



## SCOTTISH EXECUTIVE

Health Department  
Human Resources Directorate

Dear Colleague

### **HEALTH SERVICE MAINTENANCE STAFF COMMON GRADING STRUCTURE STAFF, PLANNER ESTIMATORS AND BUILDING TRADE OPERATIVES**

- **Increases to National Salary Scales: Pay for 2004/2005**
- **Increases to Allowances**

#### **Summary**

1. I am writing to inform you that the Management Advisory Panel has agreed increases to the national salary scales for the year 2004-2005. The details of the agreement are as follows.

#### **Increases to National Salary Scales: 2004-2005**

2. National salary scales will be increased by 3.225%, from the beginning of the pay week in which 1 April 2004 falls. 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 circular.

#### **Increases to Allowances**

3. National rates for shift allowances and on call allowances are increased by 3.225% from the beginning of the pay week in which 1 April falls. The new rates are given in the revised paragraphs 107 and 110 of Section 4 of the Handbook.

4. The Regional Secure Unit allowance is increased by 3.225% from the beginning of the pay week in which 1 April 2004 falls. The new rates are shown in the revised paragraph 117 of Section 4 of the Handbook.

15 March 2004

#### **Addresses**

##### For action

Chief Executives NHSScotland  
Boards and Special Health Boards

Chief Executive, Common Services  
Agency

Chief Executive, State Hospital

Chief Executives, NHSScotland  
Trusts

##### For information

Members: Scottish Partnership Forum  
Members: HR Forum

#### **Enquiries to:**

Ms Judith Ballantine  
Directorate of Human Resources  
Scottish Executive Health Department  
Ground Floor Rear  
St Andrew's House  
EDINBURGH EH1 3DG

Tel: 0131-244 - 2473

Fax: 0131-244 - 2837

e-mail:

[judith.ballantine@scotland.gsi.gov.uk](mailto:judith.ballantine@scotland.gsi.gov.uk)

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5. Some NHSScotland 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**

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

### **Scottish Ministers' Approval**

7. Employers should implement this agreement which has been approved by Scottish Ministers under Regulation 2 and Regulation 3 of the National Health Service (Remuneration and Conditions of Service)(Scotland) Regulations 1991 SI 1991 no 537). A copy of the formal approval is attached.

### **Action**

8. NHS Boards, Special Health Boards and NHSScotland Trusts who employ staff on national contracts should:

- i Ensure that the necessary arrangements are made as soon as possible to pay the national salaries effective from 1 April 2004; and
- ii Notify Scottish Public Pensions Agency of any increase in pensionable remuneration and contributions arising from the payment of arrears to former employees.

9. The replacement pages form Amendment No 23 to the Maintenance Staff Council Handbook. Existing pages of Section 1 - Part 1 containing paragraphs 2 to 3 should be removed and new paragraphs 2 to 3 inserted. Existing pages of Section 4 containing paragraphs 105.2.1 to 107.2.3 should be removed and new paragraphs 105.2.1 to 107.2.3 inserted. The existing page in Section 4 containing paragraphs 110 to 110.3a should be removed and the new page containing paragraphs 110 to 110.3a inserted. The existing page in Section 4 containing paragraph 113 to 117.4 should be replaced and the new page containing paragraphs 113 to 117.4 inserted.

### **Enquiries**

10. Employees should direct their personal enquiries to their employing NHS Board, Special Health Board or NHSScotland Trust.

11. Employers are asked to make their own arrangements for obtaining any additional copies of this Circular. This Circular can also be viewed on <http://www.scot.nhs.uk/sehd/pcs.asp>.

12. Copies of previous pay circulars from 2000 may also be obtained on the above website.

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**Destruction Date**

13. This circular need not be retained more than 4 years after the date of issue.

Yours sincerely

**MIKE PALMER**

Assistant Director of Human Resources (Workforce and Policy).

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**NATIONAL HEALTH SERVICE  
APPROVAL OF REMUNERATION AND CONDITIONS OF SERVICE**

In accordance with Regulation 2 and Regulation 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (SI 1991 No 537) the Remuneration and Conditions of Service set out in the attached Scottish Executive Health Department letter of 15 March 2004, NHS Circular PCS(MC)2004/1 records an agreement determined by the NHS Management Advisory Panel for Health Services (Great Britain) and is hereby approved for the purpose of the said Regulations.

**MIKE PALMER**  
(A member of the staff of Scottish Ministers)  
Assistant Director of Human Resources  
(Workforce and Policy).

Scottish Executive  
Health Department  
St Andrew's House  
EDINBURGH  
EH1 3DG  
15 March 2004

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## **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 comprises three grades:

Maintenance Technician  
Maintenance Craftsman  
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 – 2004/2005**

**5. National Weekly Rates of Pay**

With effect from the beginning of the pay week in which 1 April 2004 falls, the national rates of pay set out in paragraphs 5.1 to 5.3 below shall constitute the appropriate weekly rates for **full-time staff**.

**5.1 Adults**

**5.1.1**

|                        | £ per week |
|------------------------|------------|
|                        | 1/4/04     |
| Maintenance technician | 370.71     |
| Maintenance craftsman  | 341.70     |
| Maintenance assistant  | 254.67     |

**5.2 Apprentices Whose Employment in the NHS began prior to 1 April 2002**

|             | 5.2.1 During First Year of Training | During Second and Subsequent Years' Training |
|-------------|-------------------------------------|--|
| Age         | £ per week                          | 1/4/04                                       |
|             | 1/4/04                              |  |
| 16          | 109.59                              | -  |
| 17          | 133.57                              | 163.20                                       |
| 18          | 160.24                              | 198.84                                       |
| 19          | 186.91                              | 236.71                                       |
| 20          | 195.80                              | 250.22                                       |
| 21 and over | 207.97                              | 263.81                                       |

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 below.

|                    |         |                    |         |
|--------------------|---------|--------------------|---------|
| From 1 April 2004  |         |                    |         |
| Year 1             | £135.32 | Year 4             | £210.98 |
| Year 2             | £153.44 | Year 4 with S/NVQ2 | £239.75 |
| Year 3             | £172.62 | Year 4 with S/NVQ3 | £264.25 |
| Year 3 with S/NVQ2 | £207.78 |                    |         |
|                    |         |                    |         |

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 – 2004/2005**

**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 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 Adults**

**9.1.1 From 1 April 2004**

|                          | £ per week |
|--------------------------|------------|
|                          | 1/4/04     |
| Building Craft Operative | 300.39     |
| Building Labourer        | 250.42     |

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 9.1.1 above.

**9.2.2 A. Entrants under 19 years of age:-**

| Age of Entry<br>% | 1st year<br>% | 2nd year<br>% | 3rd year<br>% |
|-------------------|---------------|---------------|---------------|
| 16                | 38            | 70            | 90            |
| 17                | 54            | 80            | 90            |
| 18                | 61            | 85            | 90            |

**B. Entrants 19 years of age and over: -**

a. Normal period of 3 years

| 1st year<br>% | 2nd year<br>% | 3rd year<br>% |
|---------------|---------------|---------------|
| 65            | 90            | 95            |

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

| 1st year<br>% | Next 6 months<br>% | Last 6 months<br>% |
|---------------|--------------------|--------------------|
| 85            | 90                 | 95                 |

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

| 1st 6 months<br>% | 2nd 6 months<br>% | Last 6 months<br>% |
|-------------------|-------------------|--------------------|
| 85                | 90                | 95                 |

9.2.3 These percentages of pay to be increased 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.

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### 9.3 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 table below, with effect from 1 April 2004.

|                    |         |                    |         |
|--------------------|---------|--------------------|---------|
| From 1 April 2004  |         |                    |         |
| Year 1             | £135.32 | Year 4             | £210.98 |
| Year 2             | £153.44 | Year 4 with S/NVQ2 | £239.75 |
| Year 3             | £172.62 | Year 4 with S/NVQ3 | £264.25 |
| Year 3 with S/NVQ2 | £207.78 |                    |         |
|                    |         |                    |         |

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## PLANNER ESTIMATORS

### 10. National Weekly Rates of Pay for Planner Estimators: 2004/2005

10.1 With effect from the beginning of the pay week in which 1 April 2004 falls, the national weekly rate of pay for a full-time planner estimator shall be £361.05 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: 2004/2005**

13.1.1 With effect from the beginning of the pay-week in which 1 April 2004 falls, 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.

|                        | £ per week |
|------------------------|------------|
|                        | 1/4/04     |
| Maintenance supervisor | 380.37     |
| Maintenance chargehand | 361.05     |

**14. National Rates of Pay for Building Craft Operatives employed as Maintenance Chargehands/Maintenance Supervisors Responsible for Mixed Groups Including Common Grading Structure Grades**

14.1 The effective date and national rates of pay in paragraph 13.1.1 above shall apply.

15. **National Weekly Rates of Pay for Building Craft Operatives employed as Maintenance Chargehands (Building)/Maintenance Supervisors (Building) Responsible Solely for Building Trades Operatives 2004/2005**

15.1 With effect from the beginning of the pay week in which 1 April 2004 falls, the national rates of pay set out in paragraphs 15.1.1 shall constitute the appropriate weekly rates for **adult staff**.

|                                   | £ per week |
|-----------------------------------|------------|
|                                   | 1/4/04     |
| Maintenance Supervisor (Building) | 359.43     |
| Maintenance Chargehand (Building) | 339.07     |

16. Grading definitions for the supervisory grades are laid down in 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 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 53 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 32 pence per hour from 1 April 2004.

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, to 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 2004, during normal weekdays and at weekends (subject to paragraph 110.1.2 below) for each hour of the on-call period ..... 68p per hour  
Minimum payment .....£6.87 per occasion
- 110.1.2 From 1 April 2004 during Bank or Public Holidays, for each hour of the on-call period.....£1.36 per hour  
Minimum payment .....£13.63 per occasion
- 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 6am or 7am thereabouts.)



**Section 4 (Cont)**  
**Para 110 (cont)**

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 at 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 8am to 5pm Monday to Friday

The following are occasions:-

|                                 |             |
|---------------------------------|-------------|
| 5pm Monday to 8am Tuesday )     |             |
| 5pm Tuesday to 8am Wednesday )  |             |
| 5pm Wednesday to 8am Thursday ) |             |
| 5pm Thursday to 8am Friday )    | 9 occasions |
| 5pm Friday to 8am Saturday )    |             |
| 8am Saturday to 5pm Saturday )  |             |
| 5pm Saturday to 8am Sunday )    |             |
| 8am Sunday to 5pm Sunday )      |             |
| 5pm Sunday to 8am 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 8pm to 6am 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 8pm and 6am 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 Executive Health Department) for the treatment of patients requiring the standard care and security to be provided in Regional Security Units, shall be paid a special non-enhancable allowance of **£3.52** per week (pro rata for part-time staff) with effect from the beginning of the pay week in which 1 April 2004 falls. 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.

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**Section 4 (Cont)**  
**Paras 117-122**

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

Paragraphs 118 –122 not allocated.

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