

Pay award information – Local Government Employees, Craft, and Chief Officers

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Pay award details for Local Government Employees (LGEs), Craft and Chief Officers

Local Government Employees (LGEs)

The pay award covers the period 1 April 2025 to 31 March 2027.

The agreed pay award spans over two years:

- **1 April 2025 to 31 March 2026:** a 4% uplift on all spinal column points
- **1 April 2026 to 31 March 2027:** a 3.5% uplift on all spinal column points.

The Scottish Local Government Living Wage hourly rate will be increased to:

- **1 April 2025 to 31 March 2026:** a 4% uplift to £13.06
- **1 April 2026 to 31 March 2027:** a 3.5% uplift to £13.52

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

Tertiary and Interpretation and Translation colleagues will receive uplifts to pay in line with the LGE pay award. The new 2025 to 2026 rates of pay will be published from 7 August 2025.

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

Local payments: Local payments such as working time payments and allowances will be uplifted by 4% for 2025 to 2026 and 3.5% for 2026 to 2027. The new 2025 to 2026 rates of pay will be published shortly.

Craft tools and overalls allowances: These allowances will be uplifted by 4% for 2025 to 2026 and 3.5% for 2026 to 2027.

Craft

Former Craft operatives were harmonised to LGE terms and conditions of pay in 2013 and so will receive uplifts to pay in line with the LGE pay award.

Craft Apprentices

Craft Apprentice pay is still aligned to the national Craft handbook, and we cannot apply uplifts to this group until the Craft pay award is confirmed to us.

We aim to provide an update for Craft Apprentices as soon as further info is available.

Chief Officers

The agreed pay award spans over two years:

- **1 April 2025 to 31 March 2026:** a 4% uplift on all spinal column points
- **1 April 2026 to 31 March 2027:** a 3.5% uplift on all spinal column points.

Agency workers

We'll notify Pertemps and ASA (our two main contracted suppliers) of the revised rates that apply from 01 April 2025. 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

HR and Systems teams are working hard to deliver the 2025 to 2026 pay award for groups in scope, in time for August 2025. You should receive your pay increase, in full, with your August salary. Colleagues in scope should receive their back-pay on **Wednesday 27 August 2025**.

What elements of pay it affects

You'll be paid back pay for basic pay, Working Time Payments, Allowances, overtime, additional or normal hours worked and holiday payments.

Pay scale details

Updated pay scales for LGE groups, including hourly rates for Tertiary roles, will shortly be published on the [Edinburgh.gov.uk](https://www.edinburgh.gov.uk) site under the Local Government Employee pay award section.

Website for LGE rates of pay: <https://www.edinburgh.gov.uk/downloads/download/14473/pay-scales>

Website for tertiary rates of pay: <https://www.edinburgh.gov.uk/work-us/pay-award/3>

If you submit claims for the hours that you work (for LGE casual/supply roles, LGE additional hours, tertiary roles or ITS roles):

1. You should use the new 2025 to 2026 rates for hours worked in July 2025 to be paid in August 2025.
2. Claims for July hours must be submitted by Thursday 7 August 2025.
3. HR will recalculate backpay due to colleagues for claims made over the period April 2025 to June 2025, and this will be paid to colleagues in August 2025.

Contribution based pay

Contribution based pay increases that took place in April 2025 remain unchanged.

Tax, national insurance, Universal Credit, and benefits

You'll pay more tax and national insurance due to the changes to your pay. This will impact colleagues in different ways, in some cases, may cause colleagues to enter a different tax banding.

The 2025-26 tax banding and national insurance rate will apply to all payments made in August 2025.

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.

HMRC guidance on tax: www.gov.uk/topic/personal-tax/income-tax

You should never compare payment amounts with your colleagues, as there are so many variables such as tax or pay elements that can affect this.

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 an earlier pay date in the month, 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 2025 to 2026 pay award will be paid on Wednesday 27 August 2025, including backpay to 1 April 2025.

This increase in pay, and backdated payment, means you'll 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

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/

The Advice Shop at: <http://www.edinburgh.gov.uk/advice-shop>

Email: advice.shop@edinburgh.gov.uk

Phone: 0131 200 2360

Student loan impact

Student loans will be affected if your salary goes above the earnings threshold. The earnings threshold amount is dependent on the type of repayment plan you have.

Student loans guidance: www.gov.uk/repaying-your-student-loan/what-you-pay

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.

Earnings arrestments table guidance: www.legislation.gov.uk/ssi/2018/345/made

Pension contribution rates

The contribution rates for Lothian Pension Fund at April 2025 remain unchanged.

Long term leave or absences, and overpayments

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.

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

Organisation leavers

Leavers after 1 August 2025 – no action required to claim payment

- If you leave the organisation after 1 August, then you'll receive your increased monthly pay and back-pay in your final pay on Wednesday 27 August 2025.
- You don't need to take any action to submit a request for payment of the 2025 to 2026 pay award.

Leavers between 1 April and 31 July – action required to claim payment

- Organisation leavers are in scope for back-dated pay awards, subject to recovery of any outstanding overpayments.
- If you left the organisation between 1 April and 31 July, and you received your final pay between April and July 2025, you'll need to submit a request for payment of the 2025 to 2026 pay award.
- We aim to make payment to leavers who submit a claim request on **Wednesday 29 October 2025**.
- Further details on the process to claim payment will be added to the Local Government Employee pay award web page by the start of August: <https://www.edinburgh.gov.uk/work-us/pay-award>

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

To allow processing time for the pay award during the month of August 2025 the following will apply to monthly paid employees.

- Submissions for claims or change to employee contracts must be submitted by **Thursday 7 August 2025**.
- Any requests for change received after 7 August will not be processed until September 2025 payroll.

August payslips

Your payslip in August will reflect an uplift in your salary and other payments for August, and it'll also include back-pay for the four months between April and July.

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

Contractual changes

The back-pay calculated will reflect contractual changes between April and July including:

- Change in weekly hours
- Change to role, grade, salary

Adjustments to pay

The back-pay calculated will also reflect adjustments to your pay over the period between April and July for any of the following reasons:

- Maternity leave
- Sickness absence
- Employment break
- Unpaid leave
- Any other relevant adjustments.

Accessing your payslip

You can access a copy of your payslips by logging into the myHR system.

If you've selected to receive a paper payslip then this will be mailed to your home address as normal. If you want to see an electronic copy of your August payslip in advance of this being mailed, you can do this by requesting access to the myHR system.

Requesting access to myHR

If you don't yet have access to myHR you can request this by contacting our askHR team. To do this:

1. You must have a personal email address
2. Call our askHR team on 0131 469 5555.
3. You'll be asked some security questions before access is granted.

Questions

More information about the 2025 to 2027 pay award is available on the [Local Government Employee pay award pages](#) on our website.

Further information

You should direct all queries to your manager in the first instance if the communications or information does not answer your query.