Advance Letter DOS 1/2003

8 April 2003

To: Chief Executives, NHS Trusts - for action
Chief Executives, Local Health Boards– for action

For information:
Human Resources Directors
Directors of Public Health
Consultants in Dental Public Health.
Postgraduate Dental Dean

Dear Colleague

TERMS AND CONDITIONS OF SERVICE FOR DENTAL PUBLIC HEALTH STAFF

Summary

This Advance Letter advises employers that the combined Terms and Conditions of Service (TCS) for Hospital Doctors and Dentists and Doctors in Public Health Medicine are to apply to Dental Public Health staff as set out in this Advance Letter.

Agreement

These changes follow discussions with representatives of the profession.

The Changes

1. Staff in the specialty of Dental Public Health are currently covered by the Terms and Conditions of Service for Administrative Dental Officers and Community Clinical Dental Officers of Regional and District Health Authorities (1987) as subsequently amended. Whilst the main elements of TCS, including remuneration, are already consistent with those for other medical and dental staff in equivalent grades, there are differences of detail, including some allowances.

2. It has been agreed with the profession that the TCS for dental public health staff should be fully aligned with those for hospital medical and dental staff and doctors in public health medicine. New combined TCS for these latter groups were issued on 20th September 2002 as Advance Letter AL(MD) W4/2002, and can be viewed
Where there are variations within the combined TCS applicable specifically to public health medicine staff these variations will apply equally to dental public health staff.

3. Whilst the TCS set out in AL(MDW) W4/2002 will apply to all new appointments in the specialty of Dental Public Health, existing staff will have the option whilst in their current post to retain the existing TCS. They cannot, however, elect to choose only some elements of the new TCS.

4. After a member of staff has transferred it will not be possible for them revert to the previous TCS.

5. The old TCS will be "closed" from the date of issue of this Advance Letter and there will not be any further changes made to them in respect of dental public health staff, other than to uprate salaries and existing allowances.

Action

6. Employers are required to:

- Alert all dental public health staff to this Advance Letter and to the combined TCS handbook issued with AL(MD) W4/2002.

- Make all new appointments in the specialty of dental public health in accordance with the Terms and Conditions of Service for Hospital Medical and Dental Staff and Doctors in Public Health Medicine as set out in AL(MD) W4/2002, applying the variations within those TCS which relate to public health medicine doctors.

- Give all existing dental public health staff the choice of accepting the new TCS or continuing with their current TCS whilst in their current post. Employers should allow a period of three months from the date of issue of this advance letter in which to consult staff and for them to reply in writing with their decision.

- Allow staff who initially elect to stay on their current TCS to transfer to the new TCS at any time whilst in their current post, subject to the employee giving one months notice in writing to the employer.

Distribution

Copies of this letter and of the merged TCS for hospital doctors and dentists & doctors in public health medicine can be obtained from the HOWIS website at: www.howis.wales.nhs.uk

This letter may be freely reproduced by those to whom it is addressed.

ENQUIRIES

Employees should direct their personal enquiries to their employers. Enquiries by Local Health Boards and NHS Trusts about the content of this letter should be directed to NHS Wales Employment Policy Branch, at the National Assembly for
Wales (contact point gwenda.davies@wales.gsi.gov.uk). All e-mails should have ‘Advance Letter’ in the subject box.

Yours sincerely

Stephen Redmond
Director Human Resources Division, NHS Wales