

SCOTTISH JOINT COUNCIL FOR LOCAL GOVERNMENT EMPLOYEES

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01 March 2019

Dear Chief Executive

SJC-58 **Salaries Agreement 1 April 2018 to 31 March 2021**

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 2018 to 31 March 2021;
- 2018/19 an increase of 3.5% (capped at £80,000, on or above which a flat rate of £1600 will apply).
- 2019/20 an increase of 3%
- 2020/21 an increase of 3%
- In each of these three years the Scottish Local Government Living Wage (SLGLW) will rise by the percentage uplift referred to above. The SLGLW rate will be used as the minimum pay level for all pay, including additional hours, overtime, and other allowances. The SLGLW will be payable to employees where the SCP rate is below the SLGLW rate applicable in that year: this means, at the time of writing, SCP 2-18 inclusive. For avoidance of doubt, as for the SJC workforce paid above the SLGLW, the entire SLGLW rate is pensionable for hours worked up to the notional normal working week. Hours worked in excess of this will be exempt from pensionable pay unless specified in the contract.
- A reference group with the SJC Trade Unions will be established to oversee the process of consolidation of the Scottish Local Government Living Wage, reporting on progress to the Scottish Joint Council. Councils should aim to achieve consolidation preferably by March 2021, however it is recognised that a small number of councils may require additional time for consolidation. Where this is the case, an agreement will be reached locally with the trade unions which will incorporate a firm commitment that any such extensions will carry a final implementation date of 2022.
- COSLA reaffirms as a policy objective that parity will be maintained between Local Government bargaining groups.
- There is a commitment to re-open negotiations with the Trade Unions in the event of another Local Government bargaining group's total pay offer value being revised such that it becomes greater than the sum agreed between COSLA Employers and the SJC Trade Unions for the SJC workforce for the period of the agreement.
- In the first year of the three-year agreement the percentage increase applies to annual salaries of less than £80,000. Above this cap a flat rate increase of £1600 applies. In years two and three the cap does not apply.

- The pay increase is detailed further in the attached appendices. These include revised SJC spinal column hourly rates and revised allowance tables, all of which have had the percentage increases above applied.

| | |
|------------|---|
| Appendix 1 | SJC Spinal Column Hourly Rates |
| Appendix 2 | Allowances |
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| 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 |

2. We should be obliged if you would implement the agreement set out in this circular with an effective date for 1 April 2018 in line with your established pay practice.

Yours sincerely

Tom Young (COSLA)
Johanna Baxter (UNISON)
Drew Duffy (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 points | Hourly Rate w.e.f. 1.4.17 £ | Hourly Rate w.e.f. 1.4.18 £ | SLGLW w.e.f. 1.4.18 £ | Hourly Rate w.e.f. 1.4.19 £ | SLGLW w.e.f. 1.4.19 £ | Hourly Rate w.e.f. 1.4.20 £ | SLGLW w.e.f. 1.4.20 £ |
|----------------------|--------------------------------|--------------------------------|--------------------------|--------------------------------|--------------------------|--------------------------------|--------------------------|
| 1 | removed | removed | removed | removed | removed | removed | removed |
| 2 | 6.73 / 8.51 | 6.97 | 8.81 | 7.18 | 9.07 | 7.40 | 9.34 |
| 3 | 6.83 / 8.51 | 7.07 | 8.81 | 7.28 | 9.07 | 7.50 | 9.34 |
| 4 | 6.94 / 8.51 | 7.18 | 8.81 | 7.40 | 9.07 | 7.62 | 9.34 |
| 5 | 7.05 / 8.51 | 7.30 | 8.81 | 7.52 | 9.07 | 7.75 | 9.34 |
| 6 | 7.14 / 8.51 | 7.39 | 8.81 | 7.61 | 9.07 | 7.84 | 9.34 |
| 7 | 7.24 / 8.51 | 7.49 | 8.81 | 7.71 | 9.07 | 7.94 | 9.34 |
| 8 | 7.34 / 8.51 | 7.60 | 8.81 | 7.83 | 9.07 | 8.06 | 9.34 |
| 9 | 7.46 / 8.51 | 7.72 | 8.81 | 7.95 | 9.07 | 8.19 | 9.34 |
| 10 | 7.57 / 8.51 | 7.83 | 8.81 | 8.06 | 9.07 | 8.30 | 9.34 |
| 11 | 7.66 / 8.51 | 7.93 | 8.81 | 8.17 | 9.07 | 8.42 | 9.34 |
| 12 | 7.80 / 8.51 | 8.07 | 8.81 | 8.31 | 9.07 | 8.56 | 9.34 |
| 13 | 7.90 / 8.51 | 8.18 | 8.81 | 8.43 | 9.07 | 8.68 | 9.34 |
| 14 | 8.01 / 8.51 | 8.29 | 8.81 | 8.54 | 9.07 | 8.80 | 9.34 |
| 15 | 8.14 / 8.51 | 8.42 | 8.81 | 8.67 | 9.07 | 8.93 | 9.34 |
| 16 | 8.27 / 8.51 | 8.56 | 8.81 | 8.82 | 9.07 | 9.08 | 9.34 |
| 17 | 8.38 / 8.51 | 8.67 | 8.81 | 8.93 | 9.07 | 9.20 | 9.34 |
| 18 | 8.48 / 8.51 | 8.78 | 8.81 | 9.04 | 9.07 | 9.31 | 9.34 |
| 19 | 8.62 | 8.92 | | 9.19 | | 9.47 | |
| 20 | 8.74 | 9.05 | | 9.32 | | 9.60 | |
| 21 | 8.87 | 9.18 | | 9.46 | | 9.74 | |
| 22 | 9.01 | 9.33 | | 9.61 | | 9.90 | |
| 23 | 9.15 | 9.47 | | 9.75 | | 10.04 | |
| 24 | 9.28 | 9.60 | | 9.89 | | 10.19 | |
| 25 | 9.42 | 9.75 | | 10.04 | | 10.34 | |
| 26 | 9.55 | 9.88 | | 10.18 | | 10.49 | |
| 27 | 9.69 | 10.03 | | 10.33 | | 10.64 | |
| 28 | 9.83 | 10.17 | | 10.48 | | 10.79 | |
| 29 | 9.97 | 10.32 | | 10.63 | | 10.95 | |
| 30 | 10.14 | 10.49 | | 10.80 | | 11.12 | |
| 31 | 10.28 | 10.64 | | 10.96 | | 11.29 | |
| 32 | 10.40 | 10.76 | | 11.08 | | 11.41 | |
| 33 | 10.58 | 10.95 | | 11.28 | | 11.62 | |
| 34 | 10.73 | 11.11 | | 11.44 | | 11.78 | |
| 35 | 10.91 | 11.29 | | 11.63 | | 11.98 | |
| 36 | 11.06 | 11.45 | | 11.79 | | 12.14 | |
| 37 | 11.23 | 11.62 | | 11.97 | | 12.33 | |
| 38 | 11.40 | 11.80 | | 12.15 | | 12.51 | |
| 39 | 11.55 | 11.95 | | 12.31 | | 12.68 | |
| 40 | 11.72 | 12.13 | | 12.49 | | 12.86 | |
| 41 | 11.90 | 12.32 | | 12.69 | | 13.07 | |
| 42 | 12.05 | 12.47 | | 12.84 | | 13.23 | |

| Spinal column points | Hourly Rate w.e.f. 1.4.17 | Hourly Rate w.e.f. 1.4.18 | SLGLW w.e.f. 1.4.18 | Hourly Rate w.e.f. 1.4.19 | SLGLW w.e.f. 1.4.19 | Hourly Rate w.e.f. 1.4.20 | SLGLW w.e.f. 1.4.20 |
|----------------------|---------------------------|---------------------------|---------------------|---------------------------|---------------------|---------------------------|---------------------|
| | £ | £ | £ | £ | £ | £ | £ |
| 43 | 12.28 | 12.71 | | 13.09 | | 13.48 | |
| 44 | 12.43 | 12.87 | | 13.26 | | 13.66 | |
| 45 | 12.63 | 13.07 | | 13.46 | | 13.86 | |
| 46 | 12.79 | 13.24 | | 13.64 | | 14.05 | |
| 47 | 12.99 | 13.44 | | 13.84 | | 14.26 | |
| 48 | 13.19 | 13.65 | | 14.06 | | 14.48 | |
| 49 | 13.38 | 13.85 | | 14.27 | | 14.70 | |
| 50 | 13.58 | 14.06 | | 14.48 | | 14.91 | |
| 51 | 13.77 | 14.25 | | 14.68 | | 15.12 | |
| 52 | 13.98 | 14.47 | | 14.90 | | 15.35 | |
| 53 | 14.18 | 14.68 | | 15.12 | | 15.57 | |
| 54 | 14.40 | 14.90 | | 15.35 | | 15.81 | |
| 55 | 14.60 | 15.11 | | 15.56 | | 16.03 | |
| 56 | 14.83 | 15.35 | | 15.81 | | 16.28 | |
| 57 | 15.04 | 15.57 | | 16.04 | | 16.52 | |
| 58 | 15.27 | 15.80 | | 16.27 | | 16.76 | |
| 59 | 15.51 | 16.05 | | 16.53 | | 17.03 | |
| 60 | 15.73 | 16.28 | | 16.77 | | 17.27 | |
| 61 | 15.98 | 16.54 | | 17.04 | | 17.55 | |
| 62 | 16.17 | 16.74 | | 17.24 | | 17.76 | |
| 63 | 16.46 | 17.04 | | 17.55 | | 18.08 | |
| 64 | 16.68 | 17.26 | | 17.78 | | 18.31 | |
| 65 | 16.94 | 17.53 | | 18.06 | | 18.60 | |
| 66 | 17.17 | 17.77 | | 18.30 | | 18.85 | |
| 67 | 17.45 | 18.06 | | 18.60 | | 19.16 | |
| 68 | 17.70 | 18.32 | | 18.87 | | 19.44 | |
| 69 | 17.96 | 18.59 | | 19.15 | | 19.72 | |
| 70 | 18.22 | 18.86 | | 19.43 | | 20.01 | |
| 71 | 18.49 | 19.14 | | 19.71 | | 20.30 | |
| 72 | 18.77 | 19.43 | | 20.01 | | 20.61 | |
| 73 | 19.06 | 19.73 | | 20.32 | | 20.93 | |
| 74 | 19.35 | 20.03 | | 20.63 | | 21.25 | |
| 75 | 19.64 | 20.33 | | 20.94 | | 21.57 | |
| 76 | 19.92 | 20.62 | | 21.24 | | 21.88 | |
| 77 | 20.21 | 20.92 | | 21.55 | | 22.20 | |
| 78 | 20.54 | 21.26 | | 21.90 | | 22.56 | |
| 79 | 20.84 | 21.57 | | 22.22 | | 22.89 | |
| 80 | 21.16 | 21.90 | | 22.56 | | 23.24 | |
| 81 | 21.47 | 22.22 | | 22.89 | | 23.58 | |
| 82 | 21.78 | 22.54 | | 23.22 | | 23.92 | |
| 83 | 22.13 | 22.90 | | 23.59 | | 24.30 | |
| 84 | 22.46 | 23.25 | | 23.95 | | 24.67 | |
| 85 | 22.79 | 23.59 | | 24.30 | | 25.03 | |
| 86 | 23.12 | 23.93 | | 24.65 | | 25.39 | |
| 87 | 23.46 | 24.28 | | 25.01 | | 25.76 | |
| 88 | 23.85 | 24.68 | | 25.42 | | 26.18 | |
| 89 | 24.20 | 25.05 | | 25.80 | | 26.57 | |
| 90 | 24.54 | 25.40 | | 26.16 | | 26.94 | |

| Spinal column points | Hourly Rate w.e.f. 1.4.17 | Hourly Rate w.e.f. 1.4.18 | SLGLW w.e.f. 1.4.18 | Hourly Rate w.e.f. 1.4.19 | SLGLW w.e.f. 1.4.19 | Hourly Rate w.e.f. 1.4.20 | SLGLW w.e.f. 1.4.20 |
|----------------------|---------------------------|---------------------------|---------------------|---------------------------|---------------------|---------------------------|---------------------|
| | £ | £ | £ | £ | £ | £ | £ |
| 91 | 24.92 | 25.79 | | 26.56 | | 27.36 | |
| 92 | 25.29 | 26.18 | | 26.97 | | 27.78 | |
| 93 | 25.67 | 26.57 | | 27.37 | | 28.19 | |
| 94 | 26.08 | 26.99 | | 27.80 | | 28.63 | |
| 95 | 26.43 | 27.36 | | 28.18 | | 29.03 | |
| 96 | 26.84 | 27.78 | | 28.61 | | 29.47 | |
| 97 | 27.25 | 28.20 | | 29.05 | | 29.92 | |
| 98 | 27.63 | 28.60 | | 29.46 | | 30.34 | |
| 99 | 28.08 | 29.06 | | 29.93 | | 30.83 | |
| 100 | 28.46 | 29.46 | | 30.34 | | 31.25 | |
| 101 | 28.91 | 29.92 | | 30.82 | | 31.74 | |
| 102 | 29.33 | 30.36 | | 31.27 | | 32.21 | |
| 103 | 29.76 | 30.80 | | 31.72 | | 32.67 | |
| 104 | 30.23 | 31.29 | | 32.23 | | 33.20 | |
| 105 | 30.67 | 31.74 | | 32.69 | | 33.67 | |
| 106 | 31.15 | 32.24 | | 33.21 | | 34.21 | |
| 107 | 31.63 | 32.74 | | 33.72 | | 34.73 | |
| 108 | 32.11 | 33.23 | | 34.23 | | 35.26 | |
| 109 | 32.57 | 33.71 | | 34.72 | | 35.76 | |
| 110 | 33.05 | 34.21 | | 35.24 | | 36.30 | |
| 111 | 33.57 | 34.74 | | 35.78 | | 36.85 | |
| 112 | 34.05 | 35.24 | | 36.30 | | 37.39 | |
| 113 | 34.56 | 35.77 | | 36.84 | | 37.95 | |
| 114 | 35.09 | 36.32 | | 37.41 | | 38.53 | |
| 115 | 35.63 | 36.88 | | 37.99 | | 39.13 | |
| 116 | 36.15 | 37.42 | | 38.54 | | 39.70 | |
| 117 | 36.69 | 37.97 | | 39.11 | | 40.28 | |
| 118 | 37.26 | 38.56 | | 39.72 | | 40.91 | |
| 119 | 37.80 | 39.12 | | 40.29 | | 41.50 | |
| 120 | 38.37 | 39.71 | | 40.90 | | 42.13 | |
| 121 | 38.95 | 40.31 | | 41.52 | | 42.77 | |
| 122 | 39.53 | 40.91 | | 42.14 | | 43.40 | |
| 123 | 40.11 | 41.51 | | 42.76 | | 44.04 | |

Allowances

| | | Current (Rates from 1 April 2017) | Revised Rates from 1 April 2018 | Revised Rates from 1 April 2019 | Revised Rates from 1 April 2020 |
|---|--|--|---|--|--|
| 1 | <u>Social Workers</u> Standby Duty Allowance per session | £28.49 | £29.49 | £30.37 | £31.28 |
| 2 | <u>Nursery Staff Special School Allowance per Annum</u> 100% 80 – 100% 50 – 80% | £1,328.00 £1,067.00 £664.00 | £1,374.48 £1,104.35 £687.24 | £1,415.71 £1,137.48 £707.86 | £1,458.18 £1,171.60 £729.10 |
| 3 | <u>Hospital Social Workers</u> Sessional Payment | £35.86 | £37.12 | £38.23 | £39.38 |
| 4 | <u>Nursery Staff Scheme</u> Sleeping-in Duty Allowance per session | £28.49 | Effective: 1/4/18-31/8/18 £29.49 Replaced 1/9/18 - see circular SJC 18-56 | See circular SJC 18-56 | See circular SJC 18-56 |
| 5 | <u>Residential Staff Scheme</u> Sleeping-in Duty Allowance per session | £35.41 | Effective: 1/4/18-31/8/18 £36.65 Replaced 1/9/18- see circular SJC 18-56 | See circular SJC 18-56 | See circular SJC 18-56 |

Shift Payments

| | Existing Rate from 1 April 2017 | Revised Rate from 1 April 2018 | Revised Rate from 1 April 2019 | Revised Rate from 1 April 2020 |
|-------------------------------|--|---|---|---|
| Alternating Shifts | £25.80 | £26.70 | £27.50 | £28.33 |
| Rotating Shifts | £41.27 | £42.71 | £43.99 | £45.31 |

Standby for Employees Other Than Social Workers

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 01/04/2017 | Revised Rate 01/04/2018 | Revised Rate 01/04/2019 | Revised Rate 01/04/2020 |
| For each complete week of standby duty performed | £85.31 | £88.30 | £90.95 | £93.68 |
| <i>Plus</i> For each public or extra statutory holiday in that week | £16.01 | £16.57 | £17.07 | £17.58 |
| For broken periods of standby duty: | | | | |
| Monday to Friday | £8.49 | £8.79 | £9.05 | £9.32 |
| Saturday | £18.09 | £18.72 | £19.28 | £19.86 |
| Sunday, public and extra statutory holiday | £24.65 | £25.51 | £26.28 | £27.07 |

(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 01/04/2017 | Revised Rate 01/04/2018 | Revised Rate 01/04/2019 | Revised Rate 01/04/2020 |
| £13.62 | £14.10 | £14.52 | £14.96 |

Payments for Employees not on Standby

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 01/04/2017 | Revised Rate 01/04/2018 | Revised Rate 01/04/2019 | Revised Rate 01/04/2020 |
| £18.74 | £19.40 | £19.98 | £20.58 |

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

| | Current (w.e.f. 1 April 2017) | Revised w.e.f 1 April 2018 | Revised w.e.f 1 April 2019 | Revised w.e.f 1 April 2020 |
|--|--|---------------------------------------|---------------------------------------|---------------------------------------|
| Annual allowance | £451.55 | £467.35 | £481.37 | £495.81 |
| Payment per entry as follows - for every second entry up to 100 and the same for every third entry thereafter | £33.43 | £34.60 | £35.64 | £36.71 |

Part-Time Assistant Registrars

| | Current (w.e.f. 1 April 2017) | Revised w.e.f 1 April 2018 | Revised w.e.f 1 April 2019 | Revised w.e.f 1 April 2020 |
|------------------|--|---------------------------------------|---------------------------------------|---------------------------------------|
| Annual Allowance | £131.96 | £136.58 | £140.68 | £144.90 |

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 2017) | Revised w.e.f 1 April 2018 | Revised w.e.f 1 April 2019 | Revised w.e.f 1 April 2020 |
|------------------|--|---------------------------------------|---------------------------------------|---------------------------------------|
| Annual Allowance | £466.06 | £482.37 | £496.84 | £511.75 |

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.

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 was not consolidated, were subject to uplift to the agreed SLGLW rate. This was £8.51 for the period 1 April 2017 to 31 March 2018.