Chief Executives:-

Local Health Boards
NHS Trusts

Eich cyf. Your ref
Ein cyf. Our ref

19 June 2003

Dear Colleague

WHOLE-TIME HEALTHCARE CHAPLAINS AND WHOLE-TIME HEALTHCARE CHAPLAINS’ ASSISTANTS

A. INCREASES TO NATIONAL SALARY SCALES 2003/04
B. INCREASES TO ACCOMMODATION ALLOWANCE AND REGIONAL SECURE UNIT ALLOWANCE

SUMMARY

1. I am writing to inform you that the Management Side of the Scientific and Professional Staffs Whitley Council and representatives of whole-time healthcare chaplains and whole-time healthcare chaplains’ assistants have 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 for the above grades will be increased by 3.225%. The revised salary scales are set out in Appendix A.

B. INCREASES TO ACCOMMODATION ALLOWANCE AND REGIONAL SECURE UNIT ALLOWANCE

4. The Accommodation and Regional Secure Unit Allowances are increased by 3.225% with effect from 1 April 2003. The revised rates are set out in Appendices B and C respectively.
5. Some NHS Trusts who employ staff on national contractual arrangements may have increased the value of these allowances locally. These trusts should pay the revised national rates if these are higher than their current local rates.

APPROVAL

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

ACTION

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

ENQUIRIES

8. 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.

9. Employees should direct their personal enquiries to their employer.

FURTHER COPIES

10. 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

Signed by the authority of the Welsh Assembly Government

19 June 2003

STEPHEN REDMOND
Human Resources Director
APPENDIX A

WHOLE-TIME HEALTHCARE CHAPLAINS AND WHOLE-TIME HEALTHCARE CHAPLAINS' ASSISTANTS

SALARIES WITH EFFECT FROM 1 APRIL 2003

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<tr>
<th>Payscale</th>
<th>Spine Point</th>
<th>£ pa</th>
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<td>Whole-Time Healthcare Chaplains' Assistant</td>
<td>19</td>
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<tr>
<td>SWO1</td>
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<td>SWO4*</td>
<td>21</td>
<td>18,334</td>
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<td>SWO7**</td>
<td>22</td>
<td>*19,069</td>
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<tr>
<td></td>
<td>23</td>
<td>**19,835</td>
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<tr>
<td>Whole-Time Healthcare Chaplain</td>
<td>28</td>
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<tr>
<td>SW11</td>
<td>29</td>
<td>25,092</td>
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<tr>
<td>SW14*</td>
<td>30</td>
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<td>SW17**</td>
<td>31</td>
<td>26,097</td>
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<td></td>
<td>32</td>
<td>*27,141</td>
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<tr>
<td></td>
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<td>**28,224</td>
</tr>
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Pay points and codes marked * are for use only when payscales have been advanced in accordance with Appendix B of Advance Letter (SP)W4/91.
APPENDIX B

ACCOMMODATION ALLOWANCE FOR WHOLE-TIME HEALTHCARE CHAPLAINS AND WHOLE TIME HEALTHCARE CHAPLAINS’ ASSISTANTS

With effect from 1 April 2003 the accommodation allowance for whole-time healthcare chaplains and whole-time healthcare chaplains’ assistants is increased from £3,292 to £3,398 per annum (maximum rate).
APPENDIX C

SPECIAL ALLOWANCE FOR WHOLE-TIME HEALTHCARE CHAPLAINS AND WHOLE-TIME HEALTHCARE CHAPLAINS’ ASSISTANTS EMPLOYED IN REGIONAL SECURE UNITS

With effect from 1 April 2003 the Regional Secure Unit allowance for whole-time healthcare chaplains and whole-time healthcare chaplains’ assistants is increased from £1,176 to £1,214.