



Dear Colleague

**REMUNERATION AND CONDITIONS OF SERVICE OF  
WHOLE-TIME HOSPITAL CHAPLAINS AND  
WHOLE-TIME CHAPLAINS' ASSISTANTS**

**Summary**

1. Hospital Chaplains in Scotland are employed by the religious organisations to which they belong and provide their services under arrangements agreed between these organisations and Health Boards and NHS Trusts. However, it has been the convention that their remuneration and conditions of service are the same as those authorised for chaplains in England and Wales. This letter informs Boards and Trusts of agreement on a provision enabling the introduction of local pay schemes and on revised salary scales and allowances for whole-time chaplains and whole-time chaplains' assistants with effect from 1 April 1994.

**Action**

2. Details of the revised rates are set out in the following Appendices to this letter. Health Boards and Trusts are asked to bring the new rates to the attention of chaplains and where appropriate make any necessary arrangements to implement them as soon as possible.

Appendix A Salaries for whole-time hospital chaplains and whole-time hospital chaplains' assistants

Appendix B Accommodation Allowance, Regional Secure Unit Allowance and London Allowance

Appendix C Local Pay Schemes

**Local Pay Schemes**

3. A new provision is introduced enabling employing authorities to make payments to employees under locally agreed schemes based on the performance of the organisation in relation to its objectives for the provision of high quality patient care. Guidance for the introduction for such schemes is at Appendix C.

4. This letter should be copied to Unit General Managers for action as required.

7 December 1994

**Addressees**

For information:  
General Managers,  
Health Boards

General Manager,  
Common Services Agency

General Manager,  
State Hospital

General Manager,  
Health Education Board  
for Scotland

Chief Executives,  
NHS Trusts

To be copied to Unit  
General Managers for  
action

**Enquiries to:**

Mr J McElhinney  
or  
Ms L Ford  
Directorate of  
Manpower  
NHS Management  
Executive  
Room 70 or 63  
St Andrew's House  
EDINBURGH EH1 3DG  
Tel: 031-244 2473  
Fax: 031-244 2481

5. Chaplains should direct enquiries about the contents of this letter to their church authorities.

Yours sincerely

MR Sibbald

M R SIBBALD  
Director of Human Resources

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WHOLE TIME HOSPITAL CHAPLAINS AND CHAPLAINS' ASSISTANTS - SALARIES

Payscale	Pay Point on common spine	Salary scales wef 1 April 1993	Salary Scales wef 1 April 1994
Whole-time hospital chaplains assistant		£pa	£pa
	19	12370	12661
	20	12865	13167
	21	13379	13693
	22	*13915	*14242
	23	**14472	**14812
Whole-time hospital chaplain			
	28	17605	18019
	29	18310	18740
	30	19042	19489
	31	*19805	*20270
	32	**20595	**21079

Pay points and codes marked \* are for use only when pay scales have been advanced in accordance with Appendix B of SHHD/DGM (1991)70

**ACCOMMODATION ALLOWANCE FOR WHOLE-TIME HOSPITAL CHAPLAINS AND WHOLE-TIME HOSPITAL CHAPLAINS' ASSISTANTS.**

With effect from 1 April 1994 the accommodation allowance for whole-time hospital chaplains and whole-time hospital chaplains' assistants is £2993 per annum (maximum rate).

**SPECIAL ALLOWANCE FOR HOSPITAL CHAPLAINS AND HOSPITAL CHAPLAINS' ASSISTANTS EMPLOYED IN REGIONAL SECURE UNITS.**

With effect from 1 April 1994 the special allowance for hospital chaplains and hospital chaplains' assistants employed in Regional Secure Units is £891 per annum.

**LONDON ALLOWANCES - EFFECTIVE 1 APRIL 1994.**

Zone	£pa
Inner London	1999
Outer London	1189
Extra-territorially managed	668
Fringe	188

Details of each zone and the provisions governing the payment of these allowances are set out in Section 56 of the General Whitley Council Handbook.

## LOCAL PAY SCHEMES

Employing authorities may make payments to employees under locally agreed schemes based on the performance of the organisation in relation to its objectives for the provision of high quality patient care.

In any such schemes:

1. Agreement with staff and their trades unions and extensive communication with those affected are essential. Training for all concerned should be provided on the operation of the scheme.
2. Links between pay and performance should be simple, unambiguous, appropriate, consistent in application, free from bias and transparent. Information should be made available on the application of the criteria which determine performance payments, on how payments are calculated and their overall distribution, with particular reference to paragraph 6 below.
3. There should be clear objectives linked directly to the organisation's needs and performance management process.
4. Adequate management should be demonstrated, delegated to the lowest appropriate operational level, with proper financial and other robust systems of control.
5. Systematic assessment should be the backbone. This in itself can help to motivate and improve performance by identifying strengths and weaknesses, training needs etc..
6. Equal opportunities legislation must be complied with.
7. Health and safety legislation must be complied with.
8. Any upper limits to performance payments should be made clear.
9. Existing performance payments must continue to be earned, and regular monitoring of the scheme's effectiveness should take place.
10. It is important to establish the pensionable status from the outset. Status will inevitably vary, depending upon the nature of payments.
11. Any dispute or grievance arising in connection with their introduction or operation should be dealt with under locally agreed procedures.