

# SCOTTISH JOINT COUNCIL FOR LOCAL GOVERNMENT EMPLOYEES

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26 October 2022

Dear Chief Executive

## **SJC-70**

### **Salaries Agreement 1 April 2022 to 31 March 2023**

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 2022 to 31 March 2023.
- 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.
- A 5% uplift to the enhancements in Part 3 of the National Agreement on Pay and Conditions of Service for Local Government Employees (The Red Book) listed in the attached appendices. (These allowances come from the pre-Single Status handbooks. The Single Status agreement states that they can be replaced by councils with locally agreed arrangements which many councils will have done during Single Status implementation.)
- The uplift of all nationally agreed allowances in line with the percentage offer without detriment to any separate uplift mechanisms and those allowances that are agreed locally.
  - The Distant Islands allowance to be updated with effect from 1 October 2022 by the offer percentage rate or the normal agreed formula, whichever is the highest. In future years we will revert to the agreed formula and any anomalous increase will be rectified.
  - An uplift to the First Aid Allowance of 5%, effective from 1<sup>st</sup> April 2022. In future years First Aid Allowance will revert to being negotiated separately with any change taking effect from the 1<sup>st</sup> of October annually.
- A full review of the SJC constitution to be undertaken in conjunction with our Trade Union colleagues and presented at the 2022 AGM for agreement.
- SSSC fees for all roles and grades will be paid on a recurring basis – further guidance on how payment will be made to the SSSC on behalf of employees by Scottish Government and the process for employees claiming reimbursement of any fees incurred from 1<sup>st</sup> April 2022 will follow.

- An additional day of annual leave (pro-rated for part-time) to be added to the leave entitlement for all employees. The Red Book will be updated to reflect this permanent change to terms and conditions.

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.

It should be noted that discussions on a no-detriment reduction in the working week and other professional fees, as committed to in the 2021/22 pay settlement, continue and we will relay any developments regarding these as they arise.

We should be obliged if you would implement the agreement set out in this circular, with an effective date of 1 April 2022.

- 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

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

Spinal column points	Hourly Rate Effective from 1/4/21	Hourly Rate Effective From 1/4/22
2	£7.84	£8.91
3	£7.94	£9.01
4	£8.06	£9.13
5	£8.19	£9.26
6	£8.28	£9.35
7	£8.38	£9.45
8	£8.50	£9.57
9	£8.63	£9.70
10	£8.74	£9.81
11	£8.86	£9.93
12	£9.00	£10.07
13	£9.12	£10.19
14	£9.24	£10.31
15	£9.37	£10.44
16	£9.52	£10.59
17	£9.64	£10.71
18	£9.75	£10.82
SLGLW	£9.78	£10.85
19	£9.91	£10.98
20	£10.04	£11.11
21	£10.18	£11.25
22	£10.34	£11.41
23	£10.48	£11.55
24	£10.63	£11.70
25	£10.78	£11.81
26	£10.93	£11.96
27	£11.08	£12.11
28	£11.23	£12.26
29	£11.39	£12.42
30	£11.56	£12.59
31	£11.73	£12.76
32	£11.85	£12.88
33	£12.06	£13.09

Spinal column points	Hourly Rate Effective from 1/4/21	Hourly Rate Effective From 1/4/22
34	£12.22	£13.25
35	£12.42	£13.45
36	£12.58	£13.61
37	£12.77	£13.80
38	£12.95	£13.98
39	£13.12	£14.15
40	£13.30	£14.33
41	£13.33	£14.36
42	£13.49	£14.52
43	£13.75	£14.78
44	£13.93	£14.96
45	£14.14	£15.17
46	£14.33	£15.36
47	£14.55	£15.58
48	£14.77	£15.80
49	£14.99	£16.02
50	£15.21	£16.24
51	£15.42	£16.45
52	£15.66	£16.69
53	£15.88	£16.91
54	£16.13	£17.16
55	£16.35	£17.38
56	£16.61	£17.64
57	£16.85	£17.88
58	£17.10	£18.13
59	£17.37	£18.40
60	£17.62	£18.65
61	£17.90	£18.93
62	£18.12	£19.15
63	£18.44	£19.47
64	£18.68	£19.71
65	£18.97	£20.00
66	£19.23	£20.26
67	£19.54	£20.57
68	£19.83	£20.86
69	£20.11	£21.14
70	£20.41	£21.44
71	£20.71	£21.75

Spinal column points	Hourly Rate Effective from 1/4/21	Hourly Rate Effective From 1/4/22
72	£21.02	£22.07
73	£21.14	£22.20
74	£21.46	£22.53
75	£21.79	£22.88
76	£22.10	£23.21
77	£22.42	£23.54
78	£22.79	£23.93
79	£23.12	£24.28
80	£23.47	£24.64
81	£23.82	£25.01
82	£24.16	£25.37
83	£24.54	£25.77
84	£24.92	£26.17
85	£25.28	£26.54
86	£25.64	£26.92
87	£26.02	£27.32
88	£26.44	£27.76
89	£26.84	£28.18
90	£27.21	£28.57
91	£27.63	£29.01
92	£28.06	£29.46
93	£28.47	£29.89
94	£28.92	£30.37
95	£29.32	£30.79
96	£29.76	£31.25
97	£30.22	£31.73
98	£30.64	£32.17
99	£31.14	£32.70
100	£31.56	£33.12
101	£32.06	£33.62
102	£32.53	£34.09
103	£33.00	£34.56
104	£33.53	£35.09
105	£34.01	£35.57
106	£34.55	£36.11
107	£35.08	£36.64
108	£35.61	£37.17
109	£36.12	£37.68

Spinal column points	Hourly Rate Effective from 1/4/21	Hourly Rate Effective From 1/4/22
110	£36.66	£38.22
111	£37.22	£38.78
112	£37.76	£39.32
113	£38.33	£39.89
114	£38.92	£40.48
115	£39.52	£41.08
116	£40.10	£41.66
117	£40.68	£42.24
118	£41.32	£42.88
119	£41.91	£43.47
120	£42.54	£44.10
121	£43.18	£44.74
122	£43.81	£45.37
123	£44.45	£46.01

Hourly rates in cells shaded pale yellow are below the UK national living wage rate for those aged 23 or over. The 2022 rate is:	£9.50
Hourly rates in cells shaded darker yellow are below the UK national minimum wage rate for those aged 21 to 22. The 2022 rate is	£9.18

**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.

		<b>Existing Rates from 1 April 2021</b>	<b>Revised Rates from 1 April 2022</b>
1	<u>Social Workers</u> Standby Duty Allowance per session	£31.91	£33.51
2	<u>Nursery Staff</u> Special School Allowance per Annum  100% 80 – 100% 50 – 80%	£1,487.34 £1,195.03 £743.68	£1,561.71 £1,254.78 £780.86
3	<u>Hospital Social Workers</u> Sessional Payment	£40.17	£42.18
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.

	<b>Existing Rate from 1 April 2021</b>	<b>Revised Rate from 1 April 2022</b>
<b>Alternating Shifts</b>	£28.90	£30.35
<b>Rotating Shifts</b>	£46.22	£48.53



## 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:

<b>Standby Duty Payments</b>		
	<b>Existing Rate from 1 April 2021</b>	<b>Revised Rate from 1 April 2022</b>
For each <b>complete week</b> of standby duty <b>performed</b>	£95.42	£100.21
<i>Plus</i> For each public or extra statutory holiday in that week	£17.93	£18.83
For <b>broken periods</b> of standby duty:		
Monday to Friday	£9.51	£9.99
Saturday	£20.26	£21.27
Sunday, public and extra statutory holiday	£27.61	£28.99

- (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.

<b>(a) Disturbance and Call Out Payments</b>	
for employees on standby	
<b>Existing Rate from 1 April 2021</b>	<b>Revised Rate from 1 April 2022</b>
£15.26	£16.02

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>(b) Disturbance and Call Out Payments</b>	
for employees not on standby	
<b>Existing Rate from 1 April 2021</b>	<b>Revised Rate from 1 April 2022</b>
£20.99	£22.04

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

	<b>Existing Rate from 1 April 2021</b>	<b>Revised Rate from 1 April 2022</b>
Annual allowance	£505.73	£531.02
Payment per entry as follows - for every second entry up to 100 and the same for every third entry thereafter	£37.44	£39.31

**Part-Time Assistant Registrars**

	<b>Existing Rate from 1 April 2021</b>	<b>Revised Rate from 1 April 2022</b>
Annual Allowance	£147.80	£155.19

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

	<b>Existing Rate from 1 April 2021</b>	<b>Revised Rate from 1 April 2022</b>
Annual Allowance	£521.99	£548.09

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 are calculated by converting the hourly rate to a nominal annual salary multiplying the hourly rate by the number of weeks in the year (for this circular 52.14 was used) and then by the nominal working hours in the week. 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. It ensures that SJC hourly rates remain the same across the workforce regardless of the length of a standard working week agreed locally. Part-time employees have flat rate increases pro-rated automatically using hourly rates.

We have in the past used 37 hours as the nominal working week as this is the length of working week shared by the largest proportion of our workforce (46%).

In this settlement, however, the agreement is that we apply uplifts of £2,000/£1,925 based on a nominal 36-hour week.

The actual uplift value for full-time employees will vary depending on two factors:

- The calculation method and rounding applied by a council's payroll system.
- The length of the working week.

The table below provides an approximate guide to the uplift value of the £2,000/£1,925 on the most common full-time working week lengths known to be worked across councils.

<b>Hours</b>	36	37	36.25	35
<b>£2,000 uplift</b>	£2,000	£2,055	£2,015	£1,945
<b>£1,925 uplift</b>	£1,925	£1,980	£1,940	£1,870

The values above were rounded to the nearest £5.

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 SLGLW rate is 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.