards in issue but not effective:

- *IFRS16 Leases*, delayed by one year to annual periods beginning on or after 1 January 2022, 2022-23
- *IFRS17 Insurance Contracts*, annual periods beginning on or after 1 January 2023, FReM application unknown

The Agency has carried out a review of the above IFRSs, to assess their impact on its accounting policies and treatment. The full impact of these IFRSs has been assessed as not material to the accounts.

1.6 Segmental reporting

In accordance with *IFRS 8: Operating Segments*, the Agency has considered the need to analyse its income and expenditure relating to operating segments. The Agency has assessed that all lines of operation fall within the same geographical location and regulatory environment as envisaged by IFRS 8. Since segmental information for total assets and liabilities is not regularly reported to the chief operating decision-maker and in compliance with the FRoM, it has not been produced in the accounts.

See Note 2 for operational disclosures.

1.7 Draw down of Supply from sponsoring Department

The Agency has recorded all draw down of Supply by the Department as financing, as the Agency regards draw down of Supply as contributions from the Agency's controlling party giving rise to a financial interest. The Agency records draw down of Supply as financing in the Statement of Cash Flows and draw down of Supply to the General Reserve.

1.8 Pensions

The Agency has adopted *IAS 19 Employee Benefits* (IAS 19) to account for its pension schemes.

Where the Agency makes contributions to defined contribution pension schemes (which do not have underlying assets and liabilities) and unfunded multi-employer defined benefit pension schemes (where the Agency is unable to identify its share of underlying assets and liabilities), the Agency recognises contributions payable in the SoCNE.

Further details of the pension schemes are available in the remuneration report.

1.9 Financial instruments

As the cash requirements of the Agency are met through the Department's Estimate process, financial instruments play a more limited role in creating and managing risk than would apply to a non-public sector body. The majority of financial instruments relate to contracts to buy non-financial items in line with the Agency's expected purchase and usage requirements and the Agency is therefore exposed to little credit, liquidity or market risk.

1.9.1 Financial assets

Financial assets include cash and cash equivalents, trade and other receivables. The Agency determines the classification of its financial assets at initial recognition. Financial assets are recognised initially at fair value, normally being the transaction price. The Agency does not hold derivative financial instruments.

All of the Agency's financial assets fall under the IFRS9 category of amortised cost for the purposes of subsequent measure.

Amortised cost

Financial assets classified as amortised cost include:

- Trade and other receivables which have fixed or determinable payments that are not quoted on an active market. They do not carry any interest
- Cash and cash equivalents comprise cash in hand and on demand deposits

The above asset types are subsequently recognised at amortised cost using the effective interest method. Carrying values are based on initial fair value adjusted for interest charges and repayments. Appropriate impairment allowances for estimated irrecoverable amounts are recognised in the SoCNE based on expected losses for a particular asset, or group of assets. The allowance recognised is measured as the difference between the asset's carrying amount and the estimated future recoverable amount.

1.9.2 Financial liabilities

Financial liabilities are measured at amortised cost. Financial liabilities include trade and other payables. The TRA does not currently have financial liabilities measured at fair value through profit or loss and neither does it have derivative financial instruments. The TRA determines the classification of its financial liabilities at initial recognition.

Trade and other payables

Trade and other payables are generally not interest bearing and are stated at their face value on initial recognition. Subsequently, they are measured at amortised cost using the effective interest method.

1.10 Value added tax

Most of the activities of the Agency are outside the scope of VAT. In general output tax does not apply, or where it does, input tax on purchases is not recoverable. Irrecoverable VAT is charged to the relevant expenditure category or included in the capitalised purchase cost of property and equipment and intangible assets. Where output tax is charged or input tax is recoverable, the amounts are stated net of VAT.

1.11 Shared services

The Department provides a number of corporate functions as a shared service reflecting the Department's operating model as follows:

- human resources
- estates and facilities management
- communications
- legal services
- information, communication and technology services
- corporate finance and procurement

The accounts include a notional recharge from the Department to the Agency to reflect the costs of these shared services. The Department makes direct charges in relation to these services that can be directly apportioned to the Agency.

The remainder of the Department's recharge to the Agency is an apportionment of costs. The Department calculates the apportionment as a cost per full time equivalent employee within the Department multiplied by the number of the Agency's full time equivalent employees.

2. Statement of Operating Costs by Operating Segment

	2020-21			
	TMU £000	TQU £000	Admin £000	Total £000
Gross expenditure	4,731	1,779	170	6,680
Budget net expenditure	4,731	1,779	170	6,680
Shared service recharge	-	-	1,483	1,483
Auditor's Remuneration	-	-	45	45
Total notional recharges	-	-	1,528	1,528
Net expenditure	4,731	1,779	1,698	8,208

	2019-20			
	TMU £000	TQU £000	Admin £000	Total £000
Gross expenditure	4,550	1,427	141	6,118
Budget net expenditure	4,550	1,427	141	6,118
Shared service recharge	-	-	1,308	1,308
Auditor's remuneration	-	-	45	45
Total notional recharges	-	-	1,353	1,353
Net expenditure	4,550	1,427	1,494	7,471

3. Staff numbers and related costs

Disclosures relating to staff numbers and costs are detailed within the Remuneration and Staff Report (page 41).

4. Other expenditure

	2020-21	2019-20
	£000	£000
Contract programme expenditure	-	46
Professional services	2,974	2,673
Other expenditure	668	523
	3,642	3,242
Non-cash items		
Shared services recharge	1,483	1,308
Auditor's remuneration	45	45
	1,528	1,353
	5,170	4,595

5. Receivables

	2021	2020
	£000	£000
Trade receivables	3	3
Deposits and other receivables	9	13
Prepayments and accrued income	29	13
VAT	20	-
	61	29

Receivables relate to staff debts and secondments which reduce staff costs.

6. Cash and cash equivalents

	2021	2020
	£000	£000
Balance at 1 April	-	-
Net change in cash balances	392	-
Balance at 31 March	392	-
The following balances at 31 March were held at:		
Cash at bank and in hand:		
Government Banking Service	392	-
Balance at 31 March	392	-

The Agency started operating its own bank account in 2020-21 and hence did not carry cash balances in prior years.

7. Payables

	2021	2020
	£000	£000
Other taxation and social security	64	57
Trade payables	2	201
Other payables	60	60
Accruals and deferred income	1,044	691
	1,170	1,009

8. Related party transactions

As well as the disclosures in the Remuneration and Staff Report, the following relationships are also considered as related parties and have therefore been disclosed in line with IAS 24. Transactions are classified as related party transactions if they occurred during the period the board member named held office.

The Agency regards the Department as a related party. During the year, the Agency had a number of material transactions with the Department and with other entities for which the Department is the parent Department.

In addition, the Agency has had a number of transactions with other government Departments and central bodies. Most of these transactions have been with HMRC, PCSPS and CSOPS.

The Agency had no other transactions with bodies which would be considered as related parties in 2020-21.

9. Events after the reporting period

9.1 Authorisation

These accounts were authorised for issue by the Accounting Officer on the date they were certified by the Comptroller and Auditor General. There have not been any other significant post year end events that have required disclosure



Annexes

Annex A

Qualified Teacher Status awards to Overseas Trained Teachers

QTS awards made to qualified teachers from the EEA and Switzerland

Country	2020-21	2019-20	2018-19
Austria	6	2	6
Belgium	15	18	33
Bulgaria	65	94	100
Croatia	15	22	16
Cyprus	5	6	6
Czech Republic	12	17	16
Denmark	5	4	13
Estonia	2	2	4
Finland	3	10	12
France	30	19	46
Germany	29	20	24
Greece	292	368	478
Hungary	55	56	88
Iceland	1	1	2
Italy	18	28	28
Latvia	5	9	15
Liechtenstein	-	-	-
Lithuania	9	20	30
Luxembourg	-	-	-
Malta	9	5	-
Netherlands	16	26	36
Norway	16	2	11
Poland	243	221	289
Portugal	27	37	41
Republic of Ireland	78	71	138
Romania	203	216	259
Slovakia	12	13	16
Slovenia	3	2	4
Spain	776	1,150	1,365
Sweden	13	12	21
Switzerland	12	7	6
Total	1,975	2,458	3,103

QTS awards in England for OTTs (excluding EEA)

Country	2020-21	2019-20	2018-19
Australia	152	443	467
Canada	203	304	346
New Zealand	50	190	222
USA	560	473	495
Total	965	1,410	1,530

Partial QTS awards in England for SEND teachers from the EEA

Country	2020-21	2019-20	2018-19
Austria	-	-	-
Belgium	-	-	-
Bulgaria	1	1	2
Croatia	-	1	1
Cyprus	-	-	1
Czech Republic	-	1	1
Denmark	1	-	-
Estonia	-	-	-
Finland	-	-	-
France	-	-	-
Germany	-	-	-
Greece	7	6	7
Hungary	15	10	8
Iceland	-	-	-
Italy	1	1	-
Latvia	-	-	1
Liechtenstein	-	-	-
Lithuania	1	5	2
Luxembourg	-	-	-
Malta	-	-	-
Netherlands	-	-	-
Norway	-	-	-
Poland	12	16	13
Portugal	-	1	-
Republic of Ireland	-	-	1
Romania	7	8	5
Slovakia	2	-	1
Slovenia	-	1	-
Spain	-	6	-
Sweden	-	-	-
Switzerland	-	-	-
Total	47	57	43

Annex B

Glossary of key terms

Abbreviation or term	Description
ARA	Annual Report and Accounts
ARC	Audit and Risk Committee
BEIS	Department for Business and Industrial Strategy
CETV	Cash Equivalent Transfer Value
CSOPS	Civil Servant Other Pension Scheme
DfE	Department for Education
EEA	European Economic Area
EYTS	Early Years Teacher Status
FTE	Full Time Equivalent
FReM	Financial Reporting Manual
GDPR	General Data Protection Regulations
GIAA	Government Internal Audit Agency
HMT	HM Treasury
IAO	Information Asset Owner
ICO	Information Commissioner's Office
IPO	Interim Prohibition Order
ITT	Initial Teacher Training
NAO	National Audit Office
NQT	Newly Qualified Teacher
OTT	Overseas Trained Teacher
PCSPS	Principal Civil Service Pension Scheme
PRC	Performance and Risk Committee
QTS	Qualified Teacher Status
SCS	Senior Civil Servants
SEND	Special Educational Needs and Disabilities
SPR	Strategic Performance Review
SRO	Senior Responsible Owner
TMU	Teacher Misconduct Unit
TQU	Teacher Qualification Unit
TSS	Teacher Self-Service
TRA	Teaching Regulation Agency
TRN	Teacher Reference Number
2019-20 & 2020-21	Financial years, ending on 31 March
2019/20 & 2020/21	Academic years, ending on 31 August

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