**Pay award 2023/24 - questions and answers**

**‘Green book’ school support staff**

We’re pleased to confirm the trade unions have agreed to the National Employers’ pay increase of £1,925 per annum for 2023/24 for all employees paid up to and including scale point (SCP) 43, and an increase of 3.88 per cent for employees paid on SCP 44 and above, with effect from 1 April 2023. This applies to all employees on National Joint Council (NJC) and Joint Negotiating Committee (JNC) terms and conditions. These are more commonly referred to as Green Book.

The pay award will be pro-rated for anyone who works part-time or less than 52 weeks a year. Pay awards will be paid on 29 December 2023, including pay backdated to 1 April 2023.

**Teachers**

From 1 September 2023, employees on teachers’ terms and conditions will receive an increase of 6.5%, although those on main scale point 1 will receive 7.1%.  Pay awards will be paid on 29 December 2023, including pay backdated to September 2023.

[**What are the new pay scales?**](https://schools.cmsd7.theocn.org/cms/content/pay-award-202223-questions-and-answers#what-are-the-new-pay-scales-)

The new 2023 pay scales can be found [here](https://schools.oxfordshire.gov.uk/cms/content/pay-information).

[**How will this change be reflected on my December payslip?**](https://schools.cmsd7.theocn.org/cms/content/pay-award-202223-questions-and-answers#how-will-this-change-be-reflected-on-my-december-payslip-)

Basic pay: the last basic pay line on your payslip is your basic pay for December. You’ll also see a separate payroll entry above that showing your total back pay for April to December.

Payments relating to your basic pay e.g. overtime: these will show as being removed at the old rate and repaid using the new rates.

Note: the new line may also include any new hours being paid in December.

Your back pay and new pay will be subject to normal deductions, including income tax, National Insurance (NIC) and pension.

[**I’m an apprentice, how will my pay change?**](https://schools.cmsd7.theocn.org/cms/content/pay-award-202223-questions-and-answers#i-m-an-apprentice-how-will-my-pay-change-)

You will be paid in line with the pay award for Green Book employees.

[**I’m on pay protection - how will this affect my pay?**](https://schools.cmsd7.theocn.org/cms/content/pay-award-202223-questions-and-answers#i-m-on-pay-protection---how-will-this-affect-my-pay-)

Your salary was frozen when protection was applied. This means you won’t receive any pay awards or scale progression.

Your basic salary has been increased in line with the new salary for your pay grade and scale point. The protected element of your pay has been reduced to offset the increase, so the net impact of the pay award is nil.

Note: where the value of the pay award is greater than your remaining protected amount, the protection will be removed.

On your payslip, the last salary protection line is your salary protection for December.

Above this is a separate payroll entry for the salary protection deduction. This figure is the cumulative total for the period April to December and will be the same value as the basic pay back pay. As a result, the net impact of the pay award is nil.

[**I am employed on TUPE terms and conditions - will I receive the pay award?**](https://schools.cmsd7.theocn.org/cms/content/pay-award-202223-questions-and-answers#i-am-employed-on-tupe-terms-and-conditions---will-i-receive-the-pay-award-)

Where applicable, the pay award will be applied to your salary in your December pay.

[**I’m due to leave because of redundancy on or after the 1 December 2023 - will my redundancy pay reflect the pay award?**](https://schools.cmsd7.theocn.org/cms/content/pay-award-202223-questions-and-answers#i-m-due-to-leave-because-of-redundancy-on-or-after-the-1-december-2022---will-my-redundancy-pay-reflect-the-pay-award-)

Yes, your redundancy pay will reflect the value of the pay award.

[**I’m a casual employee - will I get an increase?**](https://schools.cmsd7.theocn.org/cms/content/pay-award-202223-questions-and-answers#i-m-a-casual-employee---will-i-get-an-increase-)

If you are aligned to an equivalent Oxfordshire County Council grade and step, you’ll see an increase in your hourly rate for all hours worked on or after 1 December 2023.

[**How will my pension be affected?**](https://schools.cmsd7.theocn.org/cms/content/pay-award-202223-questions-and-answers#how-will-my-pension-be-affected-)

Local Government Pension Scheme (LGPS) and Teacher’s Pension Scheme The increase to your basic pay will be subject to pension contributions as normal.

Your pension contribution rate will be re-assessed from the pay award effective date.

Assessment is calculated by taking each month’s new basic pay (x 12) and any pensionable extras in the previous 12 months. Pensionable extras include things like overtime, market supplements or bonus payments.

If you’re re-assessed into a higher pension band, the contributions will be deducted for each month at the same time you receive the back dated pay award.

Find out more about your [Local Government Pension](https://www.oxfordshire.gov.uk/business/oxfordshire-pension-fund/pension-scheme-members/active-members) ( LGPS).

[**Will my tax rate increase because the award is backdated and paid in a lump sum?**](https://schools.cmsd7.theocn.org/cms/content/pay-award-202223-questions-and-answers#will-my-tax-rate-increase-because-the-award-is-backdated-and-paid-in-a-lump-sum-)

For most people tax is calculated on a cumulative basis, so the backdated payment in December will be subject to the same level of tax as it would have been if it was applied in April 2023.

More information about tax and rates can be found here: [gov.uk/income-tax-rates](https://www.gov.uk/income-tax-rates)

[**Will my backdated pay award affect my Universal Credit payments?**](https://schools.cmsd7.theocn.org/cms/content/pay-award-202223-questions-and-answers#will-my-backdated-pay-award-affect-my-universal-credit-payments-)

Universal Credit is calculated on your personal circumstances. Because of this the council (as your employer) doesn’t know how you’ll be affected.

The 2023/24 Local Government pay settlement is being paid - with a backdated payments - on 29 December 2023.

This increase together with the backdated payment may mean you receive less Universal Credit than normal or you may even earn too much to qualify.

You need to log into your Universal Credit account for more information and may need to answer questions about your new salary. If you have any queries contact your Work Coach or visit your local Jobcentre Plus.

You can access your [Universal Credit account](http://www.gov.uk/sign-in-universal-credit). An overview of [Universal Credit](https://www.gov.uk/universal-credit) can be found online.

[**Will there be an increase to business expenses/business mileage rates?**](https://schools.cmsd7.theocn.org/cms/content/pay-award-202223-questions-and-answers#will-there-be-an-increase-to-business-expenses-business-mileage-rates-)

There is no increase to the mileage rates due to the national pay award.

Our business mileage rates are in line with HM Revenue and Customs (HMRC) rates and will only increase if HMRC increase these.

[**Who do I speak to about pay queries?**](https://schools.cmsd7.theocn.org/cms/content/pay-award-202223-questions-and-answers#who-do-i-speak-to-about-pay-queries-)

If these questions and answers don’t answer your question, ask your line manager. If they can’t help, [contact IBC](https://schools.oxfordshire.gov.uk/cms/content/help-self-service-ibc) self-service.