



SCOTTISH EXECUTIVE

Health Department
Human Resources Directorate

Dear Colleague

ADMINISTRATIVE AND CLERICAL STAFFS WHITLEY COUNCIL

CHANGES TO NATIONAL SALARY SCALES FOR 2003/04

INCREASES TO EMERGENCY DUTY PAYMENTS

INCREASES TO ALLOWANCES PAYABLE FOR TYPING, SHORTHAND AND AUDIO TYPING QUALIFICATIONS, PRICERS' ALLOWANCES, ALLOWANCES FOR COMPUTER ASSISTED PRICING, DENTAL PRACTICE BOARDS AUTHORISING CLERKS' ALLOWANCES, AUTOMATIC DATA PROCESSING (ADP) ALLOWANCES, AND WARDENS' PLUSSAGE RATES

INCREASES TO REGIONAL SECURE UNITS ALLOWANCES

Summary

1. I am writing to inform you that the Administrative and Clerical Staffs Whitley Council has reached agreement on the items listed above. The details of the agreement are as follows.

Changes to National Salary Scales for 2003/04

2. With effect from 1 April 2003, national salary scales will be increased by 3.225%.
3. Part-time staff should be paid pro-rata.
4. Revised salary scales are set out in the replacement Tables 1-13 of the A&C Handbook attached to this Circular.

30 June 2003

Addressees

For action

Chief Executives,
NHSScotland Boards and
Special Health Boards

Chief Executive, Common Services
Agency

Chief Executive, State Hospital

Chief Executives, NHSScotland Trusts

For information

Chief Executive, NHS Health Scotland

Members, Scottish Partnership Forum
HR Forum

Enquiries to:

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Increases to Emergency Duty Payments

5. Emergency duty payments (stand-by, on-call and calls) will be increased by 3.225% with effect from 1 April 2003. The revised rates are set out in the replacement Table 6 of the A&C Handbook attached to this Circular.

Increases to Allowances Payable for Typing, Shorthand and Audio Typing Qualifications, Pricers' Allowances, Allowances For Computer Assisted Pricing, Dental Practice Boards Authorising Clerks' Allowances, Automatic Data Processing (ADP) Allowances And Wardens' Plussage Rates

6. These allowances will be increased by 3.225% with effect from 1 April 2003. These revised rates are set out in the replacement Tables 7-12 to the A&C Handbook attached to this letter.

Increases to Regional Secure Units Allowance

7. This allowance will be increased by 3.225% with effect from 1 April 2003. The revised rate is set out in the replacement Table 13 to the A&C Handbook attached to this letter.

Enhancements

8. Bonus, overtime, and similar enhancements which are calculated by reference to basic pay rates should be calculated by reference to the revised national salary scales.

Staff within the Scope of Ambulance Officers' Joint Negotiating Committee

9. This agreement does not apply to staff whose duties and responsibilities bring them within the scope of the Ambulance Officers' Joint Negotiating Committee.

Staff with Protected Local Authority Salaries

10. This agreement does not apply to transferred Administrative and Clerical staff within the purview of the Council who continue to retain protected salaries based on the Administrative, Professional, Technical and Clerical Services (APT&C) and Miscellaneous scales negotiated by the National Joint Council for Local Authorities' Services. Employers are reminded that these scales are not available to staff other than those transferred to the NHS as a result of the reorganisation of 1974.

Scottish Ministers' Approval

11. Employers should implement these agreements, which have been approved by the Scottish Ministers under Regulation 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (SI 1991 No – 537). A copy of the formal approval is attached.

Action

12. NHS Boards, Special Health Boards and NHSScotland Trusts who employ staff on national contracts should:

- i. Ensure that the necessary arrangements are made as soon as possible to pay the national salaries and fees effective from 1 April 2003.
- ii. Notify Scottish Public Pensions Agency of any increase in pensionable remuneration and contributions arising from the payment of arrears to former employees.

13. The replacement pages form Amendment Number 16 to the Administrative and Clerical Staffs Council Handbook and replace existing Part 4 - Tables 1, 1A, 2, 6, 7, 8, 9, 10, 11, 12 and 13.

Enquiries

14. Employees should direct their personal enquiries to their employing NHS Boards, Special Health Boards or NHSScotland Trusts.

15. Employers are asked to make their own arrangements for obtaining any additional copies of this Circular. This Circular can also be viewed on <http://www.show.scot.nhs.uk/sehd/pcs.asp>.

16. Copies of previous Pay Circulars from 2000 may also be obtained on the above website.

Destruction Date

17. This Circular need not be retained more than 4 years after issue.

Yours sincerely

MIKE PALMER
Assistant Director of Human Resources (Workforce and Policy)

WHITLEY COUNCILS FOR THE HEALTH SERVICES (GREAT BRITAIN)
ADMINISTRATIVE AND CLERICAL STAFFS COUNCIL

TABLE 1: GRADES 2-10: EFFECTIVE FROM 1 APRIL 2003

PAY SPINE POINTS	2	2-3 ¹	3	4	5	6	7	8	9	10	
Spine Points											
44										46088	44
43										44317	43
42										42611	42
41										40972	41
40									39396		40
39									37882		39
38									36425		38
37									35021		37
36								33677			36
35								32380			35
34								31138			34
33								29935			33
32							28766				32
31							27682				31
30							26612				30
29							25588				29
28							24607				28
27						23661					27
26						22752					26
25						21874					25
24						21033					24
23					20224	20224					23
22					19450						22
21					18699						21
20					17980						20
19					17289						19
18				16625	16625						18
17				15985							17
16				15368							16
15				14778							15
14				14207							14
13		13704	13704	13704							13
12		13177	13177								12
11		12669	12669								11
10		12186	12186								10
9	11806	11806	11806								9
8	11418	11418									8
7	11062	11062									7
PAY SCALE CODE	C745	C755	C770	C800	C830	C860	C890	C920	C950	C980	

¹ In accordance with HDL(2003)15 – NHS Scotland Low Pay Agreement

**WHITLEY COUNCILS FOR THE HEALTH SERVICES (GREAT BRITAIN)
ADMINISTRATIVE AND CLERICAL STAFFS COUNCIL**

TABLE 1A: A&C GRADES 1 - 10 INCLUSIVE 'PROTECTED SALARIES' (AUTHORISED VIA PARA 9 OF ADVANCE LETTER (AC) 9/89 AND PARA 18 OF THE SCHEDULE TO THAT LETTER): EFFECTIVE FROM 1 APRIL 2003

Scale	Payscale Code	£ Per Annum
Grade 1		10717
Grade 2	C750	12186
Grade 4	C805	17289
Grade 5	C835	21033
Grade 5		21874
Grade 6	C865	24607
Grade 6	C870	25588
Grade 6	C875	26612
Grade 6		27682
Grade 7	C895	29935
Grade 7		31138
Grade 7	C905	32380
Grade 8	C925	35021
Grade 8		36425
Grade 8	C935	37882
Grade 9	C955	40972
Grade 9		42611
Grade 9		44317
Grade 10		46704
Grade 10		48623
Grade 10		47079
Grade 10		47225
Grade 10		48994

WHITLEY COUNCILS FOR THE HEALTH SERVICES (GREAT BRITAIN)
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TABLE 2 LETTERED AND NUMBERED SCALES - A TO O AND 32-41: EFFECTIVE FROM 1 APRIL 2003

Scale	Pay Scale Code	Minimum	Incremental Points				
			1	2	3	4	5
O	C462	N/A	N/A	N/A	N/A	N/A	47079
32	C423	N/A	N/A	N/A	N/A	46704	48623
N		N/A	N/A	N/A	N/A	47225	48994

Note: the pay points above are personally protected points only and no longer an incremental scale

		A	B	C	D	E
{33		40002	42371	44819	47239	49358
{M		40466	42834	45294	47754	49727
{34		40978	43206	45913	48215	49730
{L	C471	41389	43773	46275	48721	50470
{K		42359	44733	47262	49442	50829
{J		43009	45704	48247	50148	51177
{I	C480	44281	46655	49068	50673	51699
{H		45240	47636	49776	51017	52352
{G	C486	46210	48592	50477	51371	53155
{F		47170	49285	50814	51977	53950
{41		47520	49616	50984	52350	54364
{E		47922	49796	51063	52529	54515
{D		48756	50566	51468	54346	55498
{C		49616	51218	53650	56491	
{B		50477	51890	54575	57514	
{A		50907	52808	55531	58437	

Note: these payscales (A-M and 33-41 above) were formerly available for specially designated posts only; from 1 April 1990 the agreements relating to these posts ceased to have effect and the payscales are now available only to staff presently graded under those agreements.

WHITLEY COUNCILS FOR THE HEALTH SERVICES (GREAT BRITAIN)
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TABLE 6

EMERGENCY DUTY PAYMENTS: RATES OF ALLOWANCE

(See Part 3, Section 22, paragraphs 770-780 of the Handbook)

Reference	Rate of Allowance (from 1 April 2003)
A1	£9.91 (for each session of on-call or standby duty performed - see paragraph 774)
A2	£11.88 (for each call which lasts up to 2 hours - see paragraph 777)

TABLE 7

PROFICIENCY ALLOWANCES – RATES PAYABLE FOR TYPING, SHORTHAND AND AUDIO TYPING QUALIFICATIONS

(See Part 3, Section 24, paragraphs 820-837 of the Handbook).

Reference	Rate Per Annum (from 1 April 2003)
B1	£265
B2	£517
B3	£775
B4	£902

TABLE 8

PRICERS' ALLOWANCES

(See Part 3, Section 25, paragraphs 870-873 of the Handbook)

Reference	Rate Per Annum (from 1 April 2003)
C1	£143
C2	£177
C3	£30
C4	£415

WHITLEY COUNCILS FOR THE HEALTH SERVICES (GREAT BRITAIN)
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TABLE 9

ALLOWANCES FOR COMPUTER ASSISTED PRICING

(See Part 3, Section 26, paragraphs 890-893 of the Handbook).

Reference	Proficiency Level	Rate Per Annum (from 1 April 2003)
C5	1	£95
C6	2	£192
C7	3	£288
C8	4	£384
	Output Level	
C9	1	£321
C10	2	£427
C11	3	£535
C12	4	£632
C13	5	£722
C14	6	£803
C15	7	£878
C16	8	£956
C17	9	£1048

Allowance for Pricers in Grade 3 with at least six months experience:

C18	£573
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TABLE 10

DENTAL PRACTICE BOARDS: AUTHORISING CLERKS' ALLOWANCES

(See Part 3, Section 27, paragraphs 920-921 of the Handbook)

Reference	Rate Per Annum (from 1 April 2003)
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D1	£67
D2	£53

WHITLEY COUNCILS FOR THE HEALTH SERVICES (GREAT BRITAIN)
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TABLE 11

TABLE OF ALLOWANCES PAYABLE TO OFFICERS EMPLOYED ON AUTOMATIC DATA PROCESSING (ADP)

(See Part 3, Section 28, paragraphs 950-976 of the Handbook).

Reference	Allowance Code	Rate Per Annum (from 1 April 2003)
E1	1201	£498
E2	1203	£996
E3	1205	£1494
E4	1209	£985
E5		£1981

TABLE 12

WARDENS' PLUSAGE RATES

Allowance Code	Name of Allowance	Rate Per Annum (from 1 April 2003)
1059	<p>Plussage is payable:</p> <p>Where A&C staff are home wardens of a home, hostel, or other residential quarters for nursing, domestic, or other staff</p> <p>- with 150 or more residents and are at Grade 3</p> <p>Where A&C staff are wardens of hostels for mentally disordered patients, containing no fewer than 12 patients and are at Grade 3</p>	<p>)</p> <p>)</p> <p>) £631</p> <p>)</p> <p>)</p>
1060	<p>Where A&C staff are assistant home wardens, in a home or hostel with 250 or more residents <i>and</i> are at Grade 2</p>	<p>£311</p>

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TABLE 13

REGIONAL SECURE UNITS: RATE OF SPECIAL ALLOWANCE

(See Part 3, Section 31, paragraphs 1070-1074 of the Handbook)

Allowance Code	Rate Per Annum (from 1 April 2003)
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1325	£680
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