

FAQs – Pay Award 1 April 2023 - Non-Teaching Employees

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1. What is the pay settlement?

The final pay settlement for 1 April 2023 is outlined in [Table 1](#) below.

As the instruction to implement has been issued in two phases an initial increase from 1 April 2023 of £1.04 (Scottish Local Government Living Wage), 5.5% or £1 whichever was the greater has been applied and paid as outlined in [Table 3](#).

An additional increase has since been agreed which is applicable for some grades based on the 3rd April pay offer (see [Table 2](#)) This additional increase is also effective from 1 April 2023 and will be paid as outlined in [Table 4](#).

The further increase is dependent on your spinal column point (see below). The pay and grading structure will be updated in due course.

Table 1

Salary Band	Increase effective from 1 st April 2023
Scottish Local Government Living Wage	£1.04 per hour
Grades 4 to 17	5.5% or £1 per hour whichever is greater and the difference between this offer and the 3 rd April Offer where 3 rd April Offer is greater. Note - Not relevant to all grades

Table 2

The original offer made on the 3rd April 2023 is detailed below (please note this will **not** be applied as displayed below only the **differences between Table 1 and 2 will be applied** impacting top point of Grade 5 and above).

Salary Band	Effective from 1 st April 2023	Effective from 1 st January 2024
All Grades	5%	Not Applicable
Scottish Local Government Living Wage	As above	£0.45 per hour
Grades 4 to 6	As above	2.5%
Grades 7 to 9 (2 nd point)	As above	1.5%
Grades 9 (3 rd point) and above	As above	1%

2. When will the new rates be paid?

This will be dependent upon your pay frequency. Please refer to [Table 3](#) below to see when the initial increase will take effect for your pay frequency and when the arrears will be paid. [Table 4](#) displays when the additional increase will take effect for your pay frequency and when the arrears will be paid.

Table 3 – Initial Increase

Pay Run	Pay Date	Pay Date
Pay Run	New Rates Applied	Arrears Paid
01 (Weekly)	23 rd November 2023	21 st December 2023
07 (Monthly)	12 th December 2023	12 th December 2023
10 (Monthly)	22 nd December 2023	22 nd December 2023
15 (Fortnightly)	30 th November 2023	14 th December 2023

Table 4 – Additional Increase

Pay Run	Pay Date	Pay Date
Pay Run	New Rates Applied	Arrears Paid
01 (Weekly)	21 st December 2023	8 th February 2024
07 (Monthly)	12 th January 2024	12 th February 2024
10 (Monthly)	25 th January 2024	25 th January 2024
15 (Fortnightly)	28 th December 2023	8 th February 2024

3. I am paid the Living Wage rate. What will I receive?

The Council pays the highest of either the Scottish Local Government Living Wage (SLGLW) or the Real Living Wage (RLW).

The Living Wage Rate recently increased on the 24 October 2023 to £12.00, rates since 1 April 2022 are outlined below

- 1st April 2022 SLGLW £10.85
- 22nd September 2022 RLW £10.90
- **1st April 2023 SLWGL £11.89 pay award**
- 24th October 2023 RLW £12.00

The SLGLW amount as of 1 April 2023 is £11.89. You will receive an increase of 99p per hour for the period 1 April 2023 to 23 October 2023 the difference between the new RLW amount £10.90 (Sept 22 rate) and the SLGLW amount £11.89 (April 23 rate). No pay arrears are due from 24 October 2023 as the RLW £11.89 exceeds the pay settlement.

4. I get paid the national minimum wage will I get an increase?

No, your pay rate is set by the UK government and increases in April each year.

5. I am a craft apprentice what will I receive?

You will be paid either the Apprentice Pay Rate or the National Minimum Wage, whichever is higher.

The table below details the National Minimum Wage rates applicable from 1 April 2023.

Description	Rate
National Living Wage	£10.42
National Minimum Wage 21 to 22 Year Old Rate	£10.18
National Minimum Wage 18 to 20 Year Old Rate	£7.49
National Minimum Wage 16 to 17 Year Old Rate	£5.28

The table below details the Council's craft apprentice rates.

Apprentices (Trades)	Grade 6 Rate 1 April 2023	Grade 7 Rate 1 April 2023
Year 1	£6.96	£7.28
Year 2	£9.28	£9.70
Year 3	£10.82	£11.32
Year 4	£13.14	£13.74

You will therefore only receive arrears for the period of the year you were on the Council's apprentice rates.

6. Why have I received a different arrears amount to my colleague on the same grade?

Arrears calculations are unique to each employee and there are multiple factors which influence the amount paid, such as incremental progression within the grade, periods of unpaid absence, salary history etc, therefore it is important to remember that arrears for individuals may differ.

7. I don't think my arrears calculation is correct what should I do?

The payroll team are currently busy implementing the pay award, to allow them to focus on this please do not submit your enquiry until you have reviewed your payslip including your arrears amount. You should then email payroll@north-ayrshire.gov.uk using the subject heading **Pay Arrears Enquiry**, detailing your name, employee number and why you think the calculation is incorrect, the payroll team will respond to you as soon as possible.

8. My grade changed throughout the year how will my arrears be calculated?

A review will be undertaken of all salary changes that have taken place throughout the year and the relevant percentage increase will be applied to the full pay period in which the change took effect.

9. When is my new salary effective from?

Your new salary is effective from 1 April 2023.

10. I'm leaving in December/January; will I get my arrears at the time?

As a leaver you will not automatically receive arrears unless you leave within the pay period that new rates will be paid in (see [Table 3](#) and [Table 4](#) above). If you leave before the pay period, you will need to request payment as outlined in [question 11](#).

11. I have a colleague who has recently left the Council, they have asked me how to request their backdated pay?

Employees who have left the Council should email payroll@north-ayrshire.gov.uk using the subject line of **Leaver – Pay Arrears**, they must provide their name, employee number, email address and bank details to enable the team to process the payment. Work on payments to leavers will not be undertaken until arrears payments have been fully processed for all current employees.

N.B Where bank details provided differ to those held, the individual will be required to provide proof of ID or both the new and old bank details before the payment is made.

12. I am retiring in December/January; how will the pension fund know to recalculate my pension?

If you leave the Council prior to new pay rates being paid you will need to request payment of your arrears as outlined in the [question 11](#). Once arrears have been paid to leavers the Payroll Team will automatically advise the pension fund, who will amend your pension payments accordingly.

13. I've got an employee who is starting in December/January, will they be put onto the new rate straight away?

They will be placed on the initial increased rate, where a further increase is due this will be applied as outlined in [Table 4](#) above.

14. I have been on maternity leave since the start of the year, will I receive pay arrears?

You will receive pay arrears for any normal pay and Occupational Maternity Pay that has been paid to you since 1 April 2023.

15. I have been on maternity leave since the summer, will I receive pay arrears?

You will receive pay arrears for any normal pay and Occupational Maternity Pay that has been received. Depending on the date of your expected week of confinement your first 6 weeks of Statutory Maternity Pay may also be recalculated, and arrears paid.

Universal Credit Payments May Stop or Reduce

If you receive Universal Credit 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 2023/2024 Local Government pay settlement was instructed on 3rd November 2023 with an amendment agreed on the 27th November and is scheduled to be implemented and paid with a backdated award paid during November, December, January and February (see [Tables 3 and 4](#)). 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.

16. 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.

17. I receive Universal Credit will my pay arrears payment impact my Universal Credit?

If payment of arrears is made as a single payment it may impact your Universal Credit.

18. Can my arrears payment be made in instalments?

Payment of arrears by instalment has been applied to the first phase of pay arrears where employees have applied for this option. Any arrears due for the subsequent increase will be paid as a single instalment as outlined in [table 4](#). This is to ensure that all payments are made in the correct tax year.

You can get independent help and advice from our Money Matters Team on Telephone number 01294 310456.

You can access your UC Journal by [signing in](#) to your account.

You can get an [overview of Universal Credit](#) on the gov website.