



OCTOBER 2024

Living Wage Scotland

LIVING WAGE EMPLOYER ACCREDITATION GUIDE



Living Wage accreditation celebrates employers that choose to go further than the government minimum, by paying the real Living Wage to all relevant workers.

This guide gives information on how to become an accredited Living Wage employer, the benefits of the real Living Wage, and how you can go further as a responsible employer.

Becoming a real Living Wage accredited employer signals a commitment as a responsible employer to employees, consumers and funders.

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The real Living Wage is an hourly rate of pay, set independently and updated annually. It is calculated according to the basic cost of living in the UK and employers choose to pay it on a voluntary basis. The real Living Wage is currently £12.60 across the UK and £13.85 in London.



The Living Wage rates are updated annually. The calculation is overseen by the Living Wage Commission, an independent body drawn from leading Living Wage employers, trade unions, civil society and academics. The calculation is conducted by leading think tank The Resolution Foundation, and the methodology is based on the best available data and evidence on living standards in the UK.

In April 2016, the government introduced a higher minimum wage rate for all staff over 25 years of age, inspired by the Living Wage campaign, and referred to it as the 'National Living Wage'. The government's National Living Wage is not calculated according to what employees and their families need to live, but rather it is based on median earnings. The real Living Wage rate is the only UK Wage rate based on living costs. The real Living Wage covers all essential items such as housing costs, food, transport and childcare, as well as important purchases such as a winter coat for children.

KNOW THE DIFFERENCE **OCTOBER 2024**

Real Living Wage (UK)	National Living Wage	National Minimum Wage		
18+	21+	18 - 20	Under 18	Apprentice
£12.60	£11.44	£8.60	£6.40	£6.40

1. Directly Employed Staff

The accrediting employer must ensure that all directly employed members of staff aged 18 and over are paid at least the real Living Wage from the point of accreditation.

Note that apprentices are not within scope of the accreditation. See FAQs for more information.

2. Regular Contracted Staff

Accrediting employers must also ensure that all third-party contracted workers who regularly work on the premises (or other sites where the organisation carries out its work) are paid the real Living Wage. These workers are **in-scope** of the accreditation.

Typically, this might include contracted cleaners, catering, security and maintenance staff; however, the job roles carried out by regular contracted workers will vary in each organisation.

We define **regularly** as two or more hours a week, for eight or more consecutive weeks a year.

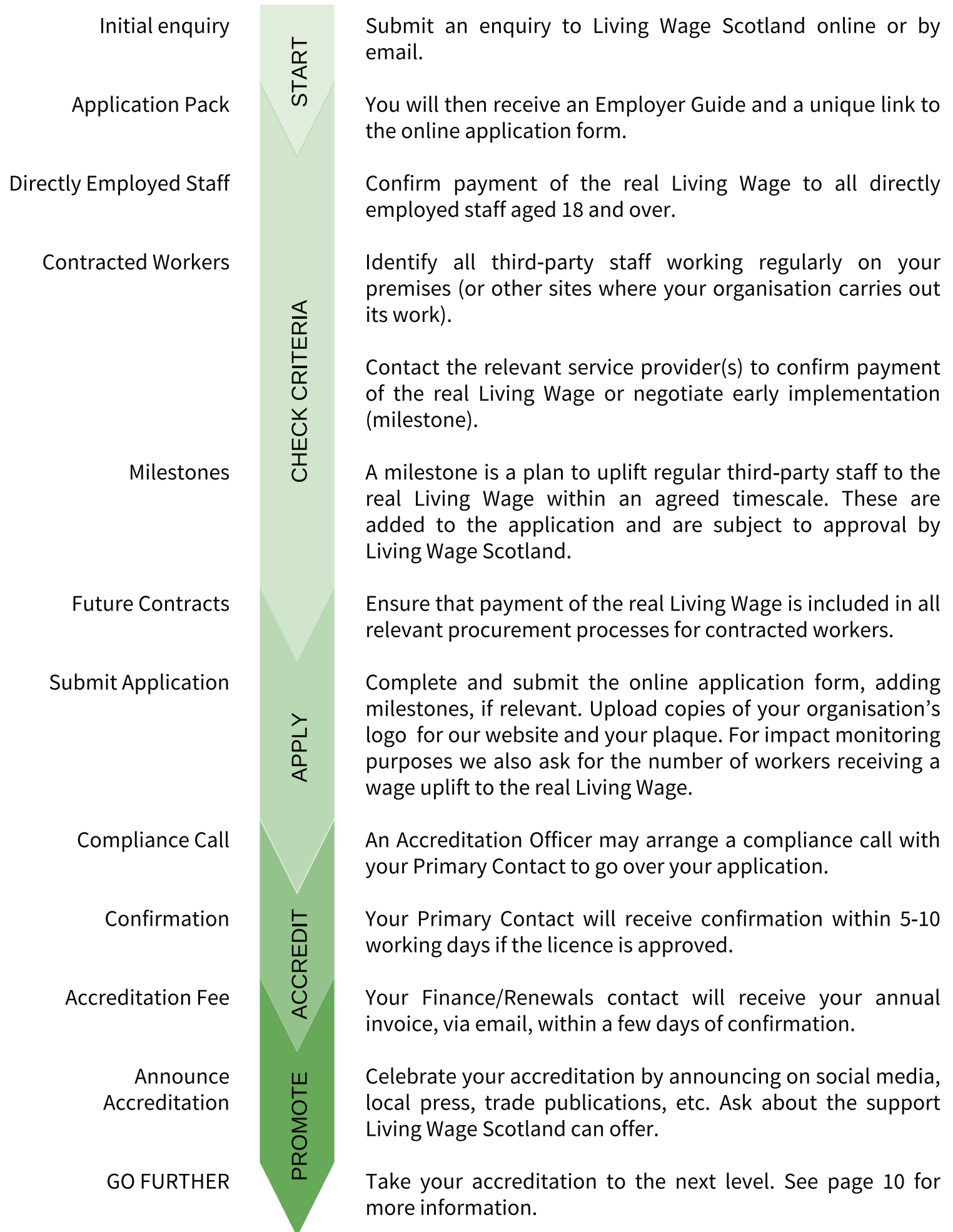
Note that contracted workers do not need to be on the real Living Wage at the point of accreditation, provided there is a plan in place to uplift these workers to the real Living Wage rate within an agreed timescale. We refer to this phased implementation as **milestones**. See FAQs for more information.

3. Accreditation Fee

There is an annual fee for accreditation that varies according to the type of organisation and the total number of staff (directly employed + regular contracted staff).

Accreditation fees support the work of the Living Wage movement and accreditation schemes. On approval of the licence agreement, the Living Wage Foundation licences the employer to use the **Living Wage Employer Mark** to signal their commitment publicly.

Organisation Type	Total Number of Staff	Annual Fee (excluding VAT)
Private Sector	501+	£3,440
Public Sector & Charities	501+	£550
All Sectors	251 - 500	£550
	51 - 250	£275
	11 - 50	£137
	0 - 10	£69



If your question is not answered here or if you need further support, you can contact the Living Wage Scotland team at accreditation@povertyalliance.org

1. **What do I have to do to accredit as a Living Wage employer?**

The full criteria for accreditation can be found on page 4 of this guide, but in summary, the two key accreditation requirements are as follows: all directly employed members of staff aged 18 and over must be paid at least the real Living Wage; and, to the extent permitted by law, all regular contracted workers must be paid the real Living Wage.

2. **Is there a fee for accreditation?**

Yes, there is an annual fee for accreditation that varies according to the total number of staff and the type of organisation. See our fees table on page 4.

3. **Are we required to pay apprentices the real Living Wage?**

No, the accreditation scheme allows employers to exclude apprentices in recognition of the employer's commitment and associated training costs. Apprenticeships must be official and integral to a recognised trade or qualification. Note that many of our accredited employers choose to pay their apprentices the real Living Wage.

4. **What about interns and volunteers?**

Unlike apprenticeships, which are structured and audited schemes with a qualification awarded at completion, internships are not legally defined roles. Interns who are not explicitly exempt from a wage under UK Government guidelines must be paid the real Living Wage. Genuine volunteers (unpaid) are generally not within scope of the accreditation.

5. **What is a milestone?**

A milestone is a plan to uplift regular contracted workers to the real Living Wage within an agreed timescale. Unlike directly employed staff, contracted workers do not need to be on the real Living Wage at the point of accreditation, provided the accrediting employer and Living Wage Scotland have mutually agreed phased implementation of the real Living Wage for these workers.

6. **How do we create a milestone for regular contracted workers?**

Accrediting employers must work with their current contracted service providers to identify all regular contracted workers earning less than the real Living Wage. Contractors should be asked whether they would be willing to negotiate payment of the real Living Wage to these workers within a reasonable timescale. This plan would form the basis of a milestone.

7. What if my organisation has a large or complex supply chain?

Many large private and public sector organisations have already accredited as Living Wage employers, with guidance and support from the Living Wage Scotland team. If you have a large or complex supply chain, we strongly recommend an initial meeting to discuss how the criteria and process will apply to your business.

8. What about future contracts?

The accrediting employer must ensure that all relevant future contracts are awarded based on payment of the real Living Wage to regular third-party workers. For organisations subject to public sector procurement regulations, Fair Work practice can be adopted to ensure that, to the extent permitted by law, contracted workers receive the real Living Wage. Our Accreditation Officers can help with more information, including best practice.

9. We are located in a shared building with shared services provided by the landlord. Should we consider these workers for our accreditation?

Yes, regular third-party staff working for you on your premises should be considered in-scope for your accreditation. Accrediting employers must work with their landlord to identify workers earning less than the real Living Wage (e.g. cleaning staff). Your landlord might be persuaded to pay the real Living Wage, or you could negotiate a service level agreement to ensure these workers receive the real Living Wage for the hours worked for you. Our Accreditation Officers can offer more advice.

10. Can bonuses be included in the real Living Wage rate?

Only guaranteed cash payments can be included in the real Living Wage calculation. For example, an employer could include a guaranteed allowance for inner city weighting or time away from home, but performance or productivity related bonuses cannot be included.

11. What about pension contributions and salary sacrifice schemes?

Employer contributions to pensions cannot form part of the Living Wage calculation under any circumstances. An employee's pension contributions may take their take-home pay below the Living Wage hourly rate. Living Wage accreditation allows for a salary sacrifice to form part of the Living Wage payment, but only if the benefit is opt-in, rather than opt-out.

12. When do I have to implement the new rate?

The real Living Wage rates are updated annually and accredited employers should implement the new rate by the beginning of May the following year. Accrediting employers accredit at the current rate (e.g. the new rate, if accrediting after the announcement).

GET IN TOUCH



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