

WHITLEY COUNCILS FOR THE HEALTH SERVICES
(GREAT BRITAIN)
ANCILLARY STAFFS COUNCIL

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The Ancillary Staffs Council has reached the following decisions:—

1. *Subsistence*

The rates of subsistence allowance payable for detached duty involving overnight absence shall be increased from 23s., 16s. and 8s. per night to 26s., 18s. and 9s. per night respectively. The allowances of 3s. 6d. per night in columns (ii) and (iii) of paragraph 4 of Part III of the A.S.C. Handbook are not affected.

This agreement shall operate from the beginning of the first full pay period following 25th October, 1957.

2. *Rest Period*

Having given further consideration to the award of the Industrial Disputes Tribunal set out in paragraph 4 of A.S.C. Circular 54, the Council has decided that it is desirable to publish some guidance as to the way in which this award shall be implemented in respect of shift workers. An Appendix is attached to this Circular containing such guidance.

C. H. BECKETT,
C. P. GOODALE,
Joint Secretaries.

5th December, 1957.

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NATIONAL HEALTH SERVICE
WHITLEY COUNCILS FOR THE HEALTH SERVICES
(GREAT BRITAIN)
ANCILLARY STAFFS COUNCIL

Summary. The attached A.S.C. Circular 55 sets out the terms of an agreement of the Ancillary Staffs Council which increases some rates of night subsistence. It also contains certain Handbook amendments consequent upon the agreement notified in paragraph 4 of A.S.C. Circular 54 dealing with the definition of a Rest Period, and attached as an appendix to the Circular is guidance as to the application of that definition.

1. Employing authorities are asked to bring the provisions of paragraph 1 of A.S.C. Circular 55 into operation as soon as possible with effect from the date shown.

2. The Minister of Health has approved the provisions of paragraph 1 of A.S.C. Circular 55 under Regulation 3 of the National Health Service (Remuneration and Conditions of Service) Regulations, 1951 (S.I. 1951 No. 1373).

MINISTRY OF HEALTH,
SAVILE ROW,
LONDON, W.1.

5th December, 1957.

94609/3/1E

To: *Regional Hospital Boards,
Hospital Management Committees,
Boards of Governors.*

DEFINITION OF A REST PERIOD

(Industrial Disputes Tribunal Award No. 999)

1. Paragraph 4 of A.S.C. Circular 54 sets out an award of the Industrial Disputes Tribunal in regard to the definition of a Rest Period. In the case of shift workers whose Rest Period co-incides with a change of shift, it is considered that it may be helpful if some agreed basis of implementation of the award is made available.

2. Appended are three typical shift cycles:—

- (a) a four-week cycle in which the shifts rotate forward;
- (b) a similar cycle, but with the shifts rotating backward;
- (c) a more complex cycle of nine weeks.

For ease of reference the cycles are based on a standard working week of 48 hours, and no account has been taken of the introduction on 1st October, 1957, of a reduced standard working week of 46 hours.

3. In each case there are examples of breaks including the Rest Periods coinciding with changes of shift and at the foot of each cycle an indication is given as to which 24 hours comprise the Rest Period, i.e. the period during which double time would be payable in accordance with paragraph 6 of Part II, Section A, of the A.S.C. Handbook.

EXAMPLE NO. 1 (see paragraph 2 (a) above)

WEEK 1	Mon.	...	8 a.m.—4 p.m.
			Tues.	...	8 a.m.—4 p.m.
			Wed.	...	8 a.m.—4 p.m.
			Thurs.	...	REST "BREAK" (38 hours) <i>a</i>
			Fri.	...	6 a.m.—2 p.m.
			Sat.	...	6 a.m.—2 p.m.
			Sun.	...	6 a.m.—2 p.m.
WEEK 2	Mon.	...	6 a.m.—2 p.m.
			Tues.	...	6 a.m.—2 p.m.
			Wed.	...	6 a.m.—2 p.m.
			Thurs.	...	6 a.m.—2 p.m.
			Fri.	...	REST "BREAK" (48 hours) <i>b</i>
			Sat.	...	2 p.m.—10 p.m.
			Sun.	...	2 p.m.—10 p.m.
WEEK 3	Mon.	...	2 p.m.—10 p.m.
			Tues.	...	2 p.m.—10 p.m.
			Wed.	...	2 p.m.—10 p.m.
			Thurs.	...	2 p.m.—10 p.m.
			Fri.	...	2 p.m.—10 p.m.
			Sat.	...	REST "BREAK" (48 hours) <i>c</i>
			Sun.	...	10 p.m.—6 a.m. (Mon.)
WEEK 4	Mon.	...	10 p.m.—6 a.m. (Tues.)
			Tues.	...	10 p.m.—6 a.m. (Wed.)
			Wed.	...	10 p.m.—6 a.m. (Thurs.)
			Thurs.	...	10 p.m.—6 a.m. (Fri.)
			Fri.	...	10 p.m.—6 a.m. (Sat.)
			Sat.	...	10 p.m.—6 a.m. (Sun.)
			Sun.	...	REST "BREAK" (26 hours) <i>d</i>

a. This includes a Rest Period from 6 a.m. Thurs. to 6 a.m. Fri.

b. This includes a Rest Period from 6 a.m. Fri. to 6 a.m. Sat.

c. This includes a Rest Period from 2 p.m. Sat. to 2 p.m. Sun.

d. This includes a Rest Period from 8 a.m. Sun. to 8 a.m. Mon.

HANDBOOK AMENDMENTS

The following amendments, including those consequent upon paragraph 4 of A.S.C. Circular 54, should be made to the A.S.C. Handbook:—

Front cover (paper-bound editions only), title page and heading to Part V, page 62 amend address of Staff Side Secretary as shown in the heading to this Circular.

Part II, Section A, page 42, delete paragraphs 6 to 10 and the heading thereto and substitute the following:—

" Rest periods

6. A rest period shall be a period of 24 consecutive hours commencing at the time at which the employee normally starts his turn of duty, provided that when his rest period coincides with a change in his shift or shift system so that he becomes due to start work at a time earlier than his previous starting time, his rest period shall be a period of 24 consecutive hours commencing at that earlier time.

All hours worked during a rest period shall be paid at double time.

7. In the case of a shift worker on a rota which provides for several rest periods to be taken together following a corresponding number of weekly shifts worked consecutively without a break, work performed during any of the rest periods shall be paid at double time.

8. In the case of an employee whose standard working week comprises only five attendances, the employing authority should normally designate a rest period for the purposes of the rest period rules on the basis of the definition in paragraph 6. In the absence of such designation, however, work performed during either of the off-duty periods shall be paid at double time and work performed during both off-duty periods shall be paid as to one period at double time and as to the other at overtime rate.

9. Where 12 or more hours of a designated rest period fall on a Bank or Public Holiday, another rest period shall be allocated in that week, and if leave cannot be taken during that period double time shall be paid for hours worked.

10. Payment for work performed during a rest period and, in the case of an employee whose standard working week comprises only five attendances (see paragraph 8 above) during the off-duty period not being the designated rest period, shall be subject to a minimum payment for two hours at the appropriate rate. This minimum payment shall be made only for the first attendance in such a period, any subsequent attendance during that period to be paid for at the appropriate rate for the hours worked."

Part II, Section B, page 46, delete existing paragraph 15 and substitute the following:—

" 15. Where, in the case of a full-time employee whose standard working week comprises only five attendances, 12 or more hours of a Bank or Public Holiday fall on his off-duty period (not being his designated rest period) an alternative off-duty period with pay shall be given."

Part III, page 54, paragraph 2, delete " 23s." and substitute " 26s."

Part III, page 54, paragraph 3, delete " 16s." and substitute " 18s."

Part III, page 54, paragraph 4, column (i), delete " 8s." and substitute " 9s."

EXAMPLE NO. 2 (see paragraph 2 (b) above)

WEEK 1	Mon.	8 a.m.-4 p.m.
	Tues.	8 a.m.-4 p.m.
	Wed.	8 a.m.-4 p.m.
	Thurs.	REST "BREAK" (38 hours) e
	Fri.	6 a.m.-2 p.m.
	Sat.	6 a.m.-2 p.m.
	Sun.	6 a.m.-2 p.m.
WEEK 2	Mon.	6 a.m.-2 p.m.
	Tues.	6 a.m.-2 p.m.
	Wed.	6 a.m.-2 p.m.
	Thurs.	6 a.m.-2 p.m.
	Fri.	REST "BREAK" (56 hours) f
	Sat.	10 p.m.-6 a.m. (Sun.)
	Sun.	10 p.m.-6 a.m. (Mon.)
WEEK 3	Mon.	10 p.m.-6 a.m. (Tues.)
	Tues.	10 p.m.-6 a.m. (Wed.)
	Wed.	10 p.m.-6 a.m. (Thurs.)
	Thurs.	10 p.m.-6 a.m. (Fri.)
	Fri.	10 p.m.-6 a.m. (Sat.)
	Sat.	REST "BREAK" (32 hours) g
	Sun.	2 p.m.-10 p.m.
WEEK 4	Mon.	2 p.m.-10 p.m.
	Tues.	2 p.m.-10 p.m.
	Wed.	2 p.m.-10 p.m.
	Thurs.	2 p.m.-10 p.m.
	Fri.	2 p.m.-10 p.m.
	Sat.	2 p.m.-10 p.m.
	Sun.	REST "BREAK" (34 hours) h

- e. This includes a Rest Period from 6 a.m. Thurs. to 6 a.m. Fri.
 f. This includes a Rest Period from 6 a.m. Fri. to 6 a.m. Sat.
 g. This includes a Rest Period from 2 p.m. Sat. to 2 p.m. Sun.
 h. This includes a Rest Period from 8 a.m. Sun. to 8 a.m. Mon.

EXAMPLE NO. 3 (see paragraph 2 (c) above)

WEEK 1	Mon.	7 a.m.-3 p.m.
	Tues.	7 a.m.-3 p.m.
	Wed.	7 a.m.-3 p.m.
	Thurs.	7 a.m.-3 p.m.
	Fri.	7 a.m.-3 p.m.
	Sat.	REST "BREAK" (48 hours) i
	Sun.	3 p.m.-11 p.m.
WEEK 2	Mon.	3 p.m.-11 p.m.
	Tues.	3 p.m.-11 p.m.
	Wed.	3 p.m.-11 p.m.
	Thurs.	3 p.m.-11 p.m.
	Fri.	3 p.m.-11 p.m.
	Sat.	3 p.m.-11 p.m.
	Sun.	REST "BREAK" (48 hours) j
WEEK 3	Mon.	11 p.m.-7 a.m. (Tues.)
	Tues.	11 p.m.-7 a.m. (Wed.)
	Wed.	11 p.m.-7 a.m. (Thurs.)
	Thurs.	11 p.m.-7 a.m. (Fri.)
	Fri.	11 p.m.-7 a.m. (Sat.)
	Sat.	11 p.m.-7 a.m. (Sun.)
	Sun.	11 p.m.-7 a.m. (Mon.)

WEEK 4	Mon.	REST "BREAK" (25 hours) k
	Tues.	8 a.m.-4 p.m.
	Wed.	8 a.m.-4 p.m.
	Thurs.	8 a.m.-4 p.m.
	Fri.	8 a.m.-4 p.m.
	Sat.	7 a.m.-3 p.m.
	Sun.	REST "BREAK" (40 hours) l
WEEK 5	Mon.	7 a.m.-3 p.m.
	Tues.	7 a.m.-3 p.m.
	Wed.	7 a.m.-3 p.m.
	Thurs.	7 a.m.-3 p.m.
	Fri.	7 a.m.-3 p.m.
	Sat.	REST "BREAK" (48 hours) m
	Sun.	3 p.m.-11 p.m.
WEEK 6	Mon.	3 p.m.-11 p.m.
	Tues.	3 p.m.-11 p.m.
	Wed.	3 p.m.-11 p.m.
	Thurs.	3 p.m.-11 p.m.
	Fri.	3 p.m.-11 p.m.
	Sat.	3 p.m.-11 p.m.
	Sun.	REST "BREAK" (48 hours) n
WEEK 7	Mon.	11 p.m.-7 a.m. (Tues.)
	Tues.	11 p.m.-7 a.m. (Wed.)
	Wed.	11 p.m.-7 a.m. (Thurs.)
	Thurs.	11 p.m.-7 a.m. (Fri.)
	Fri.	11 p.m.-7 a.m. (Sat.)
	Sat.	11 p.m.-7 a.m. (Sun.)
	Sun.	11 p.m.-7 a.m. (Mon.)
WEEK 8	Mon.	REST "BREAK" (25 hours) o
	Tues.	8 a.m.-4 p.m.
	Wed.	8 a.m.-4 p.m.
	Thurs.	8 a.m.-4 p.m.
	Fri.	8 a.m.-4 p.m.
	Sat.	8 a.m.-4 p.m.
	Sun.	7 a.m.-3 p.m.
WEEK 9	Mon.	8 a.m.-4 p.m.
	Tues.	8 a.m.-4 p.m.
	Wed.	8 a.m.-4 p.m.
	Thurs.	REST "BREAK" (40 hours) p
	Fri.	8 a.m.-4 p.m.
	Sat.	7 a.m.-3 p.m.
	Sun.	REST "BREAK" (40 hours) q

- i. This includes a Rest Period from 7 a.m. Sat. to 7 a.m. Sun.
 j. This includes a Rest Period from 3 p.m. Sun. to 3 p.m. Mon.
 k. This includes a Rest Period from 8 a.m. Mon. to 8 a.m. Tues.
 l. This includes a Rest Period from 7 a.m. Sun. to 7 a.m. Mon.
 m. This includes a Rest Period from 7 a.m. Sat. to 7 a.m. Sun.
 n. This includes a Rest Period from 3 p.m. Sun. to 3 p.m. Mon.
 o. This includes a Rest Period from 8 a.m. Mon. to 8 a.m. Tues.
 p. This includes a Rest Period from 8 a.m. Thurs. to 8 a.m. Fri.
 q. This includes a Rest Period from 7 a.m. Sun. to 7 a.m. Mon.