

# Staff briefing

## Key information on backdated pay and Universal Credit – November 2022



### OFFICIAL

## Background

The 2022 to 2023 Local Government Pay Award was agreed on 26 October 2022.

Staff will receive the first payment in respect of the 2022 to 2023 Pay Award, which will include backdated pay, in their December salary on 13 December 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 2022 to 2023

The Local Government pay award covers the period from 1 April 2022 to 31 March 2023 and sees:

- An increase to the Scottish Local Government Living Wage rate to £10.85 per hour\*.
- For those on the Scottish Local Government Living Wage and SCP (Spinal Column Points) 19-24 a £2,000 uplift (calculated on a nominal 36-hour full-time working week).
- A cap on the uplift for those currently earning £60,000 or more at a £3000 uplift (based on a 37-hour week).
- At remaining SCP an undifferentiated 5% or a £1,925 uplift (calculated on a nominal 36-hour full-time working week), whichever is larger.
- An uplift to the Non Standard Working Hours/Points( NSWHP) and Work Context and Demands (WCD) of 5%, effective from 1st April 2022.

### \*Scottish Local Government Living Wage - effective from April 2022

- \*Earlier this year the council continued supporting - the Glasgow Living Wage – for Grade 1 employees and it increased the hourly rate from £9.50 to £9.90 backdated to 1 April 2022.
- Therefore, if you are paid at Grade 1, your backdated pay for 2022 to 2023 will contain the difference between the Glasgow Living Wage you've received since April 2022 and the Scottish Local Government Living Wage rate of £10.85 per hour agreed as part of the 2022 to 2023 Pay Award settlement.

## 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.

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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 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](https://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](https://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)
- Further financial information and support including grants, benefits and advice is available from the Scottish Government cost of living support website at <https://costofliving.campaign.gov.scot/>