

SCOTTISH JOINT COUNCIL FOR LOCAL GOVERNMENT EMPLOYEES

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1 December 2021

Dear Chief Executive

SJC-66

Salaries Agreement 1 April 2021 to 31 March 2022

1. Agreement has been reached on pay awards for employees whose terms and conditions of service come within the framework of the Scottish Joint Council for Local Government Employees. The details of the agreement are as follows:

- The agreement covers the period from 1 April 2021 to 31 March 2022.
- An increase in the Scottish Local Government Living Wage rate to £9.78 per hour.
- An £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.

(In the four bullet points above salary thresholds should be calculated on a nominal 37-hour week. The flat rate increases of £850 and £800 should be calculated on nominal 37-hour week.)

- Backdating the implementation date of the pay increases for the 3 months from January to March 2021. (This increases the value of the flat rate increase from £850 to approximately £1,060 gross in the year 1 April 2021 – 31 March 2022. The actual amount will vary depending on hours worked and payroll cycles. As with all pay it will be subject to NI, tax and pension deductions.)
 - COSLA reaffirms as a policy objective that parity will be maintained between Local Government bargaining groups. There is a commitment to re-open negotiations in the event of parity not being maintained. An assessment of parity will take account of the of flat rate/percentage pay awards in the context of the overall configuration of the offers being compared.
 - Working groups to investigate further and prepare reports about the full implications around payment of professional fees and no detriment reductions in working hours.
2. The pay increase is detailed further in the attached appendices. These include revised SJC spinal column hourly rates and revised nationally agreed allowance tables. Where nationally agreed allowances are increased by a percentage, 2% has been used, rounded in the way indicated in the accompanying text.

- Appendix 1 SJC Spinal Column Hourly Rates
- Appendix 2 Allowances
- Appendix 3 Shift Payments
- Appendix 4 Model Agreement for Standby Duty Payments other than Social Workers
- Appendix 5 Disturbance and Callout Payments for Employees not on Standby
- Appendix 6 Part-Time Registrars and Assistant Registrars
- Appendix 7 Notes about the preparation of this circular

3. We should be obliged if you would implement the agreement set out in this circular with an effective date of 1 April 2021 with the backdating element applied from 1 January 2021 in line with your established pay practice.

Yours sincerely

Simon Cameron (COSLA)
Johanna Baxter (UNISON)
Keir Greenaway (GMB)
Wendy Dunsmore (UNITE)

Joint Secretaries

Circulated to: Chief Executives, Heads of Human Resources, Directors of Finance

SJC Spinal Column Points

These table show Spinal Column Points (SCP) and, for those points in scope, the Scottish Local Government Living Wage (SLGLW) rate applicable.

Spinal column point	Hourly Rate w.e.f. 1.4.20	Scottish Local Govt. Living Wage w.e.f. 1.4.20	Hourly Rate w.e.f. 1.4.21	Scottish Local Govt. Living Wage w.e.f. 1.4.21
1	removed		removed	
2	£7.40	£9.34	£7.84	£9.78
3	£7.50	£9.34	£7.94	£9.78
4	£7.62	£9.34	£8.06	£9.78
5	£7.75	£9.34	£8.19	£9.78
6	£7.84	£9.34	£8.28	£9.78
7	£7.94	£9.34	£8.38	£9.78
8	£8.06	£9.34	£8.50	£9.78
9	£8.19	£9.34	£8.63	£9.78
10	£8.30	£9.34	£8.74	£9.78
11	£8.42	£9.34	£8.86	£9.78
12	£8.56	£9.34	£9.00	£9.78
13	£8.68	£9.34	£9.12	£9.78
14	£8.80	£9.34	£9.24	£9.78
15	£8.93	£9.34	£9.37	£9.78
16	£9.08	£9.34	£9.52	£9.78
17	£9.20	£9.34	£9.64	£9.78
18	£9.31	£9.34	£9.75	£9.78
19	£9.47		£9.91	
20	£9.60		£10.04	
21	£9.74		£10.18	
22	£9.90		£10.34	
23	£10.04		£10.48	
24	£10.19		£10.63	
25	£10.34		£10.78	
26	£10.49		£10.93	
27	£10.64		£11.08	
28	£10.79		£11.23	
29	£10.95		£11.39	
30	£11.12		£11.56	
31	£11.29		£11.73	
32	£11.41		£11.85	
33	£11.62		£12.06	
34	£11.78		£12.22	
35	£11.98		£12.42	
36	£12.14		£12.58	
37	£12.33		£12.77	
38	£12.51		£12.95	
39	£12.68		£13.12	
40	£12.86		£13.30	
41	£13.07		£13.33	

Spinal column point	Hourly Rate w.e.f. 1.4.20	Scottish Local Govt. Living Wage w.e.f. 1.4.20	Hourly Rate w.e.f. 1.4.21	Scottish Local Govt. Living Wage w.e.f. 1.4.21
42	£13.23		£13.49	
43	£13.48		£13.75	
44	£13.66		£13.93	
45	£13.86		£14.14	
46	£14.05		£14.33	
47	£14.26		£14.55	
48	£14.48		£14.77	
49	£14.70		£14.99	
50	£14.91		£15.21	
51	£15.12		£15.42	
52	£15.35		£15.66	
53	£15.57		£15.88	
54	£15.81		£16.13	
55	£16.03		£16.35	
56	£16.28		£16.61	
57	£16.52		£16.85	
58	£16.76		£17.10	
59	£17.03		£17.37	
60	£17.27		£17.62	
61	£17.55		£17.90	
62	£17.76		£18.12	
63	£18.08		£18.44	
64	£18.31		£18.68	
65	£18.60		£18.97	
66	£18.85		£19.23	
67	£19.16		£19.54	
68	£19.44		£19.83	
69	£19.72		£20.11	
70	£20.01		£20.41	
71	£20.30		£20.71	
72	£20.61		£21.02	
73	£20.93		£21.14	
74	£21.25		£21.46	
75	£21.57		£21.79	
76	£21.88		£22.10	
77	£22.20		£22.42	
78	£22.56		£22.79	
79	£22.89		£23.12	
80	£23.24		£23.47	
81	£23.58		£23.82	
82	£23.92		£24.16	
83	£24.30		£24.54	
84	£24.67		£24.92	
85	£25.03		£25.28	
86	£25.39		£25.64	
87	£25.76		£26.02	
88	£26.18		£26.44	

Spinal column point	Hourly Rate w.e.f. 1.4.20	Scottish Local Govt. Living Wage w.e.f. 1.4.20	Hourly Rate w.e.f. 1.4.21	Scottish Local Govt. Living Wage w.e.f. 1.4.21
89	£26.57		£26.84	
90	£26.94		£27.21	
91	£27.36		£27.63	
92	£27.78		£28.06	
93	£28.19		£28.47	
94	£28.63		£28.92	
95	£29.03		£29.32	
96	£29.47		£29.76	
97	£29.92		£30.22	
98	£30.34		£30.64	
99	£30.83		£31.14	
100	£31.25		£31.56	
101	£31.74		£32.06	
102	£32.21		£32.53	
103	£32.67		£33.00	
104	£33.20		£33.53	
105	£33.67		£34.01	
106	£34.21		£34.55	
107	£34.73		£35.08	
108	£35.26		£35.61	
109	£35.76		£36.12	
110	£36.30		£36.66	
111	£36.85		£37.22	
112	£37.39		£37.76	
113	£37.95		£38.33	
114	£38.53		£38.92	
115	£39.13		£39.52	
116	£39.70		£40.10	
117	£40.28		£40.68	
118	£40.91		£41.32	
119	£41.50		£41.91	
120	£42.13		£42.54	
121	£42.77		£43.18	
122	£43.40		£43.81	
123	£44.04		£44.45	

Hourly rates in cells shaded pale yellow are below the UK national living wage rate for those aged 23 + (was aged 25+ in 2020). The 2021 rate is:	£8.91
Hourly rates in cells shaded darker yellow are below the UK national minimum wage rate for those aged 21 to 22 (was 24). The 2021 rate is	£8.36

Allowances

These are legacy allowances in Part 3 of the Scottish Joint Council Scheme of Terms and Conditions (The Red Book). The implementation agreement states, "Part 3 contains other Scottish provisions which may be modified locally, by negotiation between the council and the unions." Where there is a local agreement in place applicable to the allowances below it replaces these allowances.

		Existing Rates from 1 April 2020	Revised Rates from 1 April 2021
1	<u>Social Workers</u> Standby Duty Allowance per session	£31.28	£31.91
2	<u>Nursery Staff</u> Special School Allowance per Annum 100% 80 – 100% 50 – 80%	£1,458.18 £1,171.60 £729.10	£1,487.34 £1,195.03 £743.68
3	<u>Hospital Social Workers</u> Sessional Payment	£39.38	£40.17
4	<u>Nursery Staffs Scheme</u> Sleeping-in Duty Allowance per session	See circular SJC 18-56	See circular SJC 18-56
5	<u>Residential Staffs Scheme</u> Sleeping-in Duty Allowance per session	See circular SJC 18-56	See circular SJC 18-56

Shift Payments

These are legacy allowances in Part 3 of the Scottish Joint Council Scheme of Terms and Conditions (The Red Book). The implementation agreement states, "Part 3 contains other Scottish provisions which may be modified locally, by negotiation between the council and the unions." Where there is a local agreement in place applicable to the allowances below it replaces these allowances.

	Existing Rate from 1 April 2020	Revised Rate from 1 April 2021
Alternating Shifts	£28.33	£28.90
Rotating Shifts	£45.31	£46.22

Standby for Employees Other Than Social Workers

These are legacy allowances in Part 3 of the Scottish Joint Council Scheme of Terms and Conditions (The Red Book). The implementation agreement states, "Part 3 contains other Scottish provisions which may be modified locally, by negotiation between the council and the unions." Where there is a local agreement in place applicable to the allowances below it replaces these allowances.

1. Entitlement to standby, disturbance and call-out payment

- (a) The nature of the work for some employees makes it necessary for them to carry out standby duties. Such employees will therefore be contractually required to undertake standby duty if so requested by the authority and to carry out emergency work as and when the need arises.
- (b) Standby duties to a specific rostered arrangement whereby employees are under an obligation outside their normal working hours (including Saturdays, Sundays and Public Holidays) to remain on call and to be available to be consulted and if necessary to be called out for emergency duty.
- (c) Employees whose posts are not paid up to and below a professionally graded post and who are required to undertake standby duty, where this requirement is not already reflected in the grade of the post, will be entitled to payment in accordance with paragraphs 2 and 3 below.

2. Payment for Standby Duty

(a) An employee performing standby duty will be paid:

Standby Duty Payments		
	Existing Rate 01/04/2020	Revised Rate 01/04/2021
For each complete week of standby duty performed	£93.68	£95.42
<i>Plus</i> For each public or extra statutory holiday in that week	£17.58	£17.93
For broken periods of standby duty:		
Monday to Friday	£9.32	£9.51
Saturday	£19.86	£20.26
Sunday, public and extra statutory holiday	£27.07	£27.61

(b) Each 24-hour period of standby duty is to commence at the beginning of the working day (or at the same hour on non-working days).

3. Disturbance and call out payments

Employees undertaking standby duty, who are contacted or called out in accordance with the agreed arrangements, will be paid on the following basis:

- (i) for each occasion on which the employee is contacted and which results in the exercise of skills for which the standby duty is required, either at the employee's home or elsewhere, a payment of the amount set out in table (a) below will apply depending on the status of the employee. An employee will, however, only be entitled to one such payment within each period of two hours, commencing with the start of the standby session;
- (ii) where an employee becomes entitled to a payment in sub-paragraph (i) and, where that or subsequent disturbance or call out is in excess of one hour, the employee will be entitled to further payment for the whole of the period of disturbance or call-out at the appropriate overtime rates.

(a) Disturbance and Call Out Payments for employees on standby	
Existing Rate 01/04/2020	Revised Rate 01/04/2021
£14.96	£15.26

Payments for Employees not on Standby

These are legacy allowances in Part 3 of the Scottish Joint Council Scheme of Terms and Conditions (The Red Book). The implementation agreement states, "Part 3 contains other Scottish provisions which may be modified locally, by negotiation between the council and the unions." Where there is a local agreement in place applicable to the allowances below it replaces these allowances.

Employees not undertaking standby duty but who are contacted or called out will be paid on the following basis:

- (i) for each occasion on which the employee is contacted and which results in the exercise of skills for which the standby duty is required, either at the employee's home or elsewhere, a payment of the amount set out in table (b) will apply, however, an employee will only be entitled to one such payment within each period of two hours, commencing with the start of a notional standby session; and
- (ii) where an employee becomes entitled to a payment in sub-paragraph (i) and, where that or subsequent disturbance or call out is in excess of one hour, the employee will be entitled to further payment for the whole of the period of disturbance or call out at the appropriate overtime rates.

(b) Disturbance and Call Out Payments	
for employees not on standby	
Existing Rate 01/04/2020	Revised Rate 01/04/2021
£20.58	£20.99

Part-Time Registrars and Assistant Registrars**Part-Time Registrars**

	Current w.e.f 1 April 2020	Revised w.e.f 1 April 2021
Annual allowance	£495.81	£505.73
Payment per entry as follows - for every second entry up to 100 and the same for every third entry thereafter	£36.71	£37.44

Part-Time Assistant Registrars

	Current w.e.f 1 April 2020	Revised w.e.f 1 April 2021
Annual Allowance	£144.90	£147.80

In those cases where office accommodation is not provided by the authority, the annual allowance towards rent, heating/lighting, etc., is increased as follows:

	Current w.e.f 1 April 2020	Revised w.e.f 1 April 2021
Annual Allowance	£511.75	£521.99

Notes about the preparation of this circular

Hourly rates are increased by the percentage agreed in the pay settlement. Amounts are rounded to 2 decimal places. This means that hourly rates are calculated to the nearest penny. The rounded rate is used as the starting point in the calculation of the next year's uplift. The same approach is used for the other allowances and payment rates in this circular.

Flat rate annual increases were calculated by converting the hourly rate to a nominal annual salary multiplying the hourly rate by 365/7 (52.1428571) and then by 37. The flat rate increase was then added, and the new salary converted back to the hourly rate by dividing by the multipliers used earlier. The new hourly rate is rounded to the nearest penny. This assumes a default working week of 37 hours. It ensures that SJC hourly rates remain the same across the workforce regardless of the length of a standard working week agreed locally.

Paying the Scottish Local Government Living Wage (SLGLW) means that local government employees are paid more than the Living Wage Foundation Living Wage rate. In this circular there is no arithmetical link between the two rates. The current SLGLW rates were agreed as part of the SJC negotiations on pay.

Jobs with spinal point rates below the SLGLW (SCP 1-18), where the rate is not consolidated, are subject to uplift to the agreed SLGLW rate.