

NATIONAL HEALTH SERVICE

ADMINISTRATIVE AND CLERICAL STAFF

PAY AND CONDITIONS OF SERVICE

Summary. This memorandum notifies the Minister's approval of the agreements relating to salaries and conditions of service for administrative and clerical staff as set out in the Handbook on pay and conditions of service which has been prepared by the Administrative and Clerical Staffs Whitley Council.

1. This memorandum encloses a copy of A.C. Circular No. 54 announcing the issue of a Handbook on pay and conditions of service which has been prepared by the Administrative and Clerical Staffs Whitley Council. The Handbook embodies and supersedes all A.C. Circulars issued up to the date shown in the Foreword.
2. The Handbook is being issued in two styles:—
 - (1) a paper-bound edition, and
 - (2) a loose-leaf edition to be incorporated with the Handbooks of other Councils between the stiff board covers provided for the Ancillary Staffs Council Handbook. Adhesive labels bearing an amended title have already been provided for the front board cover.

Arrangements are being made to send to each hospital authority the same number of each edition as they received of the Ancillary Staffs Council Handbook. If additional copies are required, hospital authorities are asked to order them from the Management Side Secretary of the Administrative and Clerical Staffs Council, 14, Russell Square, London, W.C.1. It is important in the interests of economy to keep requests for additional copies to the absolute minimum. A general distribution to administrative and clerical staff is, in the Minister's view, unnecessary, though a copy should be readily available to them for reference. No charge will be made for copies supplied to hospital authorities for their own use.

3. Appendix II to this memorandum sets out the provisions in previous Ministry memoranda covering Administrative and Clerical Staffs Council agreements which continue to apply to the agreements in the new Handbook. Other provisions in those memoranda cease to apply from the date of issue of this memorandum.

Sickness benefit

4. The Minister understands that the Whitley Council were unable to reach agreement on a definition of pay for the purpose of Section XI of Part IIA of the Handbook. Accordingly, he does not approve Section XI of Part IIA under Regulation 3 of the National Health Service (Remuneration and Conditions of Service) Regulations, 1951 (S.I. 1951, No. 1373) but under his powers under Regulation 4 of the said Regulations, he directs that Boards and Committees shall make the provisions of Section XI part of the conditions of service of administrative and

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

clerical officers and that for the purposes of Section XI, "pay" shall mean the employee's normal weekly wage or monthly salary exclusive of any payments made in respect of irregular overtime but including any payments for overtime regularly worked or the 8 per cent. extra duty allowance.

5. The Minister of Health has approved the provisions in the Handbook of the Administrative and Clerical Staffs Council with the exception of Section XI of Part IIA 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) and under the direction given in Appendix I to this memorandum has directed that Boards and Committees should observe the provisions of paragraph 4 of this memorandum.

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

29th July, 1957

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APPENDIX I

In accordance with Regulation 4 of the National Health Service (Remuneration and Conditions of Service) Regulations, 1951 (S.I. 1951, No. 1373) the Minister of Health hereby directs that Regional Hospital Boards, Boards of Governors and Hospital Management Committees shall observe the provisions of paragraph 4 of this memorandum.

MICHAEL REED,
Under Secretary,

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

29th July, 1957.

APPENDIX II

1. *Home Wardens*

Hospital authorities are reminded that the salary scales for Home Wardens set out in Part IB of the Handbook apply only to officers who are in charge of homes, hostels or other residential quarters for nursing, domestic or other staff. Since only one officer—normally either a Warden or a Home Sister—can be in charge of a home, the salary scale for a Home Warden is not applicable to any post at a home where a Home Sister takes the whole or part of the responsibility for the management of the home and welfare of the residents (apart from the nursing of those who happen to be sick).

2. *Catering Officers*

Some Hospital Management Committees and Boards of Governors have put the catering of several large hospitals under one officer. In these circumstances, the Catering Officer cannot be regarded as having day to day control at more than one hospital (unless the hospitals are situated so close together that his control at each can be effective over the whole of his normal hours of duty) and it is impracticable for him to give more than general supervision at the other hospitals. For this general supervision, allowances should be paid in accordance with the Whitley Council agreement.

3. *Discretion to give accelerated increments to shorthand-typists in Grades A.2 and B and to machine operators in Grade A.2*

Some employing authorities may not find it necessary to make use of the discretion provided in paragraph 94 of Part IIA of the Handbook. Employing authorities should bear in mind that the individual officer's proficiency must be taken into account and the Minister expects the maximum of four increments to be given only when the individual officer is fully proficient. He suggests that for shorthand-typists to qualify for two extra increments, speeds of at least 100 words per minute shorthand and 40 words per minute typing should in every case be required, while in order to qualify for the full four increments, speeds of at least 120 words per minute shorthand and 50 words per minute typing should be required, together with any other conditions the individual employing authority may consider desirable.

**WHITLEY COUNCILS FOR THE HEALTH SERVICES
(GREAT BRITAIN)
ADMINISTRATIVE AND CLERICAL STAFFS COUNCIL**

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HANDBOOK ON PAY AND CONDITIONS OF SERVICE

1. The Administrative and Clerical Staffs Council have prepared a Handbook setting out the agreed salary scales and conditions of service of all grades of staff coming within the purview of the Council. Copies are being sent separately to employing authorities.
2. The Handbook consolidates with certain minor amendments all existing agreements affecting administrative and clerical staff and the Council have agreed that it shall replace these with effect from the date shown in the Foreword to the Handbook. Amendments to the Handbook will be issued from time to time as fresh agreements are reached by the Council.

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

29th July, 1957.