Dear Colleague

AMBULANCE WHITLEY COUNCIL – AMBULANCE MEN AND WOMEN

- Increases to National Salary Scales for 2002/2003
- Age Related Points
- Increases to Standby Allowances
- Increases to Paramedic Allowance

Summary

1. I am writing to inform you that the Ambulance Whitley Council has reached agreement on the issues detailed above. The details of the agreement are as follows.

Increases to National Salary Scales for 2002/2003

2. With effect from 1 April 2002, national pay rates will increase by 3.6% or £400, whichever is the greater. The new rates are set out in the attached replacement pages to Section 2, paragraphs 20 – 27.

2.1 Part-time staff shall be paid pro rata.

Young Employees and Ambulance Cadets

3. With effect from 1 April 2002, employees under 18 years of age (including Ambulance Cadets) should be paid the new rate set out in the attached replacement to Section 2, paragraph 20.

9 May 2002

Addresses

For action
Chief Executive, Scottish Ambulance Service Special Health Board

Enquiries to:
Miss B Burnett
Directorate of Human Resources
Scottish Executive Health Department
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St Andrew’s House
EDINBURGH EH1 3DG
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E-Mail: Brenda.burnett@scotland.gsi.gov.uk
Stand By Allowance

4. The stand by allowance will be increased by 3.6% with effect from 1 April 2002. The new rates are set out in the attached replacement pages to Section 4 of the Handbook.

Paramedic Allowances

5. National rates for paramedic allowances have been increased from 1 April 2002. The revised rates are set out in the attached replacement pages to Section 2, paragraph 21.

6. These revised rates replace the national rates which were last increased in 1994. The Scottish Ambulance Service Special Health Board may have increased the value of these allowances for staff on national contracts since 1994. The Scottish Ambulance Service Special Health Board should pay the revised national rates if these are higher than the current local rate.

Enhancements

7. Overtime and similar enhancements which are calculated by reference to basic pay shall be calculated by reference to the revised national salary rates.

Scottish Ministers Approval

8. Employers should implement this agreement, which has been approved by the Scottish Ministers under Regulation 2 and Regulation 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

9. This Special Health Board should:

   (i) Ensure that the necessary arrangements are made as soon as possible to pay the national salaries effective from 1 April 2002.

   (ii) Notify Scottish Public Pensions Agency of any increase in pensionable remuneration and contributions arising from the payment of arrears to former employees.


Enquiries

11. Employees should direct their personal enquiries to Scottish Ambulance Service Special Health Board.

12. Scottish Ambulance Service Special Health Board 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.

CmkAMBMW2001
13. Copies of previous Pay Circulars from 2000 may also be obtained on the above website

**Destruction Date**

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

Yours sincerely

MIKE PALMER
Assistant Director of Human Resources
NATIONAL HEALTH SERVICE
APPROVAL OF REMUNERATION AND CONDITIONS OF SERVICE

In accordance with Regulation 2 and Regulation 3 of the National Health Service (Remuneration and Conditions of Service)(Scotland) Regulations 1991 (SI 1991 No 537) the Remuneration and Conditions of Service set out in the attached Scottish Executive Health Department’s letter of 9 May 2002, NHS Circular: PCS(AMB)2002/1 records an agreement negotiated on the Ambulance Whitley Council for the Health Services (Great Britain) and is hereby approved for the purpose of said Regulations.

MIKE PALMER
A member of the staff of the Scottish Ministers
(Assistant Director of Human Resources)

Scottish Executive
Health Department
St Andrew’s House
EDINBURGH
EH1 3DG
9 May 2002
SECTION 2

SECTIO N 2 SALARIES, SUBSTITUTION IN A HIGHER GRADE, LOCAL PAY FLEXIBILITY, LOCAL PAY SCHEMES AND NATIONAL FRAMEWORK FOR UPRATING OF NATIONAL RATES IN LIGHT OF LOCAL PAY DEVELOPMENTS

20. Salary Rates Effective from 1 April 2002

<table>
<thead>
<tr>
<th></th>
<th>Annual Rates £</th>
<th>Hourly Rates £</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Leading Ambulance Person</td>
<td>M001 19,504</td>
<td>9.59</td>
</tr>
<tr>
<td>ii. Qualified Ambulance Person employed on the whole range of ambulance duties</td>
<td>M003 18,079</td>
<td>8.88</td>
</tr>
<tr>
<td>iii. Ambulance Person</td>
<td>M006 13,148</td>
<td>6.46</td>
</tr>
<tr>
<td>iv. Ambulance Cadets</td>
<td>8,456</td>
<td>4.16</td>
</tr>
</tbody>
</table>

Notes

1. Staff training to become a Qualified Ambulance Person shall be paid 80% of the salary of a Qualified Ambulance Person during the 12 month period on operational duties following:
   i. the satisfactory completion of an approved training course of 6 weeks’ duration; and
   ii. the satisfactory completion of an approved 2 week driving course.

   If not assessed as competent by the employer over the whole range of duties at the end of the 12 month period, an Ambulance Person shall, providing training continues, continue to be paid 80% of the Qualified Ambulance Person’s salary until such time thereafter as so assessed.

2. All grades of ambulance staff shall be required to undertake shift and weekend duties required by the employer and shall not be entitled to receive any further payments in respect of these items in addition to the rates of salary shown above. Staff in the Ambulance Person grade will not be expected to work shifts but may be required to work extended days.

3. Part-time employees shall be paid pro-rata.

4. Payment shall be made on a monthly cashless basis.
Paramedic Staff

21. With effect from 1 April 2002 paramedic staff on national rates in NHSScotland Trusts required to use paramedical skills shall be paid allowances at the following rates:

<table>
<thead>
<tr>
<th>Allowance Description</th>
<th>Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full paramedical skills to NHSTA standards (and holding a current NHSTA certificate)</td>
<td>£933, 0.459</td>
</tr>
<tr>
<td>Skills in intubation, infusion and defibrillation only</td>
<td>£672, 0.33</td>
</tr>
<tr>
<td>Skills in intubation and infusion only</td>
<td>£397, 0.195</td>
</tr>
<tr>
<td>Skills in defibrillation only</td>
<td>£275, 0.134</td>
</tr>
</tbody>
</table>

These allowances shall count for all purposes including calculation of payment for overtime worked.

Substitution in a Higher Grade

22. Definition of Substitution.

22.1 Substitution is defined as the assumption, by one designated employee, of the full range of duties and responsibilities of an employee in a higher grade who is absent otherwise than on the duties of his particular post. It occurs when it is more efficient, or when it is considered necessary in relation to wider management objectives, to arrange for substitution instead of sharing the work of an absent employee among others of the same grade.

22.2 It is the Council’s intention that the provisions for substitution in a higher grade shall be used only to cover temporary absence of the employee in the higher grade and not as a means of diluting staff complements and gradings. Substitution of one or more persons to a particular post should not exceed 3 months without full details of the circumstances being reported to the Joint Secretaries.

22.3 The onus is on the employer to ensure that an employee required to work in a higher grade is qualified to do so.


23.1 An employee, subject to paragraph 23.2 below, required to work temporarily in a higher grade shall be paid the rate of salary appropriate to the higher grade on an hourly basis for all hours worked in the higher grade.

23.2 Where a Leading Ambulance Person is absent from duty for at least the complete period of a shift or of one working day, a Qualified Ambulance Person who substitutes in the higher post and undertakes the whole of the duties and responsibilities of that post shall be paid the appropriate grade rate for all hours so worked.
24. Substitution within the Ambulance Officers’ Structure.

24.1 Employees within the purview of the Ambulance Council who are required to undertake the full range of duties and responsibilities of posts within the purview of the Ambulance Officers Committee of the Administrative and Clerical Staffs Council shall have their salary calculated for all hours so worked on the minimum of the scale of the higher grade post provided that substitution and payment are at least for the whole period of a shift or of one working day.

Local Pay Flexibility

25. There is a commitment from both management and trade unions to seek improvements in efficiency in the ambulance service and to local pay flexibility within a national framework. Both sides are confident that savings in ambulance expenditure can be achieved.

26. It is the intention to apply the first part of any savings to achieve a target increase of no more than 2% per annum on the pay of individual staff from 1 October 1990 subject to sufficient savings being achieved and to local agreement on its application.

27. Payments can be made in the form of periodic lump sums or as supplements to pay as agreed locally.

28. The local pay flexibility portion should not normally count for calculation of payments for overtime worked unless special agreement to the contrary is reached locally.
44.2 A day worker required to work on a public or extra statutory holiday shall, in addition to the normal pay for that day, be paid at plain time rates for the hours worked with a minimum payment for four hours. A shift worker shall, in addition to the normal pay for that shift, be paid at plain time rate for the hours worked.

44.3 For work done on a public or extra statutory holiday within the hours normally worked on that day, an employee shall also be allowed at a later date, time off with pay as follows:

for a day worker, a half day off, when the time worked is less than 4 hours.
for a day worker, a full day off when the time worked is 4 hours or more.
for a shift worker, a half shift off, when the time worked is less than half the number of hours normally worked on the shift on that day.
for a shift worker, a full shift off, when the time worked is half or more than half the number of hours normally worked on the shift on that day.

44.4 Work on that day outside such normal working hours shall be paid for overtime at double plain time rates in complete recompense.

44.5 A day worker required to return to work on two occasions on a public or extra statutory holiday shall be paid in accordance with the provisions of paragraph 44.2 in respect of the first call to return to work and plain time rates in respect of the first call to return to work and plain time rates in respect of the first call to return and plain time rates in respect of the second call to return, except where the call is outside the normal working hours, when payment shall be double time.

Note

See section 6 paragraph 60-63 for definitions of public and extra statutory holidays.

45. Overtime

45.1 Ambulance staff who are required by their employer to work hours in excess of 39 in any week shall be entitled to payment for the additional hours, the hourly rate being calculated on the basis of the rate stated in section 2. All overtime shall be paid at plain time rates except for bank/public holidays when double plain time rates shall apply.

45.2 Payments shall be made regardless of sickness or approved leave in the week. Ambulance staff who have been absent without permission shall be required to make up the hours so lost before qualifying for overtime payments in the week during which they were absent.
45.3 For the purpose of calculating overtime payments due, salaries shall include payments made
to extend trained staff under paragraph 21 and the London allowance payable under paragraph 30,
but shall exclude London allowances payable under paragraphs 31-33.

45.4 Ambulance staff within the purview of the Ambulance Council who were in post at
November 1980 and who had an entitlement on a personal protected basis at that date under the
terms of Advance Letter (AMB) 5/80 to have a further sum reckoned as part of basic pay for this
purpose shall continue to have a further sum reckoned as part of basic pay for this purpose shall
continue to enjoy that entitlement on a personal protected basis until the employee leaves the service
of the employer or is no longer within the purview of the Ambulance Council.

46. Regular Overtime

Regular overtime (for the purpose of calculating pay during periods of annual leave and
sickness) is defined as overtime regularly featuring as part of an individual’s working roster.

47. Stand By

47.1 Standby duty must be restricted to standing by at home and not at a depot. Employers are
authorised to pay for the cost of installation and rental of telephones for staff on standby and the cost
of outgoing calls made on official business if it is essential for the efficiency of the service and the
telephone is the only practicable method of communication.

47.2 With effect from 1 April 2002 an employee required to undertake standby duty shall be paid
an allowance of £6.44 for a period not exceeding eight hours, with a pro-rata payment in respect of
any period in excess of eight hours.

47.3 In addition, any work performed during a standby period shall be paid for at overtime rates
subject to a minimum payment for all work performed in the period as for two hours.

47.4 The Council has agreed that employers should continue to ensure that standby duty is kept
within reasonable limits and in reaching agreement on the allowance in paragraph 47.2 above did not
intend an extension of the use of this duty.

(48 – 49 Unallocated)