To: Chief Executive of NHS Ambulance Service NHS Trust
   HR Director of NHS Ambulance Service NHS Trust
   Director of Finance of NHS Ambulance Service NHS Trust

Your ref:
Our ref:

26 March, 2004

Dear Colleague

AMBULANCE WHITLEY COUNCIL - AMBULANCE STAFF

A. INCREASES TO NATIONAL SALARY SCALES
B. INCREASES TO STAND BY ALLOWANCES
C. INCREASES TO PARAMEDIC ALLOWANCES

A. INCREASES TO NATIONAL SALARY SCALES

1. With effect from 1 April 2004, the national pay rates will be increased by 3.225%. The new rates are set out in the attached replacement pages to Section 2, paragraphs 20-27.

B. INCREASES TO STAND BY ALLOWANCES

2. The stand by allowance will be increased by 3.225% with effect from 1 April 2004. The new rates are set out in the attached replacement pages to Section 4 of the Handbook.

C. INCREASES TO PARAMEDIC ALLOWANCES

3. National rates for paramedic allowances will be increased by 3.225% from 1 April 2004. The revised rates are set out in the attached replacement pages to Section 2, paragraph 21.
APPROVAL

4. Employing authorities should implement these agreements, which have been approved by the Welsh Assembly Government. A copy of the formal approval is attached. A list of amendments to and appropriate replacement pages for the Ambulance Council Handbook on pay and conditions of service is also attached.

ACTION

5. Ambulance Trusts who employ staff on national contractual arrangements should:
   i. ensure that the necessary arrangements are made as soon as possible to pay the national salaries effective from 1 April 2004;
   ii. notify NHS Pensions Agency of any increase in pensionable remuneration and contributions arising from the payment of arrears to former employees.

ENQUIRIES

6. Employers should direct enquiries about the content of this letter to Gwenda Davies, NHS Wales Employment Policy Branch, Welsh Assembly Government on 029 20825231 or e-mail gwenda.davies@wales.gsi.gov.uk.

7. In all cases employees should direct their personal enquiries to their employer.

FURTHER COPIES

8. Copies of this letter can be obtained from the HOWIS web site at: www.howis.wales.nhs.uk

Yours faithfully

MR S REDMOND
Human Resources Director
NHS Wales
Advance Letter (AMB) W 1/2004

The Welsh Assembly Government in exercise of powers conferred by Regulation 2 and Regulation 3 of the National Health Service (Remuneration and Conditions of Service) Regulations 1991 (SI 1991 No. 481) and paragraph 11 of Schedule 3 of the National Health Service Act 1977 hereby approves the agreements of the Ambulance Council as set out in Advance Letter (AMB) 1/2004 and its appendices.

Signed by the authority of the
Welsh Assembly Government

MR S REDMOND
Human Resources Director
NHS Wales

26 March, 2004
HANDBOOK AMENDMENT - INSTRUCTIONS

This Advance Letter covers Amendment No 20 of the Ambulance Council handbook. The following alterations should be made:

SECTION 2
Remove SECTION 2 - paragraphs 20 - 27 and replace with new Section 2 - paragraphs 20 - 27

SECTION 4
Remove paragraphs 44.2 - 47.4 and replace with new paragraphs 44.2 - 47.4

ANNOTATE RECORD OF AMENDMENTS
### SECTION 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. **BASIC SALARY RATES EFFECTIVE FROM 1 APRIL 2004**

<table>
<thead>
<tr>
<th>Annual Rates</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Leading Ambulance Person</td>
<td>20,782</td>
</tr>
<tr>
<td>ii. Qualified Ambulance Person employed on the whole range of ambulance duties</td>
<td>19,264</td>
</tr>
<tr>
<td>iii. Ambulance Person</td>
<td>14,010</td>
</tr>
<tr>
<td>iv. Employees under 18 years of age and Ambulance Cadets</td>
<td>9,010</td>
</tr>
</tbody>
</table>
NOTES

1. Staff training to become a Qualified Ambulance Person shall be paid 80 per cent of the salary of a Qualified Ambulance Person during the twelve-month period on operational duties following:

   i. the satisfactory completion of an approved training course of six weeks' duration and
   
   ii. the satisfactory completion of an approved two week driving course.

   If not assessed as competent by the employing authority over the whole range of duties at the end of the twelve month period, an Ambulance Person shall, providing training continues, continue to be paid 80 per cent 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 as required by the employing authority 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 2004 paramedic staff on national rates in NHS trusts required to use paramedical skills shall be paid allowances at the following rates:

   £ p.a

   Full paramedical skills to IHCD standards (and holding a current IHCD certificate) 994

   Skills in intubation, infusion and defibrillation only 716

   Skills in intubation and infusion only 423

   Skills in defibrillation only 293

   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 employing authority to ensure that an employee required to work in a higher grade is qualified to do so.

23. Substitution within the Ambulance Whitley Council Structure

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

27.2 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 second call to return, except where the call is outside the normal working hours, when payment shall be double time.

**NOTE**

See section 6 paragraphs 60 – 63 for definitions of public and extra statutory holidays.

45. **OVERTIME**

45.1 Ambulance staff who are required by their employing authority 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.
Advance Letter (AMB)W 1/2004

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 enjoy that entitlement on a personal protected basis until the employee leaves the service of the employing authority 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. Employing authorities 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 the 1 April 2004 an employee required to undertake standby duty shall be paid an allowance of £6.86 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 employing authorities 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)