Dear Colleague

HEALTH SERVICE MAINTENANCE STAFF
COMMON GRADING STRUCTURE STAFF, PLANNER ESTIMATORS AND BUILDING TRADES OPERATIVES

A. INCREASES TO NATIONAL SALARY SCALES 2003/04
B. INCREASES TO OTHER ALLOWANCES

1. I am writing to inform you that the Management Advisory Panel has reached agreement on the issues listed above.

2. The details of the agreements are set out below.

A. INCREASES TO NATIONAL SALARY SCALES

3. With effect from 1 April 2003, national salary scales shall be increased by 3.225%.

4. The revised salary scales are given in the revised Section 1, Parts 2 to 5, of the Maintenance Staff Handbook set out in the replacement pages attached to this letter.

B. INCREASES TO OTHER ALLOWANCES

5. National rates for shift allowances and on call allowances are increased by 3.225% from 1 April 2003. The new rates are given in the revised paragraphs 107 and 110 of Section 4 of the Handbook.
6. The Regional Secure Unit allowance is increased by 3.225% from 1 April 2003. The new rates are shown in the revised paragraph 117 of Section 4 of the Handbook.

7. Some NHS Trusts who employ staff on national contractual arrangements may have increased the value of these allowances locally. Employers should pay the revised national rates if these are higher than their current local rates.

ENHANCEMENTS

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

APPROVAL

9. Employers should implement these agreements, which have been approved by the Welsh Assembly Government. A copy of the formal approval is attached.

ACTION

10. Employers, including NHS 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 2003;

   ii notify the NHS Pensions Agency of any increase in pensionable remuneration and contributions arising from the payment of arrears to former employees.

ENQUIRIES

11. Employers should direct enquiries about the content of this letter to the NHS Employment Policy Branch of the Human Resources Directorate of the Welsh Assembly Government (contact point: Gwenda. Davies@wales.gsi.gov.uk or telephone 029 20825231.

Employees should direct their personal enquiries to their employer.

12. FURTHER COPIES

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

Yours faithfully

STEPHEN REDMOND
Human Resources Director
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 Management Advisory Panel as set out in Advance Letter (MC)W1/2003 and its appendices.

19 June 2003

Signed by the authority of the
Welsh Assembly Government

STEPHEN REDMOND
Human Resources Director
HANDBOOK AMENDMENT - INSTRUCTIONS

This Advance Letter covers Amendment No 22 to the Maintenance Staff Handbook. The following alterations should be made:

Section 1

Remove pages containing paragraphs 2 to 32 and insert new pages containing paragraphs 2 to 32.

Section 4

Remove page containing paragraphs 105.2.1 to 107.2.3 and insert new page containing paragraphs 105.2.1 to 107.2.3.

Remove page containing paragraphs 110 to 110.3a and insert new page containing paragraphs 110 to 110.3a.

Remove page containing paragraphs 113 to 117.4 and insert new page containing paragraphs 113 to 117.4.
SECTION 1 PART 1: THE COMMON GRADING STRUCTURE

2. The national agreements covering craftsmen whose core skills are electrical, mechanical and plumbing and associated semi-skilled staff provide for a common pay and grading structure. This compromises three grades:

   Maintenance Technician
   Maintenance Craftsmen
   Maintenance Assistant

The structure is designed to promote flexibility and versatility in working arrangements and to ensure an in-house ability to maintain technologically advanced systems. It is also designed to promote co-operation between staff and their representatives and management:

   a. in reducing overtime;
   b. in the application of modern management techniques within the Service, including job evaluation and work study;
   c. in promoting the efficiency of maintenance departments through the application and observance of nationally agreed specifications.

3. PRINCIPLES OF GRADING

3.1 The following principles shall be observed by employing authorities for the grading of posts in the common grading structure:

   3.1.1 there must be an established need for the post;
   3.1.2 the post must be graded in accordance with the specifications and definitions laid down in Appendix 1;
   3.1.3 the employing authority must be satisfied that, in addition to fulfilling the specified qualification requirements, the person appointed to the post is fully competent to undertake the full range of work required of the grade.
   3.1.4 It is the responsibility of employing authorities to keep gradings under review and to ensure that they are consistently and fairly applied not only within individual authorities, but throughout the Service, by ensuring that staff are graded in accordance with the agreed grading specifications and provided with work appropriate to their skills.
SECTION 1 PART 2: COMMON GRADING STRUCTURE
NATIONAL WEEKLY RATES OF PAY FOR COMMON GRADING STRUCTURE STAFF -

5. NATIONAL WEEKLY RATES OF PAY

With effect from the beginning of the pay week in which 1 April 2003 falls, the national rates of pay set out in paragraph 5.1 to 5.3 below shall constitute the appropriate weekly rates for full-time staff.

5.1 £ per week

| Maintenance technician | 359.13 |
| Maintenance craftsman   | 331.02 |
| Maintenance assistant   | 246.72 |

5.2 Apprentices Whose Employment in the NHS Began Prior to 1 April 2002

<table>
<thead>
<tr>
<th>AGE</th>
<th>£ per week During First Year of Training</th>
<th>£ per week During Second and Subsequent years Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>106.7</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>129.39</td>
<td>158.10</td>
</tr>
<tr>
<td>18</td>
<td>155.23</td>
<td>192.63</td>
</tr>
<tr>
<td>19</td>
<td>181.07</td>
<td>229.31</td>
</tr>
<tr>
<td>20</td>
<td>189.69</td>
<td>242.40</td>
</tr>
<tr>
<td>21 and over</td>
<td>201.47</td>
<td>255.56</td>
</tr>
</tbody>
</table>

Note: Payment of the pay rates for maintenance craftsmen and maintenance assistant grades set out in paragraph 5.1 is dependent on the maintenance of a prescribed level of performance. (See Appendix 5 of this Handbook where details of penalty provisions are set out).
5.3 **Apprentices whose Employment in the NHS Began After 1 April 2002.**

5.3.1 Apprentices whose employment in the NHS began after 1 April 2002 will be paid in accordance with the pay structure set out in the tables below.

<table>
<thead>
<tr>
<th>From 1 April 2003</th>
<th>Year 1</th>
<th>Year 4 With NVQ2 With NVQ3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2</td>
<td>£131.10</td>
<td>£204.39</td>
</tr>
<tr>
<td>Year 3 With NVQ2</td>
<td>£148.64</td>
<td>£232.26</td>
</tr>
<tr>
<td></td>
<td>£167.22</td>
<td>£256.00</td>
</tr>
<tr>
<td></td>
<td>£201.29</td>
<td></td>
</tr>
</tbody>
</table>

Paragraph 6-7 not allocated
SECTION 1 PART 3: BUILDING CRAFT OPERATIVES AND BUILDING LABOURERS
DEFINITIONS FOR PAY PURPOSES

NATIONAL WEEKLY RATES OF PAY FOR BUILDING CRAFT OPERATIVES AND BUILDING
LABOURERS - 2003/04

8.1 Building Craft Operative

A building craft operative is an employee who is engaged on craft work in building and
civil engineering operations and who is designated as any of the following:

Carpenter, joiner, painter, bricklayer, mason, paver, plasterer, scaffolder, Slater,
tiler (roofing operative), woodcutting machinist, mastic asphalter.

8.2 Building Labourer

A building labourer is an employee who works with a building craft operative, or
otherwise, and who is engaged, under supervision or instruction, on such tasks as
constitute the normal work of a labourer in building and civil engineering operations.

9. NATIONAL WEEKLY RATES OF PAY

With effect from the beginning of the pay week in which 1 April 2003 and 1 April 2004
falls, the national rates of pay set out in paragraphs 9.1 to 9.3 below shall constitute the
appropriate weekly rates for full-time staff.

9.1 £ per week

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Craft Operative</td>
<td>291.00</td>
</tr>
<tr>
<td>Building Labourer</td>
<td>242.60</td>
</tr>
</tbody>
</table>

Note: Payment of the above pay rates is dependent on the maintenance of a prescribed
level of performance (see Appendix 5 of this Handbook where details of penalty provisions
are set out).

9.2 Apprentices (including probationers) employed prior to April 2002

9.2.1 Apprentice building craft operatives (including probationers) shall receive the
percentages shown in paragraphs 9.2.2 below of the national building craft operative rate
shown in paragraph 9.1 above.
9.2.2  A.  Entrants under 19 years of age:—

<table>
<thead>
<tr>
<th>Age of Entry</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>38</td>
<td>70</td>
<td>90</td>
</tr>
<tr>
<td>17</td>
<td>54</td>
<td>80</td>
<td>90</td>
</tr>
<tr>
<td>18</td>
<td>61</td>
<td>85</td>
<td>90</td>
</tr>
</tbody>
</table>

B.  Entrants 19 years of age and over:—

a.  Normal period of 3 years

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90</td>
<td>95</td>
</tr>
</tbody>
</table>

b.  Entrants who undertake full-time off-site training in 1st year

<table>
<thead>
<tr>
<th>1st Year</th>
<th>Next 6 months</th>
<th>Last 6 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>85</td>
<td>90</td>
<td>95</td>
</tr>
</tbody>
</table>

c.  Trainees who enter the Service from a Government Training Centre

<table>
<thead>
<tr>
<th>1st 6 months</th>
<th>2nd 6 months</th>
<th>Last 6 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>85</td>
<td>90</td>
<td>95</td>
</tr>
</tbody>
</table>

9.2.3  These percentages of pay to be increased as from the beginning of the pay week in which falls the anniversary of the date of entry into employment as an apprentice or the date of entry into full-time training on an approved course. Where increases are due after a 6 months period of training, they shall be operative with effect from the beginning of the pay week in which the commencement of the period occurs.

9.2.4  The full rate of pay for a building craft operative becomes payable upon satisfactory completion of the period of service and when the training service agreement has been endorsed to that effect both by the employer and by “The Representative” of the Joint Training Committee.
Apprentices whose Employment in the NHS began after 1 April 2002

9.3.1 Apprentices whose employment in the NHS began after 1 April 2002 will be paid in accordance with the pay structure set out in the tables below with effect from 1 April 2003.

<table>
<thead>
<tr>
<th>From 1 April 2003</th>
<th>Year 1</th>
<th>£131.10</th>
<th>Year 4</th>
<th>£204.39</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 2</td>
<td>£148.64</td>
<td>With NVQ2</td>
<td>£232.26</td>
</tr>
<tr>
<td></td>
<td>Year 3</td>
<td>£167.22</td>
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</tr>
<tr>
<td></td>
<td>With NVQ2</td>
<td>£201.29</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PLANNER ESTIMATORS

10. NATIONAL WEEKLY RATES OF PAY FOR PLANNER ESTIMATORS 2003/04

10.1 With effect from the beginning of the pay week in which 1 April 2003 falls, the national weekly rate of pay for a full-time planner estimator shall be £349.77 per week.

11. DUTIES

11.1 Planner estimators shall carry out duties required in connection with the Labour Management System. At the discretion of local management, their duties may also include:

11.1.1 Scheduling of work

Participation in the scheduling of planned maintenance.

11.1.2 Estate management

Assistance on calculations needed for estate management.

11.1.3 Gardens and other manual staff

If an incentive scheme has been installed for these staff, any estimating associated with local management responsibility to monitor the scheme.

Note:- Training for 11.1.1 and 11.1.2 should preferably be given by the works supervisors responsible. Authorities requiring planner estimators to be trained in appropriate standard work measurement data for 11.1.3 should contact the Regional Training Officer.

12. CONDITIONS OF SERVICE

12.1 The general conditions of service set out in this Handbook as applicable to staff within the common grading structure shall apply to planner estimators.
SECTION 1 PART 5: SUPERVISORY STRUCTURE

NATIONAL WEEKLY RATES OF PAY FOR COMMON GRADING STRUCTURE SUPERVISORS

13. The supervisory structure for common grading structure staff is intended to provide flexibility and versatility by the use of across-trade supervision.

13.1 NATIONAL RATES OF PAY FOR MAINTENANCE CRAFTSMEN AND WOMEN EMPLOYED AS MAINTENANCE CHARGEHANDS/MAINTENANCE SUPERVISORS 2003/04

13.1.1 With effect from the beginning of the pay-weeks in which 1 April 2003 fell, the following national weekly rates of pay for adult full-time staff shall be as follows - against which local agreements would be reached on further local payments.

<table>
<thead>
<tr>
<th></th>
<th>£ per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance supervisor</td>
<td>368.48</td>
</tr>
<tr>
<td>Maintenance chargehand</td>
<td>349.77</td>
</tr>
</tbody>
</table>

14. NATIONAL RATES OF PAY FOR BUILDING CRAFT OPERATIVES EMPLOYED AS MAINTENANCE CHARGEHANDS/MAINTENANCE SUPERVISORS RESPONSIBLE FOR MIXED GROUPS INCLUDED COMMON GRADING STRUCTURE GRADES

14.1 The effective date and national rates of pay in paragraph 13.1.1 above shall apply.
Section 1 Part 5 (cont)
Paras 15-16

15. NATIONAL WEEKLY RATES OF PAY FOR BUILDING CRAFT OPERATIVES EMPLOYED AS MAINTENANCE CHARGEHANDS (BUILDING)/MAINTENANCE SUPERVISORS (BUILDING) RESPONSIBLE SOLELY FOR BUILDING TRADES OPERATIVES 2003/04

15.1 With effect from the beginning of the pay-week in which 1 April 2003 fell, the national rates of pay set out in paragraphs 15.1.1 shall constitute the appropriate weekly rates for adult staff

£ per week
1/4/03

Maintenance Supervisor (Building) 348.20
Maintenance Chargehand (Building) 328.47

16. Grading definitions for the supervisory grades are laid down on Appendix 1.
Section 4 (Cont)
Paras 105 - 106

105.2.1 Payments shall be based on the principle that entitlement is that which would be due if the whole of an employee’s annual leave is taken at one time. What falls to be paid in these circumstances shall constitute the entitlement to such payment for that leave year however the leave is taken provided that pattern of regular overtime working was performed.

105.2.2 If an employee is entitled to 3 weeks and 3 days annual leave and works regular overtime on Tuesdays and Sundays, he would be entitled to payment for regular overtime for 4 Tuesdays and 3 Sundays. He would only be entitled to this if those days fell within his leave period when taken and only to the allowable limit. Thus, if he takes 2 Tuesdays as single days of annual leave and separately a 2 week period containing 2 Tuesdays, any subsequent annual leave taken which included a Tuesday would not attract regular overtime payment. Similarly with the Sundays three would be the limit.

105.2.3 Should the pattern of regular overtime working change, the same procedure should be applied to whatever leave was remaining and the new regular overtime pattern of work and so on.

105.2.4 “Regular Overtime” means regular overtime within the definition given in paragraph 105.1: it does not mean or include casual overtime.

106. PROVISION OF FREE MEAL DURING OVERTIME PERIOD

Where an employee is told after reporting for duty that he will be required to work overtime during which it would be reasonable to require a meal and he does in fact purchase a meal he shall be entitled to reimbursement of the cost up to limits corresponding to meal charges agreed by the Ancillary Staffs Whitley Council.
107. **SHIFT ALLOWANCES**

107.1 **Rotary Shift Allowance**

107.1.1 Where an employee is required to work in turn on shifts which cover 24 hours a day he shall be regarded as on a rotary shift and be entitled to an additional payment of 52 pence per hour.

107.1.2 An employee shall not be regarded as on rotary shift if he is employed only on day shifts or on night shifts, but if he is substituting for an employee on rotary shift he shall receive the additional payment for the hours so worked.

107.2 **Alternative Shift Allowance**

107.2.1 Where an employee is required to work two shifts within the standard working week, one of which finishes earlier than 7pm and the second of which (not being a split shift qualifying for split duty payment) finishes at or after 7pm he shall be regarded as on alternating shifts and shall be entitled to an additional payment at the rate of 31 pence per hour from 1 April 2003.

107.2.2 The period of assessment shall be:

i. where there is a regular rota cycle: the whole period of the cycle;

ii. where there is no regular cycle: each period of 4 weeks.

107.2.3 In each period of assessment as defined above and provided the shifts worked change either daily or at longer intervals not exceeding 4 weeks, an employee shall qualify for the additional payment for the number of eligible shifts.
110. ON-CALL DUTY

There is a responsibility on staff to provide a 24 hour, 7 day, cover as and when necessary and it is for employing authorities to reach a local agreement for on-call duty with the staff concerned and, if appropriate, writing into contracts of service the obligation to conform with the local agreement.

110.1 Employees as defined above required to be available on an on-call basis away from the normal place of employment shall receive payment as follows:-

110.1.1 From 1 April 2003, during normal weekdays and at weekends (subject to paragraph 110.1.2 below) for each hour of the on-call period

   Minimum payment .................................  £6.60 per occasion

   66p per hour

110.1.2 From 1 April 2003, during Bank or Public Holidays, for each hour of the on-call period

   Minimum payment ................................. £13.20 per occasion

   £1.32p per hour

110.1.3 Work performed at the request of Management during an on-call period shall be paid for in addition at the following hourly rates:

   Monday to Saturday inclusive:  Plain time plus one half
   Sunday, Bank or Public Holidays:  Double plain time.

These rates shall apply for the period of work at the place of work during the on-call period. Where such work is carried out at a time which is more than 3 hours before the normal commencing time of the next normal day shift, the rate payable for all hours worked after midnight and up to the normal commencing time of the next normal day shift shall be double plain time. (“Next normal day shift” means in the case of an alternating shift worker the earlier of the two shifts and in the case of a rotary shift worker the morning shift, ie the one commencing at 6 am or 7 am or thereabouts.)
110.1.4 Staff called out to work during an on-call period shall receive payment as for two hours at the appropriate rate if, in the aggregate over the occasion of the on-call duty period, the work performed comes to less than 2 hours.

110.2 Where an employee is required to undertake on-call duty on a Bank or Public Holiday during one or more “occasions” he shall be entitled to take one working day off with pay in lieu. An employee will not be entitled to more than one day off in lieu for the same day, so that where he is recalled to work while on-call, the time off in lieu provisions of paragraph 150.1 will not apply in addition.

110.3 An “occasion” is defined as the period from the time of finishing work on one day (including a short working day) to the time of commencing work on the next day. For this purpose notional starting and finishing times should be assumed for Rest and, where applicable, Off-Duty periods, and should be the times at which it is considered work would have started and finished if these had been working days. On each such day the period between the notional starting and finishing times is an additional “occasion”.

EXAMPLES

a. An employee who works from 8 am to 5 pm Monday to Friday

The following are occasions: -

5 pm Monday to 8 am Tuesday )
5 pm Tuesday to 8 am Wednesday )
5 pm Wednesday to 8 am Thursday )
5 pm Thursday to 8 am Friday ) 9 occasions
5 pm Friday to 8 am Saturday )
8 am Saturday to 5 pm Saturday )
5 pm Saturday to 8 am Sunday )
8 am Sunday to 5 pm Sunday )
5 pm Sunday to 8 am Monday )
113. UNSOCIAL HOURS

113.1 All Staff (except rotary and alternating shift workers and those in receipt of night duty allowance) who work between the hours of 8 pm to 6 am Monday to Friday within the standard working week shall be paid an addition of one fifth plain time for all such hours worked.

113.2 All staff (except rotary and alternating shift workers) who work hours outside the standard working week between the hours of 8 pm and 6 am on any day shall be paid in accordance with the provision of paragraph 104 plus one fifth plain time for all such hours worked.

114. PROTECTIVE CLOTHING

Protecting clothing (except Painters’ Overalls covered by paragraph 56) shall be provided free.

115. Not allocated.

116. STAFF IN ISOLATED AREAS

It is hoped that resident staff in hospitals and institutions situated in isolated areas will be afforded travelling facilities for recreational purposes.

117. REGIONAL SECURITY UNITS - SPECIAL ALLOWANCE

117.1 Maintenance staff who are employed permanently and exclusively in Regional Security Units, or, for so long as interim arrangements make it necessary, in wards or units which have been designated within other hospitals, by the Regional Health Authority (in Scotland, the Scottish Home and health Department and in Wales, the Welsh Office) for the treatment of patients requiring the standard of care and security to be provided in Regional Security Units, shall be paid a special non-enhanceable allowance of £3.41 per week (pro rata for part-time staff) from 1 April 2003. The words “employed permanently and exclusively” shall mean that in order to qualify for payment of the allowance an employee shall be assigned to a ward or unit of the type defined for a minimum of six continuous months. An employee so assigned shall be required to serve a qualifying period of one week before payment of this allowance is made, but once the qualifying period has been completed payment of the allowance shall be made retrospectively to the date on which the assignment began.
117.2 Payment of the allowance shall continue during annual leave or sick leave occurring during the period of assignment on the understanding that the employee will complete the full period of his/her assignment on the return to duty.

117.3 Payment of the allowance shall cease on the date on which an employee ceases to be employed in a ward or unit of the type defined.

117.4 It is for management to arrange the designation of wards or units and the placing of patients in such a way that the staff entitled to the special allowance are clearly identifiable.

Paras 118-122 not allotted.