



## SCOTTISH EXECUTIVE

Health Department  
Human Resources Directorate

**NHS Circular:  
PCS(ASC) 2003/1**

Dear Colleague

### **ANCILLARY STAFFS PAY FOR 2003/2004**

- **Increases to national pay rates for 2003/2004**
- **Increases to upholsterers pay**
- **Increases to on-call allowances**

1. I am writing to inform you that the Ancillary Staffs Whitley Council has reached agreement on the issues listed above. An agreement has been reached on increases to national pay rates for 2003/2004. The details of the agreement are set out below.

#### **Increases to National Pay Rates for 2003/2004**

2. With effect from the pay week in which 1 April 2003 fell, national pay scales will be increased by 3.225%. The resulting new pay rates are given in the revised table at Annex A to this letter. The new rates for trainees are set out in revised paragraphs 280 also attached.

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

#### **Upholsterers Pay – Increases for 2003/04**

4. With effect from the first pay week in April 2003 the new national pay rates for journeymen/women upholsterers, will be increased by 3.225% to bring these staff into line with agreements reached for other ancillary staff. This agreement replaces the former provisions which provided for these staff to receive increases in pay in line with the agreements reached with the British Furniture Trade Joint Industrial Council. The new rates of pay are given in the revised paragraph 291 of the ASC Handbook set out in the replacement page attached to this letter.

5. The enhanceable allowances for upholsterers who perform chargehand or foremen/women duties shall be as given in the revised paragraph 292 of the ASC Handbook set out in the replacement page attached to this letter

30 June 2003

#### **Addresses**

##### 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, Health Education  
Board for Scotland

Executive Director, NHS Education  
for Scotland

Members, Scottish Partnership Forum  
Members, HR Forum

#### **Enquiries to:**

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**Increases to on-call allowances**

6. The provisions referring to working on-call away from the normal place of employment set out in paragraph 170 of the Ancillary Staffs Council handbook are infrequently used. However, some NHS Trusts who employ staff on national contractual arrangements, and who have staff who undertake such work, may have continued to apply these provisions and to uprate the rates for such work under local arrangements. These Trusts are asked to uprate any existing rates for such work by a minimum of 3.225% from the week in which 1 April 2003 falls.

**Enhancements**

7. Overtime and similar enhancements calculated by reference to basic pay rates should be calculated by reference to the revised national pay rates.

**Scottish Ministers' Approval**

8. Employers should implement this agreement, which has been approved by 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**

9. 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 pay rates 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.
10. The replacement pages form Amendment Number 11 to the Ancillary Staffs Council Handbook.

**Enquiries**

11. Employees should direct their personal enquiries to their employing NHS Board, Special Health Board or NHSScotland Trust.
12. 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.scot.nhs.uk/sehd/pcs.asp>.
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 (Workforce and Policy)

**61. ASC National Pay Spine (1 April 2003)**

Spine Point	Weekly Rates £	Hourly Rates £	Trainee A	B	C	D	E	I	II	III	IV	Spine Point
1	170.98	4.384										1
2	172.43	4.421										2
3	173.89	4.459										3
4	175.36	4.496										4
5	176.86	4.535	176.86									5
6	178.36	4.573										6
7	179.88	4.612		179.88								7
8	181.42	4.652										8
9	182.97	4.691		182.97	182.97							9
10	184.54	4.732										10
11	186.11	4.772		186.11								11
12	187.71	4.813			187.71	187.71						12
13	189.32	4.854										13
14	190.96	4.896										14
15	192.64	4.939										15
16	194.35	4.983				194.35	194.35	194.35				16
17	196.09	5.028										17
18	197.83	5.073										18
19	199.60	5.118										19
20	201.37	5.163					201.37	201.37	201.37			20
21	203.18	5.210										21
22	205.03	5.257										22
23	206.91	5.306										23
24	208.83	5.355							208.83	208.83		24
25	210.76	5.404										25
26	212.72	5.454										26
27	214.70	5.505										27
28	216.69	5.556								216.69	216.69	28
29	218.70	5.608										29
30	220.80	5.661										30
31	222.92	5.716										31
32	225.08	5.771									225.08	32
33	227.25	5.827										33
34	229.51	5.885										34
35	231.79	5.943										35
36	234.11	6.003										36
37	236.46	6.063										37
38	238.82	6.124										38
39	241.22	6.185										39
40	243.62	6.247										40
41	246.06	6.309										41
42	248.52	6.372										42
43	251.00	6.436										43
44	253.51	6.500										44
<b>Pay Scale Code</b>				<b>A001</b>	<b>A020</b>	<b>A030</b>	<b>A040</b>	<b>A100</b>	<b>A110</b>	<b>A120</b>	<b>A130</b>	
				<b>A002</b>	<b>A021</b>							
				<b>A003</b>								

Further increments may be calculated locally.

**SECTION V - TRAINEES**

**280. Rates of Pay**

**(a) Trainee Cooks.**

Until successful completion of Part 1 of the Course during the first and second year of training trainee cooks shall be paid the trainee rate of £176.86 per week from the week in which 1 April 2003 falls.

(i) On successful completion of Part 1 of the Course trainees who continue with training will be regraded to the entry point of Scale B. On successful completion of Part II they will become entitled to be regraded to Scale C, subject to the provisions of paragraph 25.

(ii) Trainees who obtain one of the recognised cookery diplomas set out in Section I, Part E, shall receive an additional 0.4p per hour during the first part of training and a fully enhanceable allowance of £3.89 per week on successful completion thereof.

**(b) Trainee Laundry Supervisory Staff**

Trainee Laundry Supervisory Staff shall be paid the trainee rate of £176.86 per week from the week in which 1 April 2003 falls, plus an additional 80p per week (in full at all ages), which shall count as part of basic pay for all purposes.

**(c) Other Trainee Staff**

Other staff employed in a trainee capacity, or staff not undertaking the full range of duties appropriate to the grade on which they are employed, shall from the week in which 1 April 2003 falls be paid the trainee rate of £176.86 per week.

Paragraphs 282 - 289 unallocated

**SECTION VI - TRADESMEN/WOMEN**

290. Tradesmen/women are for the purpose of paragraphs 290, 291, 292 and 293 limited for the time being to upholsterers only.

291. With effect from the beginning of the first full pay week in April 2003 the rate of pay for journeymen/women upholsterers shall be £208.43 per week (£5.344 per hour), enhanceable for all purposes.

292. Upholsterers who perform chargehand or foreman/woman duties shall receive the following enhanceable allowances:

With effect from the beginning of the first full pay week in April 2003

**Rate per week**

Chargehand	£7.83 (£0.201p/h)
Foreman/woman Up to 10 staff	£14.06 (£0.360 p/h)
11 or more staff	£ 14.75 (£0.378p/h)

**294. Instructional Pay**

Tradesmen/women or staff employed as bakers and confectioners, butchers, tailors and shoemakers in a psychiatric\* hospital substantially engaged in working with patients for the purpose of occupying them and for whom the instruction of patients is incidental to their main work shall receive an allowance of £1.20 per week above the appropriate trade or scale rate. Any such staff engaged only for a small proportion of their working hours on such duties shall receive an allowance of 3p per hour.

\* In Scotland, Mental or Mental Deficiency Hospital.

Paras 295-299 reserved

## ASC Pay Rates (1 April 2003)<sup>1</sup>

	Hourly Rate	Weekly Rate
Supervisory Rate	£5.997	£224.89
Non-supervisory Rate	£5.347	£200.51

### Spine Point Additions

Description	No. of Additional Spine Points	Supervisory Rate		Non-supervisory Rate	
		Hourly Rate	Weekly Rate	Hourly Rate	Weekly Rate
Care of patients allowance Foul Linen (non Laundry/Sewing staff)	2	£6.118	£229.43	£5.447	£204.26
Qualification Allowance Foul Linen (Laundry/Sewing staff)	3	£6.180	£231.75	£5.498	£206.18
Alternating Shift	6	£6.367	£238.76	£5.655	£212.06
Regional Secure Unit	8	£6.495	£243.56	£5.764	£216.15
Alternating Shift <u>PLUS</u> Qualification Allowance/ Foul Linen (Laundry/Sewing staff)	9	£6.560	£246.00	£5.820	£218.25
Rotating Shift	10	£6.626	£248.48	£5.878	£220.43
Rotating Shift <u>PLUS</u> Qualification Allowance/ Foul Linen (Laundry/Sewing staff)	13	£6.827	£256.01	£6.056	£227.10

<sup>1</sup> In accordance with HDL(2003)15 – NHS Scotland Low Pay Agreement



**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 1991No. 537) the Remuneration and Conditions of Service set out in the attached Scottish Executive Health Department's letter of 30 June 2003, NHS Circular: PCS(ASC)2003/1 records an agreement negotiated in the Ancillary Staffs Council of the Whitley Councils for the Health Services (Great Britain) and is hereby approved for the purpose of the said Regulations.

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30 June 2003