

# Staff briefing

## Key information on backdated pay and Universal Credit – December 2021



### OFFICIAL

## Background

The 2021 to 2022 Local Government Pay Award was agreed on 1 December 2021.

Staff will receive the first payment in respect of the 2021 to 2022 Pay Award, which will include backdated pay, in their January salary on 11 January 2022.

This briefing provides key information for any staff who are in receipt of Universal Credit and how this Local Government pay settlement may impact this.

**Please read this carefully – so that you understand how this may impact you and your payments.**

## 1. Local Government Pay Award for 2021 to 2022

The Local Government pay award covers the period from 1 April 2021 to 31 March 2022 and sees:

- an increase in the Scottish Local Government Living Wage rate to £9.78 per hour\*
- a £850 increase in salary for all those who earn £25,000 or less
- a 2% increase for those earning more than £25,000 and up to £40,000
- a 1% increase for those earning more than £40,000 and up to £80,000
- an £800 flat rate increase in salary for all those earning over £80,000 annually

**For this year only** the pay award increase is being backdated to include an extra 3 months and starts from 1 January 2021.

### \*Glasgow Living Wage – effective from April 2021

On 1 April 2021 the council was committed to supporting the Grade 1 hourly rate - the Glasgow Living Wage - and increased the hourly rate from £9.34 to £9.54 from this date.

Therefore, if you are paid at Grade 1, in your January 2022 pay, your backdated pay will contain the difference between the Glasgow Living Wage you've received since April 2021 and the £850 flat rate increase agreed as part of the 2021 to 2022 Pay Award settlement. You will also receive the additional 3 months back dated pay from January 2021 to March 2021.

## 2. Backdated pay and Universal Credit

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.

# Staff briefing

## Key information on backdated pay and Universal Credit – December 2021



### OFFICIAL

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.

This extra three month 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.

### 3. Will my 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.

### 4. How do I reclaim Universal Credit?

- Log into your Universal Credit 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 access your Universal Credit Journal at [www.gov.uk/sign-in-universal-credit](http://www.gov.uk/sign-in-universal-credit)

### 5. If you need independent advice?

- You can get independent help and advice about Universal Credit from **Advice First** on freephone 0800 328 5644.
- You can also visit [www.gov.uk/universalcredit](http://www.gov.uk/universalcredit)
- If you need to chat in confidence about any financial issues you may be experiencing you can also contact Workplace Options, our Employee Assistance Provider. They are available 24 hours a day, 365 days a year on freephone 0800 247 1100 or email [assistance@workplaceoptions.com](mailto:assistance@workplaceoptions.com)