

**KEY EMPLOYMENT POLICIES**  
**EMPLOYEE INFORMATION BRIEFING**  
**ISSUE 19: JULY 2018**

**UNIVERSAL CREDIT**

**OVERVIEW**

Universal Credit (UC) is administered by the Department for Work and Pensions (DWP) and was fully introduced to West Lothian on 16<sup>th</sup> May 2018.

The UK Government aim is to make the welfare benefits system simpler by replacing six key benefits and tax credits; it's paid monthly (or twice a month in Scotland if you choose). All new claims or change in circumstances relating to the following benefits will now be part of a Universal Credit claim.

**Universal Credit replaces:**

- Housing Benefit
- Income Support
- Child Tax Credits
- Income-based Job Seekers Allowance
- Working Tax Credits
- Income -related Employment Support Allowance

This means that as an employee if you currently receive housing benefit, child tax credits or working tax credits then Universal Credit will affect you when your circumstances change.

You can find more information online at:

- <https://www.gov.uk/browse/benefits/universal-credit>
- [www.westlothian.gov.uk/universalcredit](http://www.westlothian.gov.uk/universalcredit)
- by contacting the Advice Shop T: 01506 283000 E: [advice.shop@westlothian.gcsx.gov.uk](mailto:advice.shop@westlothian.gcsx.gov.uk)

**KEY INFORMATION FOR EMPLOYEES**

**Making a Claim**

- You will normally be expected to apply online for UC at <https://www.gov.uk/browse/benefits/universal-credit> >Apply for Universal Credit.

Before you apply, you'll need to gather some information together; this will help speed up the process and help you get UC as quickly as possible. Here's a handy checklist of what you'll need for you and your partner:

- Postcode
- National Insurance number
- Details of your bank, building society, credit union or Post Office card account , including name, sort code and account number

- Email address
- Type of accommodation e.g. council tenant
- Rent details if applicable (speak to your Housing Officer if you're not sure)
- Details of earnings
- Details of any savings or investments you have
- Details of any income not from work e.g. a pension
- Details of any other benefits in payment

### **Help and Support in West Lothian**

For some people, making an application or managing their UC online may not be something they feel able to do. Help and support is available for you, all you have to do is get in contact with one of the services below:

#### Access to Employment

T: 0800 0329768 W: [www.westlothian.gov.uk/access2employment](http://www.westlothian.gov.uk/access2employment)

E: [access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)

#### Advice Shop

T: 01506 283000 W: <https://www.westlothian.gov.uk/advice-shop>

E: [advice.shop@westlothian.gov.uk](mailto:advice.shop@westlothian.gov.uk)

#### IT/Digital Support

T: 01506 282923 (IT Buddies) W: <https://www.westlothian.gov.uk/article/4860/IT-Buddy>

#### Adult Learning

T: 0800 731 1831 E: [adultlearning@westlothian.gov.uk](mailto:adultlearning@westlothian.gov.uk)

#### West Lothian Council – Housing/Rent Enquiries

T: 01506 280000 W: <https://www.westlothian.gov.uk/housing>

### **ROLL OUT ARRANGEMENTS**

Services should ensure that records are kept of the date that employee briefings were conducted and the employees who attended. Those records may be subject to internal audit at any given time to ensure that council employment policies are being properly disseminated throughout services.

HR Policy and Advice  
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