**FAQs – Pay Award 1 April 2024- Non-Teaching Employees**

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1. **What is the pay settlement?**

The pay settlement for 1 April 2024 is an increase of £0.67 in the hourly rate or an 3.6% increase in the hourly rate, whichever is the higher.

1. **When will the new rates be paid?**

This will be dependent upon your pay frequency. Please refer to [Table 1](#T3) below to see when the initial increase will take effect for your pay frequency and when the arrears will be paid.

**Table 1**

|  |  |  |
| --- | --- | --- |
|  | **Pay Date** | |
| **Pay Run** | **New Rates Applied** | **Arrears Paid** |
| 01 (Weekly) | 17th October 2024 | 14th November 2024 |
| 07 (Monthly) | 12th November 2024 | 12th November 2024 |
| 10 (Monthly) | 24th October 2024 | 28th November 2024 |
| 15 (Fortnightly) | 17th October 2024 | 14th November 2024 |

1. **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 increased on the 24 October 2023 to £12.00, a new rate is set to be announced on 23 October 2024. Rates since 1 April 2022 are outlined below

* + 1/4/22 SLGLW £10.85
  + 22/09/22 RLW £10.90
  + 1/4/23 SLGLW £11.89 pay award
  + 24/10/23 RLW £12.00
  + ***1/4/24 SLGLW £12.56 pay award***
  + 23/10/24 RLW – To be confirmed

The SLGLW amount as of 1 April 2024 is £12.56. You will receive an increase of 56p per hour from 1 April 2024.

1. **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.

1. **I am a craft apprentice what will I receive?**

You will be paid the higher of the Apprentice Pay Rate or the National Minimum Wage levels which are set by the UK government.

The table below details the National Minimum Wage rates applicable from 1 April 2024.

|  |  |
| --- | --- |
| **Description** | **Rate** |
| National Living Wage Age 21 and over | £11.44 |
| National Minimum Wage 18-20 Year Old Rate | £8.60 |
| National Minimum Wage 16-17 Year Old Rate | £6.40 |

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

|  |  |  |
| --- | --- | --- |
| **Apprentices (Trades)** | **Grade 6** | **Grade 7** |
| **Rate**  **1 April 2024** | **Rate**  **1 April 2024** |
| Year 1 | £7.26 | £7.58 |
| Year 2 | £9.68 | £10.10 |
| Year 3 | £11.29 | £11.79 |
| Year 4 | £13.71 | £14.31 |

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

1. **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.

1. **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](mailto: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.

1. **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.

1. **When is my new salary effective from?**

Your new salary is effective from 1 April 2024.

1. **I’m leaving in October/November; 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 1](#T3) ). If you leave before the pay period, you will need to request payment as outlined in [question 11](#Q12).

1. **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](mailto: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 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.

1. **I am retiring in October/November; 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](#Q12). Once arrears have been paid to leavers the Payroll Team will automatically advise the pension fund.

1. **I’ve got an employee who is starting in November, will they be put onto the new rate straight away?**

They will be placed on new rate.

1. **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 2024.

1. **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 2024 Local Government pay settlement was instructed on 1st October 2024 and is scheduled to be in place and paid with a backdated award during October and November.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.

1. **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. You can opt to have this paid in instalments.

1. **Can my arrears payment be made in instalments?**

Yes, a form was issued via email/text message to all employees offering the option of arrears to be paid in instalments. If you wish your arrears to be paid in instalments, please complete and submit the mandate by 5pm on 25th October.

You can get independent help and advice from our Money Matters Team on Tel 01292 310456.

[Pay Arrears paid by Instalments Form (office.com)](https://forms.office.com/pages/responsepage.aspx?id=stT1vp5s4E-b30U5irQzJ1rpMxW9XyRGuFpS1psU4C1UMFNLUkhBWjlNOU41MEwxNzVJTUs1VUZYQy4u&web=1&wdLOR=c9AAC6588-DB5B-4BE8-8929-337DF55DEE23)

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

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