

**WHITLEY COUNCILS FOR THE HEALTH SERVICES
(GREAT BRITAIN)**

ADMINISTRATIVE AND CLERICAL STAFFS COUNCIL

Management Side Secretary:

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**SALARIES AND CONDITIONS OF SERVICE OF LAUNDRY
MANAGERS**

1. The Administrative and Clerical Staffs Whitley Council have reached agreement on the salaries and conditions of service for Laundry Managers. The terms of the agreement are set out below.

Definition

2. The salary scales and conditions of service set out in this Circular shall be applicable to posts where the Laundry Manager is responsible, within the general arrangements adopted by the employing authority, for

- (a) the planning, organisation and administration of a laundry or laundries and the arrangements for collection from and delivery to the hospitals, wards, departments, etc. using the laundry(-ies). His duties shall include the critical examination and, to the extent required, control of the expenditure of the laundry(-ies) and the appointment, dismissal and discipline of the laundry staff,

AND

- (b) the day-to-day supervision of at least one laundry.

He may also be required to

- (c) co-operate with the Superintendent or Hospital Engineer on the installation and maintenance of laundry machinery and to give advice on the purchase of new machinery, and
- (d) give advice on the purchase of textiles, including the testing of samples for colour, shrinkage, etc.

Salary Scales

3. The salary scales shall be as follows:—

<i>Pieces per week</i>		<i>Salaries of Laundry Managers</i>
		£
20,000—30,000	600 × 25(4)—700
30,001—45,000	670 × 25(4)—770
45,001—60,000	720 × 25(3) × 30(1)—825
60,001—80,000	785 × 30(2) × 35(2)—915
80,001 and over	to be determined by reference to the Minister of Health or the Secretary of State for Scotland.

NATIONAL HEALTH SERVICE

**SALARIES AND CONDITIONS OF SERVICE OF
LAUNDRY MANAGERS**

Summary. This memorandum notifies the Minister's approval of salary scales and conditions of service of Laundry Managers.

1. The enclosed A.C. Circular No. 57 sets out an agreement of the Administrative and Clerical Staffs Council on salary scales and conditions of service of Laundry Managers and should be implemented with effect from 1st May, 1957.

2. The Minister of Health has approved the provisions of A.C. Circular No. 57 as approved remuneration and conditions of service 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.

9th July, 1957.

94610/15/44/1

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

Calculation of pieces per week and effect on salaries of changes in the number of pieces

4. (i) There shall be counted separately each article or garment, whether large or small, which is washed or dry cleaned at a laundry for which the Laundry Manager carries the responsibilities set out in (a) of paragraph 2.

(ii) To the average number of pieces per week, washed or dry cleaned, from a mental deficiency institution or a mental hospital, there shall be added a loading of $33\frac{1}{3}$ per cent. of that number.

(iii) The number of pieces per week shall be arrived at by dividing the total number washed or dry cleaned during the year by 52. This calculation shall be made as at the 31st December each year and the average so obtained shall determine the basis of pay for the following year except as provided for below.

(iv) When a new appointment is made the number of pieces per week shall be the average weekly number over a reasonable period immediately preceding the advertisement of the appointment; provided that, if a material change in circumstances is expected to occur within three months of making the appointment, the number of pieces shall be an estimate of the average weekly number likely to be washed or dry cleaned thereafter.

(v) Subsequently, the number of pieces per week shall be assessed at 31st December each year in accordance with paragraph (iii) above. No reassessment shall be made on 31st December immediately following a new appointment if the officer has been in post three months or less; if the officer has been in post more than three months but less than a year, only the pieces washed or dry cleaned since the date of appointment shall be counted in determining the weekly number.

(vi) Where a substantial and permanent change is made in the amount of work for which the Laundry Manager is responsible (e.g. by the addition to, or removal from, his charge of the laundry of a large hospital) there shall be a fresh calculation of pieces on the basis of the average number of pieces washed or dry cleaned in the thirteen weeks immediately following the change, and the average so obtained shall determine the basis of pay with effect from the first of the month following this period of thirteen weeks. Where the basis of pay has been so determined in the course of a year, with effect from a date not later than 1st October, the average weekly number of pieces shall not be reassessed under paragraph (iii) above until 31st December of the year following.

(vii) Where there is a change in the pieces group of a post resulting from a calculation of pieces under (iii), (v) and (vi) above, the salary scale appropriate to the revised pieces group shall be applied from the beginning of the next pay period. Any such change in the pieces group shall be regarded as movement to a higher or a lower grade, as appropriate, and the provisions of Section VI of Appendix A to A.C. Circular No. 47 shall apply to the Laundry Manager in post.

London Weighting

5. As in paragraph 5 of A.C. Circular No. 53.

Hours

6. The hours of duty shall normally be 38 per week, provided that it shall be the responsibility of Laundry Managers to work such hours as are necessary for the proper and efficient supervision of the laundry staffs and services. Laundry Managers shall not be eligible for overtime or extra duty payments.

Annual Leave

7. The annual leave allowance shall be:—

On salaries below £753 18 working days

On salaries of £753 and over 21 working days

and statutory and national public holidays or other days in lieu.

8. Laundry Managers in post at 1st May, 1957 who were entitled to more days annual leave under existing conditions of service authorised by the Minister of Health or the Secretary of State for Scotland than they would be entitled to under this Circular may keep their existing entitlement on a personal basis, for so long as they remain in the post they held at 1st May, 1957. Laundry Managers in post at 1st May, 1957 whose existing conditions authorised as above would have entitled them to a higher leave allowance in future years may receive the higher allowance at the same time as they would have done if this Circular had not been issued, if they remain in the post they held at 1st May, 1957.

Other Conditions of Service

9. As in Part A of Appendix A to A.C. Circular No. 47.

Date of Application

10. The salary scales and conditions of service set out in this Circular shall apply as from 1st May, 1957.

Assimilation

11. An officer who on 1st May, 1957, was receiving the scale and conditions of service laid down for laundry managers by direction of the Minister of Health or by approval of the Secretary of State for Scotland for the same pieces group as that which applies to his post at 1st May, 1957, in accordance with the rules in paragraph 4 above shall be assimilated at the incremental point on the scale set out in this Circular corresponding to his incremental point on his existing scale. If an officer was by direction or by approval receiving the scale and conditions for some other pieces group the question of his assimilation shall be referred to the Joint Secretaries.

E. G. CROFT,
S. R. SPELLER,
Joint Secretaries.

9th July, 1957.