

FAQs – Pay Award 1 April 2022- Non-Teaching Employees



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North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

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1. What is the pay settlement?

The pay increase you receive is dependent on the salary band you fall into (see [table 1](#) below). New rates are effective from the 1st April 2022

Table 1

Salary Band	Increase
Scottish Local Government Living Wage	New Rate £10.85
Up to £60,000	5% or £1,925* (whichever is the larger)
£60,001	£3,000 capped*
All	1 additional days leave (recurring)
Relevant Employees	Payment of SSSC fees (recurring)

Points to Note

*Salary bands are based on a 36 hour week up to £60,000 and then a 37 hour week for £60,000+.

North Ayrshire's annual salaries are based on 52.2 weeks per year which is higher than the basis used by COSLA (52.143) – therefore NAC employee will receive cash amounts slightly higher than those stipulated within the offer.

2. When will the new rates be paid?

This will be dependent upon your pay frequency. Please refer to [table 2](#) below to see when this will take effect for your pay frequency and when the arrears will be paid.

Table 2

Pay Run	Pay Date	
	New Rates Applied	Arrears Paid
01 (Weekly)	17 November 2022	1 December 2022
07 (Monthly)	12 December 2022	12 December 2022
10 (Monthly)	24 November 2022	23 December 2022
15 (Fortnightly)	17 November 2022	1 December 2022

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 22 September 2022 to £10.90, rates since 1 April 2021 are outlined below

- 1/4/21 SLGLW £9.78
- 15/11/21 RLW £9.90
- **1/4/22 SLWGL £10.85 pay award**
- 22/11/22 RLW £10.90

The SLGLW amount as of 1 April 2022 is £10.85. You will receive an increase of 95p per hour for the period 1 April 2022 to 21 September 2022 the difference between the new RLW amount £9.90 (Nov 21 rate) and the SLGLW amount £10.85 (April 22 rate). No pay arrears are due from 22 September 2022 as the RLW £10.90 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 on grade 15/16 and my full-time salary was over £60,000, why am I receiving a less than £3,000?

This is because the salary thresholds are based on a 37-hour working week not a 35-hour working week.

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 2022.

10. I'm leaving in 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 2](#) 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 processed for all current employees.

12. I am retiring in 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](#). Once arrears have been paid to leavers the Payroll Team will automatically advise the pension fund.

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

This will depend on their start date and the pay frequency the employee is on; new pay rates will be paid as outlined in [table 2](#).

14. I have calculated my new annual salary myself and it doesn't match the pay and grading table why is this?

This is because the pay settlement is a mix of percentage or cash value increases depending which is the greatest (calculations are based on 36 hours per week). See example below:-

Example - Grade 8 (SCP53)

(2021-22) Hourly Rate = **£15.88**

(2021-22) Annual Salary (37 hours) = £15.88 x 37hrs x 52.2 weeks = **£30,673.63**

Calculation to determine new rate (undertaken by COSLA)

$\text{£}15.88 \times 36 \text{ hours per week} \times 52.134 \text{ weeks per year} = \text{£}29,803.96$
(2021/2022 starting salary)



$\text{£}29,803.95 \times 5\% = \text{£}1,490.20$ the cash offer of $\text{£}1,925$ is greater therefore the cash offer is applied rather than the percentage.

$\text{£}29,803.95 + \text{£}1,925 = \text{£}31,728.95$ divided by 36 hours per week, divided by 52.134 weeks per year = $\text{£}16.91$

$\text{£}16.91 - \text{£}15.88 = \text{£}1.03$ this is a 6.49% increase

(New 2022-23) Annual Salary (37 hours) = $\text{£}16.91 \times 37\text{hrs} \times 52.2 \text{ weeks} =$
 $\text{£}32,695.97$

15. 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 2022.

16. 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.

17. How will my SSSC Fees be paid?

We are waiting further guidance on how the SSSC fees will be paid by the Scottish Government and will advise you of the process as soon as possible. In the meantime, you should continue to pay your fees when they are due.

18. When will I get my additional day of annual leave?

The additional day of annual leave will be added to your 2022 leave balance and will be recurring thereafter.

19. Do I need to use my additional day of annual leave this year?

If possible, you should try to use your additional day of annual leave in 2022, however due to the late notification and service demands we acknowledge this may not be possible. Therefore, the day if required will be carried forward to 2023 leave balances, you should aim to use this day as early in the 2023 leave year as possible

20. I am term time what does the additional day of annual leave mean to me?

You will receive payment of one additional day of annual leave for 2022. With effect from 1 January 2023 your salary will be increased to reflect this additional day.



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 2022/2023 Local Government pay settlement was agreed on 25th October 2022 and is scheduled to be in place and paid with a backdated award during November and December (see [table 2](#)). 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.

21. 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.

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

Payment of arrears will be made as a single payment which may impact your Universal Credit payment. A standard letter can be requested from Payroll following payment of arrears which will explain the circumstances and can be uploaded to your Universal Credit account. Please email payroll@north-ayrshire.gov.uk with the subject line of **Universal Credit – Pay Arrears** and provide details of your name and employee number.

23. Can my arrears payment be made in instalments?

No, unfortunately due to the volume of work involved in processing a pay settlement we are unable to pay arrears in instalments.

24. 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 from our Money Matters Team on Tel 01294 310456.

You can access your UC Journal at www.gov.uk/sign-in-universal-credit

An overview of Universal Credit can be found at www.gov.uk/universal-credit

