



GO FOR IT
Funding Change in Church and Community

Go For It – Employment Briefing

Some answers to frequently asked questions from projects applying to Go For It:

What percentage figure should we be paying as an employer in National Insurance contributions?

The current NI rate (2018-2019 tax year) is usually 13.8% for employer contributions, above a monthly threshold of £702. NI contributions are based upon the period it is paid out (weekly, monthly etc.), so for example, if the salary is being paid on a monthly basis and is above £702 per month, then the employer will have to make provision in the budget for contributions at 13.8%.

For more detailed information you can visit:

<https://www.gov.uk/national-insurance-rates-letters>

Employer's National Insurance

You can get up to £3,000 off your National Insurance Bill if you are an employer.

You must be paying Employer's (Secondary) Class 1 National Insurance

The allowance will reduce your Employer's (Secondary) **Class 1** NI each time you run your payroll (until the £3,000 has gone or the tax year ends (whichever is sooner)).

You can only claim against **Class 1 National Insurance** you've paid, up to a maximum of £3,000 in each tax year. You can still claim the allowance if you pay less than £3,000 a year.

How to Claim

Claim through the payroll software: put Yes in the Employment Allowance indicator field next time you send an Employment Payment Summary to HMRC.

OR

Go to: www.gov.uk/claim-employment-allowance

OR

Contact HMRC Employer's helpline to apply for the Allowance: 0300 200 3200

What percentage figure should we be paying as an employer contribution towards pensions?

From 1 October 2012, legislation in the UK changed, and employers have to make contributions to the pension scheme of any “jobholder” within their organisation and impacts on all UK employers.

From April 2019 the minimum an employer will pay is 3% of “qualifying earnings” - and the jobholder will have to pay 5%, making a total of 8%. Many employers, especially in competitive markets, will look to pay more than the statutory minimum – to enable them to recruit/retain staff.

Go For It expects Grant recipients who are employing staff will make the minimum **3%** contribution to staff pension plans.

How much should we pay staff within our project?

The standard salary framework for the voluntary sector in Scotland has been the Scottish Joint Council (SJC) Salary Scales. The Scottish Joint Council no longer publishes these scales, on behalf of COSLA (Convention of Scottish Local Authorities), however, COSLA can be contacted directly to obtain a copy via http://www.cosla.gov.uk/about/contact_us

Alternatively, it may be useful to look at the website for voluntary sector posts, Good Moves: www.goodmoves.org.uk, so that you can see other examples of comparative posts.

The Church of Scotland publishes a number of ‘Locally Funded Posts’ on their websites. A list of vacancies advertised here may provide examples of comparative posts https://www.churchofscotland.org.uk/about_us/vacancies_and_volunteering/locally_funded_posts.