Chief Executives of:-

NHS Trusts
Local Health Boards

Your ref:
Our ref:

26 March, 2004

Dear Colleague

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

A. INCREASES TO NATIONAL SALARY SCALES FOR 2004/05

B. INCREASES TO ACCOMMODATION ALLOWANCE AND REGIONAL SECURE UNIT ALLOWANCE

A. INCREASES TO NATIONAL SALARY SCALES - THREE-YEAR DEAL

1. With effect from 1 April 2004, national salary scales will be increased by 3.225%. The revised salary scales with effect from and 1 April 2004 are set out in Appendix A.

B. INCREASES TO ACCOMMODATION ALLOWANCE AND REGIONAL SECURE UNIT ALLOWANCE

2. The Accommodation and Regional Secure Unit Allowances are increased by 3.225% with effect from 1 April 2004. The revised rates are at Appendix B.

3. 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

4. Employers should implement these agreements, which have been approved by the Welsh Assembly Government. A copy of the formal approval is attached.
ADVANCE LETTER (SP)W 3/2004

ACTION

5. NHS organisations 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

Signed by the authority of the Welsh Assembly Government

26 March 2004

MR S REDMOND
Human Resources Director
NHS Wales
APPENDIX A

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

SALARIES WITH EFFECT FROM 1 APRIL 2004

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<thead>
<tr>
<th>Payscale</th>
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<th>£ p.a.</th>
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<tr>
<td>SWO1</td>
<td>19</td>
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<td>SWO4*</td>
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</tr>
<tr>
<td>SWO7**</td>
<td>21</td>
<td>18,925</td>
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<td>31</td>
<td>*28,016</td>
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<td>**29,134</td>
</tr>
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</table>

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 2004 the accommodation allowance for whole-time healthcare chaplains and whole-time healthcare chaplains’ assistants is increased from £3,398 to £3,508 per annum (maximum rate).

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

With effect from 1 April 2004 the Regional Secure Unit allowance for whole-time healthcare chaplains and whole-time healthcare chaplains’ assistants is increased from £1,214 to £1,253.