

---

Hi REDACTED,

We are fully aware of the details in the tender pack etc. (*I'm sure I could recite it in my sleep*) this is the first time it has been mentioned re the hiring manager setting their day rate and discussion around salary increases mid contract – it's good to have that confirmed now, thank you. Our previous PAYE queries have also now been resolved with the additional line being added on the Form B, thank you for arranging that.

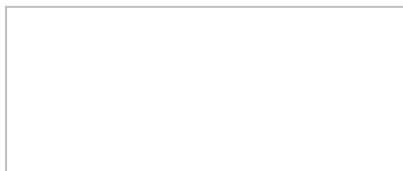
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Kind regards,

**REDACTED**  
**Operations Manager**

Tel: REDACTED

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---

**From:** REDACTED

**Sent:** Tuesday, November 7, 2023 2:47 PM

**To:** REDACTED

**Cc:** REDACTED

**Subject:** RE: Calculations of day rates

[EXTERNAL]

Hi REDACTED

I continue to be concerned that FWA have not digested the tender pack or appreciated that we were moving to a more robust and compliant way of working with this new framework. It should be apparent from the call off procedures, pricing schedule and repeated reference to best value for money that the candidates bid their day rates. Again I query why these questions were not raised with procurement while the tender was live.

The pricing schedule, line 10 of the spreadsheet states actual rates are indicative and agreed at call off for each individual role. Schedule 3, award procedures, 2.1.5 asks for a proposed daily rate. The order form and form B which you return clearly show space for each candidates rate and there is a note specifically for framework contractors that advises of award to the most economically advantageous proposal based on the price/quality criteria.

Every candidate placed is a call off contract in it's own right. Therefore any change – to the length of assignment or the costs – will be done through a contract variation.

We want the best candidate for the role, given the recruitment market, and your own comments on the challenge to recruit for short term roles, we will consider day rates higher than our pay bands. Each role will be individually and thoroughly assessed in it's own right. The comment you noted below is quite correct in respect of candidate submitted day rates.

If the candidate wants to recoup the practising certificate through their rate that is their choice.

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Kind regards,

**REDACTED**

**Operations Manager**

Tel: REDACTED

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**Cc:** [REDACTED](#)

**Subject:** RE: Calculations of day rates

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*Thanks*

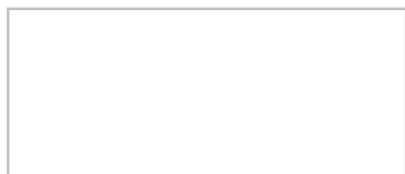
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**REDACTED**

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**From:** REDACTED

**Sent:** Tuesday, November 7, 2023 11:42 AM

**To:** [REDACTED](#)

**Subject:** RE: Calculations of day rates

[EXTERNAL]

Hi REDACTED

Form attached as requested.

Please can you give me some further background on your comment - *We have also been advised to include costs within the daily rate for Practising Certificate, Levy, Disclosure etc. Since SG will no longer be picking this up and processing renewals.*

Regards

REDACTED

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**From:** REDACTED  
**Sent:** Tuesday, November 7, 2023 10:46 AM  
**To:** REDACTED  
**Cc:** REDACTED  
**Subject:** RE: Calculations of day rates

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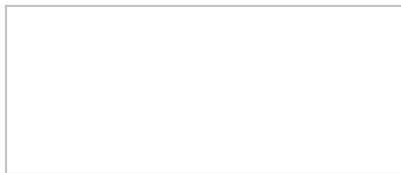
I will base calculations on the figures you have provided below, that's not a problem (plus will include costs to candidates for their renewals as mentioned).

I will get this over to you as soon as possible.

Kind regards,

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**Operations Manager**  
Tel: REDACTED

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**Sent:** Tuesday, November 7, 2023 10:27 AM  
**To:** [REDACTED](#)  
**Cc:** REDACTED  
**Subject:** RE: Calculations of day rates

[EXTERNAL]

REDACTED hi,

Re REDACTED – yes I am meaning the January costs.

For the day rates – I mean if we were to place an advert at any point, it would be useful if we had the information calculated in advance so we can speed up the process. As long as I can see the breakdown of what is included which is useful to us, please feel free to provide the calculation.

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So initially if we could have the respective starting rates, and we could pick up the rest when and if the need arises?

**REDACTED**

**Business Manager**



Office of the Advocate General | Queen Elizabeth House, EH8 8FT |

[REDACTED](#)

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**From:** REDACTED

**Sent:** 07 November 2023 10:13

**To:** [REDACTED](#)

**Cc:** [REDACTED](#)

**Subject:** RE: Calculations of day rates

Hi REDACTED,

That's good news re the Form B (and makes more sense for PAYE set up) – do you know when this will be sent over as we have CVs to send over for the Civil role today, or should I just add a note in the box meantime?

Yes the breakdown for REDACTED's new April rate was sent over a few weeks ago and started end Oct, I think REDACTED you are referring to the new Jan rate – but correct me if I am wrong.

I also wanted to double check, re the new daily rate breakdown you have requested – REDACTED, following our recent meeting you advised that (in keeping the 12 week QP waive / AWR) we should use an increased rate as a starting point for temps since they will no longer receive salary increases on the daily rate. I.e. If they start on £54,973 as per your table below but are in post for 23 months they will not be meeting the equal pay AWR requirements.

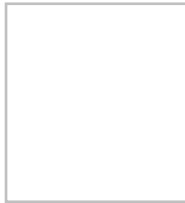
We have also been advised to include costs within the daily rate for Practising Certificate, Levy, Disclosure etc. Since SG will no longer be picking this up and processing renewals. REDACTED would you like me to factor this in too on top of the rates provided below?

Many thanks,

**REDACTED**  
**Operations Manager**

Tel: 01294 850501

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**From:** REDACTED  
**Sent:** Monday, November 6, 2023 8:10 AM  
**To:** [REDACTED](#)  
**Cc:** [REDACTED](#)  
**Subject:** RE: Calculations of day rates

[EXTERNAL]

Yes, thank you for advising re REDACTED. REDACTED has the new pay award details and I believe the first one has already been progressed.

Have a good Monday.  
REDACTED

---

**From:** REDACTED  
**Sent:** Monday, November 6, 2023 8:05 AM  
**To:** REDACTED  
**Cc:** [REDACTED](#)  
**Subject:** Re: Calculations of day rates

Thanks you REDACTED,  
I had missed that bit.

Also, the new pay award for SG will affect REDACTED's salary costs.but he is still on the previous contract, so i know his weekly costs are calculated differently, but at least you know in advance.

**REDACTED**

**Business Manager**

**Office of the Advocate General REDACTED**

**E: [REDACTED](#)**

On Nov 6, 2023, at 7:45 AM, REDACTED wrote:

Good morning REDACTED

Further to our conversation last week and in light of REDACTED's request below, just letting you know that we will be amending the form B table to include a line for your costs, being national insurance etc. So you may wish to include that for REDACTED.

Best regards  
REDACTED

---

**From:** REDACTED

**Sent:** Friday, November 3, 2023 1:11 PM

**To:** REDACTED

**Cc:** REDACTED \_\_\_\_\_

REDACTED

**Subject:** RE: Calculations of day rates

Hi REDACTED,

Yes, no problem, I will look at this early next week as I am OoO this afternoon and Monday – but will come back to you as soon as I can.

Have a lovely weekend ahead.

Kind regards,

**REDACTED**

**Operations Manager**

Tel: REDACTED

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**From:** REDACTED  
**Sent:** Friday, November 3, 2023 12:07 PM  
**To:** REDACTED  
**Cc:** REDACTED \_\_\_\_\_  
**Subject:** Calculations of day rates

[EXTERNAL]

Good morning REDACTED,

As you know under the new framework we are meant to advertise posts with a day rate included. OAG have opted to offer a set rate based on the C1 pay step 1 of the advertised SG rates.

**1<sup>st</sup> April 2023 - £54,973**

**1<sup>st</sup> January 2024 - £56,020**

**1<sup>st</sup> April 2024 - £57,141**

**1<sup>st</sup> January 2025 - £57,701**

Could you please provide us with the day rate for each of those steps, in a table format that then includes commission (which I understand is offered on 2 costs depending on years of experience) and please also include the final costs to us in the table.

Having those in advance would help speed up any future engagement.

Thank you for those in advance REDACTED.  
Have a nice weekend

**REDACTED**

**Business Manager**

<image008.png>

**Office of the Advocate General | Queen Elizabeth House, EH8 8FT |**

**REDACTED**

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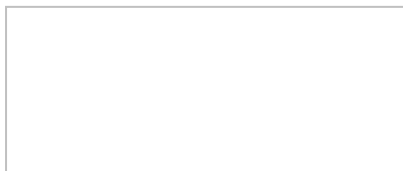
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**Cc:** REDACTED

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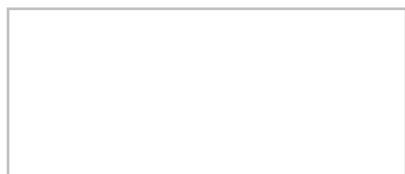
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**REDACTED**

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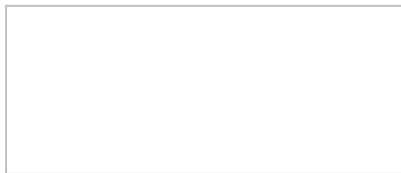
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**REDACTED**

**Business Manager**



Office of the Advocate General | Queen Elizabeth House, EH8 8FT |

[REDACTED](#)

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**From:** REDACTED

**Sent:** 07 November 2023 10:13

**To:** [REDACTED](#)

**Cc:** [REDACTED](#)

**Subject:** RE: Calculations of day rates

Hi REDACTED,

That's good news re the Form B (and makes more sense for PAYE set up) – do you know when this will be sent over as we have CVs to send over for the Civil role today, or should I just add a note in the box meantime?

Yes the breakdown for REDACTED's new April rate was sent over a few weeks ago and started end Oct, I think REDACTED you are referring to the new Jan rate – but correct me if I am wrong.

I also wanted to double check, re the new daily rate breakdown you have requested – REDACTED, following our recent meeting you advised that (in keeping the 12 week QP waive / AWR) we should use an increased rate as a starting point for temps since they will no longer receive salary increases on the daily rate. I.e. If they start on £54,973 as per your table below but are in post for 23 months they will not be meeting the equal pay AWR requirements.

We have also been advised to include costs within the daily rate for Practising Certificate, Levy, Disclosure etc. Since SG will no longer be picking this up and processing renewals. REDACTED would you like me to factor this in too on top of the rates provided below?

Many thanks,

**REDACTED**

**Operations Manager**

Tel: REDACTED

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Frasia Wright Associates, The Barn, Stacklawhill, By Stewarton, Ayrshire, KA3 3EJ

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**From:** REDACTED

**Sent:** Monday, November 6, 2023 8:10 AM

**To: Cc:** [REDACTED](#)

**Subject:** RE: [Calculations of day rates](#)

[EXTERNAL]

Yes, thank you for advising re REDACTED. REDACTED has the new pay award details and I believe the first one has already been progressed.

Have a good Monday.

REDACTED

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**From:** REDACTED

**Sent:** Monday, November 6, 2023 8:05 AM

**To:** REDACTED

**Cc:** [REDACTED](#)

**Subject:** Re: Calculations of day rates

Thanks you REDACTED,  
I had missed that bit.

Also, the new pay award for SG will affect REDACTED's salary costs.but he is still on the previous contract, so i know his weekly costs are calculated differently, but at least you know in advance.

**REDACTED**

**Business Manager**

**Office of the Advocate General REDACTED**

**E: [REDACTED](#)**

On Nov 6, 2023, at 7:45 AM, REDACTED wrote:

Good morning REDACTED

Further to our conversation last week and in light of REDACTED's request below, just letting you know that we will be amending the form B table to include a line for your costs, being national insurance etc. So you may wish to include that for REDACTED.

Best regards  
REDACTED

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**From:** REDACTED

**Sent:** Friday, November 3, 2023 1:11 PM

**To:** REDACTED

**Cc:** REDACTED \_\_\_\_\_

REDACTED

**Subject:** RE: Calculations of day rates

Hi REDACTED,

Yes, no problem, I will look at this early next week as I am OoO this afternoon and Monday – but will come back to you as soon as I can.

Have a lovely weekend ahead.

Kind regards,

**REDACTED**

**Operations Manager**

Tel: REDACTED

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**From:** REDACTED  
**Sent:** Friday, November 3, 2023 12:07 PM  
**To:** REDACTED  
**Cc:** REDACTED  
**Subject:** Calculations of day rates

[EXTERNAL]

Good morning REDACTED,

As you know under the new framework we are meant to advertise posts with a day rate included. OAG have opted to offer a set rate based on the C1 pay step 1 of the advertised SG rates.

**1<sup>st</sup> April 2023 - £54,973**

**1<sup>st</sup> January 2024 - £56,020**

**1<sup>st</sup> April 2024 - £57,141**

**1<sup>st</sup> January 2025 - £57,701**

Could you please provide us with the day rate for each of those steps, in a table format that then includes commission (which I understand is offered on 2 costs depending on years of experience) and please also include the final costs to us in the table.

Having those in advance would help speed up any future engagement.

Thank you for those in advance REDACTED.  
Have a nice weekend

**REDACTED**

**Business Manager**

<image008.png>

**Office of the Advocate General | Queen Elizabeth House, EH8 8FT |**

**REDACTED**

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