

# 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 2024 to 31 March 2025.

**Scottish Local Government Living Wage:** hourly rate for 2024 to 2025 is £12.56.

SCP	2024 to 2025 Pay Award
SCP019 to SCP055	An increase in the hourly rate of £0.67
SCP056 to SCP0125	An increase in the hourly rate of 3.6%

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 2024 to 2025 rates of pay will be published shortly.

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

**Local payments:** Working Time Payments and other local payments will be uplifted by 3.6% from 1 April 2024. The new 2024 to 2025 rates of pay will be published shortly.

**Craft tools and overalls allowances:** These allowances will be uplifted by 3.6% from 1 April 2024.

## 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

The new 2024 to 2025 hourly rates and salaries for Craft Apprentices are detailed below.

Apprenticeship year	SCP	Hourly rate	Annual salary
Year 1	461A	£12.56	£23,594
Year 2	462A	£12.56	£23,594
Year 3	463A	£13.63	£25,608
Year 4	464A	£14.48	£27,208

The salaries quoted are full-time equivalent salaries.

Craft Apprentice SCPs 461A and 462A are topped up to the Scottish Local Government Living Wage of £12.56.

The pay award covers the period 1 April 2024 to 31 March 2025.

## Chief Officers

The 2024 to 2025 pay award for Chief Officers is an increase of 3.6% for all SCPs.

The pay award covers the period 1 April 2024 to 31 March 2025.

## Agency workers

We'll notify Pertemps and ASA (our two main contracted suppliers) of the revised rates that apply from 01 April 2024. 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

Our HR and Systems teams are working to implement the full pay award in time for December. LGEs, Craft and Chief Officers will receive their new rate of pay and all related backpay on **Friday 20 December 2024**.

### 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 (or Orb for colleagues with access).

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

**Website for tertiary rates of pay:** The new 2024 to 2025 rates of pay will be published shortly.

HR will recalculate backpay due to colleagues for claims made over the period April 2024 to November 2024, and this will be paid to colleagues in December 2024.

If you submit claims for the hours that you work (for LGE casual/supply roles, LGE additional hours, tertiary roles or ITS roles) then you should continue to submit claims using the existing rates for 2023 to 2024, for any claims submitted up to Wednesday 4 December, to avoid any overpayment.

The new rates for 2024 to 2025 should be used for claims submitted after December 2024.

### Contribution based pay

Contribution based pay increases that took place in April 2024 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 2024-25 tax banding and national insurance rate will apply to all payments made in December 2024.

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](https://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 being paid early in December, 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 2024 to 2025 pay award will be paid on 20 December 2024, including backpay to 1 April 2024.

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](http://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/](http://www.citizensadvice.org.uk/scotland/)

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

**Email:** [advice.shop@edinburgh.gov.uk](mailto: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](http://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](http://www.legislation.gov.uk/ssi/2018/345/made)

## **Pension contribution rates**

The contribution rates for Lothian Pension Fund at April 2024 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 in December 2024 – no action required to claim payment

- If you leave the organisation and receive your final pay in December, then you'll receive your increased monthly pay and back pay in your final pay on **Friday 20 December 2024**.
- You don't need to take any action to submit a request for payment of the 2024 to 2025 pay award.

### Leavers between April and November 2024 – action required to claim payment

- Organisation leavers are in scope for back-dated pay awards, subject to recovery of any outstanding overpayments.
- If you leave the organisation and receive your final pay between April and November 2024 then you'll need to submit a request for payment of the 2024 to 2025 pay award.
- We aim to make payment to leavers who submit a claim request on **Wednesday 26 February 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 November: <https://www.edinburgh.gov.uk/work-us/pay-award-2023-2024/>

## 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 December 2024 the following will apply to monthly paid employees.

- Submissions for claims or change to employee contracts must be submitted by **Wednesday 4 December 2024**.
- Any requests for change received after 4 December will not be processed until January 2025 payroll.

## December payslips

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

As we implemented the new HR and Payroll system in October 2024, your back-pay has been calculated in iTrent (for payments made between April and September) and in Oracle (for payments made in October and November). The below guidance explains how this will look on your December payslip.

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 November 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 November for any of the following reasons:

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

## December 2024 payslip details

### 1. Increase in monthly pay

Your December payslip will show an increase in your monthly pay for December. This is recorded on your payslip under the entry “**Basic pay**”. It’ll also show an increase in monthly pay for additional pay elements you might earn, including working time payments and claimed hours.

Any adjustments to pay in December will be shown as two entries on your payslip. An example of an adjustment for sickness absence on your payslip will show as:

- **Salary Offset** – the deduction to pay for sickness absence (a negative value).
- **Occupational Sickness Pay** – the offset to the deduction, if applicable (a positive value).

### 2. Back-pay due – October and November

Back-pay calculated for basic pay and other pay elements for the period between October and November is shown as “**Retroactive**” entries on your payslip for basic pay.

On your payslip you’ll see separate rows for:

- Each assignment, or contract that you currently hold (or held since October) – this includes “inactive”, or “suspended” assignments, for example, where you’re temporarily acting up into a different role.
- Back-pay for basic pay (October and November)
- Back-pay for any other pay elements or claims (October and November)
- Any adjustments to back-pay (October and November)

If you’ve had a change in assignment(s), or contract(s) since October, the back-pay for ended assignments will be reflected on your payslip under the “Retroactive” entry for your current assignment. You won’t see separate rows of back-pay on your payslip for assignment(s) that have ended if they have the same assignment number as your current role.

Any adjustments to back-pay for October and November will be shown as two entries on your payslip. An example of an adjustment for sickness absence on your payslip will show as:

- **Salary Offset** – the deduction to pay for sickness absence (a negative value).
- **Occupational Sickness Pay** – the offset to the deduction, if applicable (a positive value).

### 3. Back-pay due - April to September

All back-pay calculated for basic pay and other pay elements for the period between April and September, including adjustments, is recorded on your payslip under a single entry “**Misc Adjust 299**”.

This entry on your payslip includes:

- Back-pay total for all assignments or contracts (held over April to Sept)
- Back-pay total for basic pay (April to Sept)
- Back-pay total for any other pay elements or claims (April to Sept)
- Any adjustments to back-pay (April to Sept)

If you’ve had an adjustment to your pay between April and September, this will **not be recorded separately** on your payslip but has been included when calculating the amount of back-pay due to you over this period.

Due to the change in HR/Payroll system from October 2024, we’re sorry but it’s not possible to provide a detailed breakdown of back-payments and adjustments on your payslip for the period April to September, as this has been calculated out with the Oracle system.

Example payslip 1 – colleague with basic pay and term-time holiday pay

Assignment Details		
Job	Pupil Support Assistant (S)	Assignmer
Earnings		
Description	This Payslip (£)	
Basic Pay	1,184.15	] 1. Increased monthly pay for December (basic) ] 2. Back-pay due for October and November (basic)
Basic Pay Retroactive	118.78	
Occupational Sickness Pay Retroactive	44.66	] 1. Increased monthly pay for December (TTHP) ] 2. Back-pay due for October and November (TTHP)
Salary Offset Retroactive	-44.66	
Term Time Holiday Pay	200.39	] 1. Increased monthly pay for December (TTHP) ] 2. Back-pay due for October and November (TTHP)
Term Time Holiday Pay Retroactive	20.10	
<b>Total Earnings</b>	<b>1,523.42</b>	
Pay Details		

Other Earnings		
Description	Hours	This Payslip (£)
MISC ADJUST 299	0.00	414.16
<b>Total Earnings</b>		<b>414.16</b>

3. Back-pay due for April to September — [ 414.16



Example payslip 2 – colleague with basic pay and working time payments

Assignment Details		
Job	Social Care Assistant	Assignmer
Earnings		
Description	This Payslip (£)	
Basic Pay	1,009.08	
Basic Pay Retroactive	102.00	
Shift Arrangements	73.44	
Shift Arrangements Retroactive	5.10	
Weekend Hours	132.23	
Weekend Hours Retroactive	9.20	
<b>Total Earnings</b>	<b>1,331.05</b>	
Pay Details		

- 1. Increased monthly pay for December (basic)
- 2. Back-pay due for October and November (basic)
- 1. Increased monthly pay for December (Shifts)
- 2. Back-pay due for October and November (Shifts)
- 1. Increased monthly pay for December (Weekend hrs)
- 2. Back-pay due for October and November (Weekend hrs)

Other Earnings		
Description	Hours	This Payslip (£)
MISC ADJUST 299	0.00	414.16
<b>Total Earnings</b>	<b>3. Back-pay due for April to September</b>	<b>414.16</b>



## Questions

More information about the 2024/25 pay award is available on the [Local Government Employee pay award pages](#) on our website.

HR have carried out a significant number of checks for the pay award and back-payments being paid to colleagues in December 2024.

If you believe there's a genuine error in your December pay, we ask that you please check online guidance before contacting askHR. If you need to contact askHR we ask that you please clearly identify where you believe there's an error so this can be investigated by the team.

## Further information

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