

# INFORMATION FOR EMPLOYEES

November 2022

## NEW RATES OF PAY

COSLA (Convention of Scottish Local Authorities), the body which negotiates pay on behalf of Scottish Local Authorities, has reached an agreement with the recognised Trades Unions for employees whose terms and conditions of service come within the framework of the Scottish Joint Council (SJC) for Local Government Employees. The main details of the agreement covering 1 April 2022 to 31 March 2023 are as follows:

1. An increase in the Scottish Local Government Living Wage (SLGLW) to £10.85 per hour.
2. For employees on the SLGLW and SCP 19 to 24 an uplift of £2,000 (calculated on a 36 hour full time working week).
3. A cap on the uplift for those earning £60,000 or more at £3,000 (based on a 37 hour full time working week).
4. All remaining SCP an undifferentiated 5% or £1,925 uplift (calculated on a 36 hour full time working week), whichever is the larger.

The monetary values or percentage that are referenced above are used to determine the amount by which the hourly rate that employees are paid is increased, see page 4 for further details as provided by Cosla.

This will be applied to payments being made on 30 November 2022 and will be paid along with all back pay due.

**Can managers please ensure that all employees without Intranet access are made aware of the new rates.**

To obtain the hourly rate due you must add the Hourly Rate and appropriate WEPE value.

SCP	Hourly Rate 01/04/22
<b>Grade 1</b>	
3	9.01
4	9.13
5	9.26
6	9.35
<b>Grade 2</b>	
7	9.45
8	9.57
9	9.70
10	9.81
<b>Grade 3</b>	
11	9.93
12	10.07
15	10.44
18	10.82
<b>Grade 4</b>	
19	10.98
20	11.11
22	11.41
24	11.70
<b>Grade 5</b>	
26	11.96
27	12.11
29	12.42
31	12.76
33	13.09
<b>Grade 6</b>	
36	13.61
37	13.80
39	14.15
41	14.36
43	14.78

SCP	Hourly Rate 01/04/22
<b>Grade 7</b>	
46	15.36
47	15.58
49	16.02
51	16.45
53	16.91
<b>Grade 8</b>	
56	17.64
57	17.88
59	18.40
62	19.15
<b>Grade 9</b>	
68	20.86
69	21.14
71	21.75
74	22.53
<b>Grade 10</b>	
80	24.64
81	25.01
83	25.77
<b>Grade 11</b>	
89	28.18
90	28.57
92	29.46
<b>Grade 12</b>	
98	32.17
99	32.70
101	33.62

WEPE Band	Hourly Rate 01/04/22
a	0.0608
b	0.1830
c	0.3662
d	0.6101
e	0.8541
f	1.0983
g	1.2812
h	1.4642

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## Living Wage Allowance

The Scottish Local Government Living Wage will increase from £9.78 to £10.85 per hour from 1 April 2022. The Council have been paying the current Living Wage Foundation National Living Wage rate of £9.90 since 1 April 2022, this will be amended to the new SLGLW rate of £10.85. Employees who have an underlying rate less than the SLGLW will have their salary calculation based on £10.85 with the exception of Kickstart and Modern Apprentices who are paid at the UK Government set National Living Wage.

## Annual Leave

This year's pay settlement has included the addition of one extra day's annual leave, this is a permanent change to terms and conditions. For employees who are using Business World to book their leave this is included within Overall Entitlement and available to book in the normal manner. For those employees who are not currently booking leave via Business World can you arrange with your manager for the additional day's leave entitlement to be added to your 2022 leave balance. With this additional day's annual leave having been agreed late in the leave year it has been agreed, for this year only, that the maximum carry forward will increase from 5 days to 6 days.

With the additional day's leave being applicable to all SJC employees this has resulted in a change to the pro-rata weeks per year that are paid to term time employees. The following changes have been applied and arrears calculated on the increased weeks per year.

	Number of days worked per year	Working days available for full time worker	Proportion of leave for term time worker	Total weeks payable for term time worker
<b>38 Weeks</b>				
Less than 5 years service	190	226	29.42	43.88
Over 5 years service	190	221	34.39	44.88
<b>39 Weeks</b>				
Less than 5 years service	195	226	30.20	45.04
Over 5 years service	195	221	35.29	46.06
<b>40 Weeks</b>				
Less than 5 years service	200	226	30.97	46.19
Over 5 years service	200	221	36.20	47.24
<b>41 Weeks</b>				
Less than 5 years service	205	226	31.75	47.35
Over 5 years service	205	221	37.10	48.42
<b>42 Weeks</b>				
Less than 5 years service	210	226	32.52	48.50
Over 5 years service	210	221	38.01	49.60
<b>43 Weeks</b>				
Less than 5 years service	215	226	33.30	49.66
Over 5 years service	215	221	38.91	50.78

### Stand-by

A single system of payments as detailed below will be applied to all staff undertaking standby duties, these rates have had a 5% uplift from the 2021 rates.

	Rate from 01/04/22
For each complete week of standby duty actually performed:	£100.21
For broken periods of standby duty: payment per session up to 16 hours: payment per session up to 24 hours:	£12.51 £18.83
For telephone call not requiring professional decision: restricted to maximum sum in any one hour period of: <b>OR</b>	£5.47 £16.02
For telephone call requiring professional decision: restricted to one payment in any period of one hour <b>OR</b>	£16.02
For call out a minimum payment of 2 hours in any 2 hour period paid at appropriate overtime rate	Overtime rate

### Call Out

Staff not undertaking standby duty but who are called out will be paid on the following basis:

	Rate from 01/04/22
For telephone call not requiring professional decision: restricted to maximum sum in any one hour period of: <b>OR</b>	£5.47 £16.02
For telephone call requiring professional decision: restricted to one payment in any period of one hour <b>OR</b>	£16.02
For call out a minimum payment of 2 hours in any 2 hour period paid at appropriate overtime rate plus a single payment of:	O/time rate + £12.51

### SSSC Fees

The SSSC fees for all roles and grades will be paid on a recurring basis, at this time we are awaiting further guidance from the Scottish Government on how payment will be made and for the process to be followed by employees claiming reimbursement of any fees incurred since 1<sup>st</sup> April 2022. As soon as guidance has been provided this will be issued.

### Universal Credit

If you are in receipt of the above, payment of backpay may impact on the amount of Universal Credit you receive. Please see additional information on page 5.

We can spread the payment of arrears to you over a period of 3 months if this reduces the impact it has on your benefits. You need to notify us by **Friday 18<sup>th</sup> November 2022** if you want us to do this by emailing [payroll.salaries@scotborders.gov.uk](mailto:payroll.salaries@scotborders.gov.uk), clearly stating your name and employee number.

If you have any queries about your pay please contact the HR Shared Services Help Desk on 01835 825052/3 or for Lync Users: HR Shared Services Helpline 1 or 2, or alternatively by emailing [payroll.salaries@scotborders.gov.uk](mailto:payroll.salaries@scotborders.gov.uk) and someone will get back to you.

## **Additional notes on calculation of hourly rates, as provided by Cosla**

Hourly rates are increased by the percentage agreed in the pay settlement. Amounts are rounded to 2 decimal places. This means that hourly rates are calculated to the nearest penny. The rounded rate is used as the starting point in the calculation of the next year's uplift.

Flat rate annual increases are calculated by converting the hourly rate to a nominal annual salary multiplying the hourly rate by the number of weeks in the year (for this circular 52.14 was used) and then by the nominal working hours in the week. The flat rate increase was then added, and the new salary converted back to the hourly rate by dividing by the multipliers used earlier. The new hourly rate is rounded to the nearest penny. It ensures that SJC hourly rates remain the same across the workforce regardless of the length of a standard working week agreed locally. Part-time employees have flat rate increases pro-rated automatically using hourly rates.

Cosla have in the past used 37 hours as the nominal working week as this is the length of working week shared by the largest proportion of our workforce (46%).

In this settlement, however, the agreement is that we apply uplifts of £2,000/£1,925 based on a nominal 36-hour week.

The actual uplift in annual salary value for employees will vary based on the number of contractual hours, the following table provides a guide to the uplift value of the £2,000/£1,925 on the most common working hours.

<b>Hours</b>	<b>35.00</b>	<b>37.00</b>
<b>£2,000 uplift</b>	<b>£1,944.44</b>	<b>£2,055.56</b>
<b>£1,925 uplift</b>	<b>£1,871.53</b>	<b>£1,978.47</b>

Paying the Scottish Local Government Living Wage (SLGLW) means that local government employees are paid more than the Living Wage Foundation Living Wage rate. In this circular there is no arithmetical link between the two rates. The SLGLW rate is agreed as part of the SJC negotiations on pay.

## **Backdated Pay and Universal Credit**

### **Universal Credit Payments May Stop or Reduce**

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 within a Universal Credit assessment period (month), your Universal Credit 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 on your personal circumstances. Because of this we, as your employer, do not know how, or if, you may be affected.

The 2022/23 Local Government pay settlement was agreed on 25 October 2022 and is scheduled to be in place and paid with a backdated award on 30 November 2022. This increase together with the backdated payment may mean you will either receive less Universal Credit than normal or you may even earn too much to qualify and your Universal Credit claim will close. If your claim closes, you will see a message on your UC Journal telling you about this.

### **Will Universal Credit Payments Start Again Automatically?**

No. If Universal Credit 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.

### **How Do I Reclaim Universal Credit?**

Log into your UC journal and select the "Reclaim" tab. You will find this at the bottom of the screen. This will take you to a new screen where you will be asked to answer a few simple questions. If you have any problems doing this, contact your Work Coach or visit your local Jobcentre Plus.

You can get independent help and advice by calling the Universal Credit helpline on tel. no. 0800 328 5644.

You can access your UC Journal at [www.gov.uk/sign-in-universal-credit](https://www.gov.uk/sign-in-universal-credit)

An overview of Universal Credit can be found at [www.gov.uk/universal-credit](https://www.gov.uk/universal-credit)

### **Scottish Child Payment (SCP)**

Eligibility criteria for the above payment is being amended from 14 November 2022 for people on low income, whilst the reduction in UC is tapered, if you lose entitlement to UC completely you will also lose entitlement to SCP for each eligible child. You may wish to take independent advice over spreading the payment of arrears.

Please take the above information into account if you would like to spread the payment of arrears of pay award over a period of up to 3 months.