

# Pay award information for Local Government employees, Craft and Chief Officers



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## What has been agreed

### 2023-24 Pay Awards for Local Government Employees (LGEs), Craft and Chief Officers

The full pay award for 2023/24 has now been agreed and will be backdated to 1 April 2023.

Our HR and Systems teams are working to implement the full pay award in time for December. LGEs, Craft and Chief Officers will receive their new rate of pay and all related backpay on Thursday 21 December 2023.

### Pay award details for Local Government Employees

**Scottish Local Government Living Wage:** hourly rate for 2023-24 is £11.89.

SCP	2023-24 Pay Award
SCP019 to SCP023	An increase in the hourly rate of £1.04
SCP024 to SCP033	An increase in the hourly rate of £1.00
SCP034 to SCP043	An increase in the hourly rate of 7.6%
SCP044 to SCP064	An increase in the hourly rate of 6.6%
SCP065 to SCP125	An increase in the hourly rate of 6.05%

Pay awards are pro-rated for colleagues working on a part-time or term-time basis.

**National payments:** The rate of the national First Aid Allowance will be negotiated separately.

**Local payments:** Working Time Payments and other local payments will be uplifted by 6.05% from 1 April 2023.

**Craft tools and overalls allowances:** These allowances will be uplifted by 6.05% from 1 April 2023.

### Pay award details for Craft Apprentices

The new 2023-24 hourly rates and salaries for Craft Apprentices are detailed below.

Apprenticeship year	SCP	Hourly rate	Annual salary
Year 1	461A	£11.89	£22,336
Year 2	462A	£11.89	£22,336
Year 3	463A	£13.10	£24,609
Year 4	464A	£13.91	£26,123

The salaries quoted are full-time equivalent salaries.

Craft Apprentice SCPs 461A and 462A are topped up to the Scottish Local Government Living Wage of £11.89.

### Chief Officer pay award

The 2023-24 pay award for Chief Officers has been agreed. The 2023-24 pay award for Chief Officers is:

- From 1 April 2023 - a 6.05% increase in salary

#### Who it applies to

This 2023-24 pay award applies to LGEs, Craft and Chief Officers.

Tertiary and Interpretation and Translation colleagues are included in the LGE group.

#### Agency workers

We'll notify Pertemps and ASA (our two main contracted suppliers) of the revised rates that apply from 01 April 2023. Both organisations will communicate their timelines for back pay details with you directly. For further information you should contact Pertemps or ASA directly.

## Pay award information

### When it will be paid

You'll be paid on Thursday 21 December 2023 and your pay will include any backpay due to you from 1 April 2023.

### What elements of pay it affects

You'll be paid back pay for basic pay, overtime, additional or normal hours worked and holiday payments in line with the table on the previous page. Uplifts to Working Time Payments and other local payments will be communicated shortly.

Your back pay will be clearly identified and itemised on your payslip as 'Back Pay' for each of your individual payment types.

## Pay scales details

Updated pay scales for LGE groups, including hourly rates for Tertiary roles, are available on the [Edinburgh.gov.uk](https://www.edinburgh.gov.uk) site (or Orb for colleagues with access).

**Website:** <https://www.edinburgh.gov.uk/downloads/download/14473/pay-scales>

## Contribution based pay

Contribution based pay increases that took place in April 2023 remain unchanged.

# Tax, national insurance, universal credit, and benefits

## Tax and national insurance impact

You'll pay more tax and national insurance due to the changes to your pay.

Backpay from 1 April 2023 to November 2023 will be paid in December 2023 for current employees. As we're following HMRC guidance, the 2023-24 tax banding and national insurance rate will apply to all payments made in December 2023. This will impact colleagues in different ways, in some cases, the back pay may cause colleagues to enter a different tax banding.

It's your responsibility to ensure your tax code is correct to ensure you are paying the right amount of tax. More details about tax can be found on the HMRC webpage and if you have any queries about your circumstances contact HMRC directly, askHR is not able to provide tax advice to individuals.

**Website:** <https://www.gov.uk/topic/personal-tax/income-tax>

You should never compare back payment amounts with your colleagues, as there are so many variables such as tax or pay elements that can affect the final amount of payment due.

## Universal credit

### Varying pay periods and Universal Credit

If your pay date varies and you're on Universal Credit, this may mean that you're classed as having more earnings in an assessment period than expected.

If you get two sets of wages during one assessment period, for example, due to being paid early in December, it may be possible to move one of your payments to a different assessment period. If this happens you should contact your Work Coach as soon as possible through your UC journal and ask them to move one of your payments.

### Pay awards and Universal Credit

If you receive Universal Credit (UC) the amount you get changes if your take-home pay changes - this includes awards of backdated pay.

If you get additional pay such as a pay award within a UC assessment period (month), your UC payment will either be less than you normally receive or your income may be too high to qualify for a payment. Universal Credit is calculated based on your personal circumstances. Because of this we, as your employer, do not know if, or how, you'd be affected by this.

The 2023-24 pay award will be paid on 21 December 2023, including backpay to 1 April 2023. This increase in pay, and backdated payment, means you will either receive less UC than normal or you may even earn too much to qualify, and your UC claim will stop. If your claim does stop, you will see a message on your journal telling you about this.

We're sorry but it's not possible to offer colleagues payment by instalment for back pay resulting from the pay award.

## How to reclaim Universal Credit

If UC payments stop because you have had additional pay, you must start up your claim again. You should do this as soon as you can to make sure you do not miss out.

1. Log into your UC journal and select the **Reclaim** tab. You'll find this at the bottom of the screen.
2. This will take you to a new screen where you'll be asked to answer a few simple questions.

If you have any problems doing this, contact your Work Coach or visit your local Job Centre Plus.

Access your Universal Credit Journal: <https://www.gov.uk/sign-in-universal-credit>

For an overview of Universal Credit visit: [www.gov.uk/universal-credit](http://www.gov.uk/universal-credit)

## Universal Credit help and support

You can get independent help and advice about Universal Credit from:

**Citizens Advice Scotland** at: [www.citizensadvice.org.uk/scotland/](http://www.citizensadvice.org.uk/scotland/)

**The Advice Shop** at: <http://www.edinburgh.gov.uk/adviceshop>

**Email:** advice.shop@edinburgh.gov.uk

**Phone:** 0131 200 2360

## **Student loan impacts**

Student loans will be affected if your salary goes above the threshold - the current salary threshold is £25,375.

**Website:** <https://www.gov.uk/repaying-your-student-loan>

## Court orders, earnings and arrestment

Earnings arrestments are calculated based on your personal circumstances. Because of this we, as your employer, do not know how, or if, you may be affected.

**View the earnings arrestment's table:** <https://www.legislation.gov.uk/ssi/2018/345/made>

## **Pension contribution rates**

The contribution rates for Lothian Pension Fund at April 2023 remain unchanged.

## **Long term leave / absences**

It's the manager's responsibility to contact and communicate the pay award information to all in scope employees currently absent from the workplace. This includes employees who are ill, on maternity leave, paternity leave, special leave, career breaks, external secondments or who may be precautionary suspended from the workplace. Payment will not be made for periods of unpaid leave.

## **Overpayment impact**

Employees who have an overpayment will receive the pay awards and associated back pay. Overpayment repayment plans will continue as agreed.

## **Organisation leavers**

Subject to any overpayments, employees who left the Council between 1 April 2023 and 5 December 2023 are in scope for the back dated pay award.

If you left the organisation after 1 April 2023, you need to contact us to claim back payment of the 2023-24 pay award.

Guidance on how to claim payment is available on the LGE pay award page under Work for Us: <https://www.edinburgh.gov.uk/work-us/pay-award-2023-2024>

You will need to complete a simple online form and verify some details, this will ensure payment is released to the correct bank account and your payslip is sent to the correct home address in case you've moved.

If you need help to complete the online form, please contact askHR on **0131 469 5555**.

The process to claim payment will close on Tuesday 9 January 2024.

**Leavers 1 April to 5 December:** All payments due will be made to organisation leavers on Tuesday 27 February 2024.

**Leavers after 5 December:** You'll receive increased monthly pay and back pay on Thursday 21 December 2023.

We'll update Lothian Pension Fund where applicable and this work will be completed by Tuesday 30 April 2024.

**Website:** <https://www.edinburgh.gov.uk/work-us/pay-award-2022-2023/1>

## Team budget impact for managers

The cost of the pay award will be added to budgets for City of Edinburgh Council-funded posts.

## Payroll cut off dates

December 2023

To allow processing time for the pay award during the month of December the following will apply to monthly paid employees (LGE and Learning & Teaching).

- Claims or changes to employee contracts must be submitted by Friday 1 December 2023. Requests for change after this date, will not be processed until January payroll.
- No manual payments will be processed for any groups in December.

## Further information

On Monday 7 November 2023 an employee communication was issued containing links to further information about the pay deal and new hourly rates and annual salary information.

<https://newsbeat-edinburgh.tfemagazine.co.uk/autumn-2023/latest-news/message-from-andrew-kerr-202324-pay-award-for-local-government-employees>

A follow-up employee communication was issued on Thursday 30 November 2023, with final details of the agreed pay deal for 2023-24 and containing links to updated information about the pay deal and new hourly rates and salary information.

<https://newsbeat-edinburgh.tfemagazine.co.uk/winter-2023/latest-news/message-from-andrew-kerr-202324-pay-award-for-local-government-employees>

## Questions

Please direct all queries to your manager in the first instance if the communications or information doesn't answer your question.

Online payslips will be available to view from Wednesday 13 December 2023.

Due to the volumes of work within askHR we are unable to issue duplicate payslips during December for any colleagues.

We ask that colleagues don't compare payslips as back-payments will vary from employee to employee, dependent on individual contractual arrangements and any adjustments to pay during the year.

When looking at back-pay values employees should consider if any of the following might've impacted their total back-pay calculated over the period April 2023 to November 2023:

- Change to hours
- Change to role/grade/salary
- Adjustments to pay linked to sickness absence, maternity leave, employment breaks or any unpaid leave
- Adjustments linked to industrial action
- Any other relevant adjustments

Given the level of checking and validation that's being carried out for pay award delivery, we're confident that the payments being made to LGE colleagues in December will be accurate, therefore the askHR team won't manually calculate and check payments where this is requested, as this validation will have already taken place.

If any colleagues believe there's a genuine error in their December pay, we ask that they check online guidance before contacting HR.

If the query can't be resolved at this stage, then it should be raised with askHR, using the [HALO portal](#). In such instances we ask that colleagues provide a copy of their calculations that pinpoint where they believe there's an error, so this can be investigated by the team.

### **Payslip entry for "Other Pay"**

The payroll system allows for fifteen rows of pay data to appear on a payslip. Where this is exceeded, payments will be grouped together into one row of pay on the payslip called "Other Pay".

Back pay from the pay award means that some colleagues will have more than fifteen rows of pay data in December. As a result, some payments won't be detailed individually on the payslip and will be grouped together as "Other Pay".

If you believe payments are missing from your December payslip, please check to see if some payments have been grouped together under "Other Pay".

### **Row for "Strike hours" deduction on December payslip**

When we process the pay award the payroll system will automatically apply back pay for days where colleagues were absent due to Industrial Action (IA). This back pay is included in the total back pay amounts that appear on December payslips.

Pay award back pay will be offset for days when colleagues had unpaid absence due to IA. This offset to pay will show on payslips as "Strike Hours" with a negative value.

Note that Term Time Holiday Pay (TTHP) and TTHP backpay is not affected by IA deductions.

As payments and total IA days vary across the workforce the offset may look different, dependent on individual contractual arrangements.

An example of how the IA offset will show on payslips in December:

<b>Description</b>	<b>Cash</b>	
Basic Pay	£1,970.92	<b>New monthly pay value</b>
Basic Pay (Back Pay)	£1,302.67	<b>Includes backpay for IA days</b>
Strike Hours	-£22.54	<b>Backpay offset for IA days</b>

## Row for “Absence payment” on December payslip

If you’ve had sickness absence since April 2023, you’ll see an absence payment adjustment on your payslip in December 2023.

Any pay adjustment due to sickness since April 2023 is deducted from the “Basic Pay” row. This is normally offset with a positive adjustment under the row “Basic Pay (Absence payment)”. Absence payments may vary where employees moved to half pay or weren’t in scope for sick pay.

The following example shows how this is captured in the December 2023 payslip:

Payslip row - December 2023	Payment
Basic Pay	£1,348.68
Basic Pay (Absence payment)	£315.40
Basic Pay (Back pay)	£757.77

- The row of “Basic Pay (Absence payment)” should be added to the row of “Basic Pay” to show the total new monthly base pay for December 2023.
- In this example the new monthly base pay is £1664.08 (adding £1348.68 to £315.40).
- Back pay from 1 April 2023 is calculated as £757.77.

If you’re in receipt of a range of payments like Working Time Payments, the above approach is replicated on your payslip for all payments in scope of the pay award.

For the above example, the January 2024 payslip information will look as follows:

Payslip row - January 2023	Payment
Basic Pay	£1,664.08