

WHITLEY COUNCILS FOR THE HEALTH SERVICES
(GREAT BRITAIN)

ADMINISTRATIVE AND CLERICAL STAFFS COUNCIL

Management Side Secretary

MRS. E. C. CROFT,
14, Russell Square,
London, W.C.1.
MUSEUM 6811

Staff Side Secretary

S. R. SPELLER, LL.B.,
75, Portland Place,
London, W.1.
LANGHAM 5041

FIVE-DAY WORKING WEEK

1. The Administrative and Clerical Staffs Whitley Council have agreed that in order to give employing authorities more time to make the necessary plans for the introduction of a five-day working week for their staff the provisions of A.C. Circular No. 56 shall cease to apply with effect from the date of this circular until 1st January, 1958. During this period, the provisions of A.C. Circular No. 47, Appendix A shall apply as if they had not been amended by A.C. Circular No. 56.

HANDBOOK AMENDMENT

PART IIA

Insert a marginal note: " For the period 1st August, 1957 to 31st December, 1957, inclusive, paragraph 2 shall cease to have effect and the provisions of A.C. Circular No. 47 Appendix A Part A paragraph 2 shall apply instead. Paragraph 3 (f) of Part A of A.C. Circular No. 47 shall also apply during this period.

E. C. CROFT,

S. R. SPELLER,

Joint Secretaries.

1st August, 1957

NATIONAL HEALTH SERVICE

ADMINISTRATIVE AND CLERICAL STAFF
FIVE-DAY WORKING WEEK

Summary. This memorandum notifies the Minister's approval of an agreement, as set out in the enclosed A.C. Circular No. 58, suspending until 1st January, 1958, the operation of the agreement set out in A.C. Circular No. 56 relating to the introduction of a five-day working week for administrative and clerical staff.

1. The enclosed A.C. Circular No. 58 sets out an agreement of the Administrative and Clerical Staffs Whitley Council suspending as from the date of the circular until 1st January, 1958, the operation of the agreement set out in A.C. Circular No. 56.

2. The Minister of Health has approved the provisions of A.C. Circular No. 58 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).

3. Any employing authority which has already introduced a five-day working week for members of its staff on the terms of A.C. Circular No. 56 and which wishes to continue these arrangements should apply to the Minister for his authority to vary the conditions of service in A.C. Circular No. 58. In any such case, brief particulars of the scheme introduced should be provided, together with information concerning the number of administrative and clerical staff to whom the scheme applies and, when it does not apply to the whole administrative and clerical establishment of the authority, the names of the hospitals or departments to which it applies and the number of staff covered in each.

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

1st August, 1957.

94610/15/43/1.

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

1074

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

PROFESSIONAL AND TECHNICAL COUNCIL "B"

**List of Circulars operative from a date prior to 30th June, 1957, and
index of current Circulars**

S=Superseded. XL=Not issued to L.As. XT=Not issued to B.Gs.
T.O.=Issued only to B.Gs. R.O.=Issued only to R.H.Bs.

<i>P.T.B. Circular</i>	<i>Date of issue</i>	<i>Date of operation</i>
1(S) ... Medical Laboratory Technician ...	24. 5.49	1. 4.49
1(revd.) (S) Medical Laboratory Technician ...	30. 1.50	1. 4.49
2(S) ... Dental Technician ...	28. 9.49	1. 5.49
3(S) (XT) ... Engineer (H.M.C. and Board of Management) ...	18. 3.50	1. 7.49
4(S) (XL) ... Technician in Physics Department...	11. 9.50	
5(S) ... Assistant-in-dispensing ...	14. 9.50	5. 7.49
6(S) ... Dental Technician ...	30. 9.50	1. 5.49
7(S) (XL) ... Hearing Aid Technician ...	7.12.50	1. 9.50
8(S) ... Part-time Assistant-in-dispensing ...	31. 3.51	31. 3.51
9(S) (XL) ... Dark Room Technician ...	17. 8.51	1. 6.51
10(S) (R.O.) Medical Laboratory Technician in the Regional Transfusion Centres of the Blood Transfusion Service and Scottish National Blood Transfusion Association ...	27. 7.51	
11(S) ... Medical Laboratory Technician ...	24.10.51	1. 5.51
12(S) (XT) ... Engineer (H.M.C. and Board of Management) ...	24. 1.52	1. 8.51
13(S) (L.A. only) Engineer (Local Authority) employed in Joint-user Institution ...	24. 1.52	1. 4.51
14(S) ... Dental Technician ...	12. 5.52	3. 9.51
15(S) ... Assistant-in-dispensing ...	28. 6.52	1. 4.52
16(S) (XL) ... Hearing Aid Technician and Audio- metrician ...	9.10.52	1. 5.52
17(S) (XL, XT) Clerk of Works (H.M.C. and Board of Management) ...	13.12.52	1. 8.51
18(S) (T.O.) Engineer (Teaching Hospital) ...	6. 2.53	1. 5.51
19(S) (R.O.) R.H.B. Works Organizations Pro- fessional and Technical Staff ...	9. 1.53	1. 5.51
20(S) (R.O.) R.H.B. Works Organizations Pro- fessional and Technical Staff ...	9. 1.53	1. 7.52
21(S) (XL) ... Dark Room Technician ...	3. 3.53	1.11.52
22(S) ... Engineer (H.M.C., B.M. & L.A.) ...	27. 3.53	
23(S) ... Part-time Assistant-in-dispensing ...	10. 4.53	1.10.52
24(S) ... Engineer (H.M.C., B.M. & T.H.) and Clerk of Works (H.M.C. & B.M.) ...	17. 6.53	1. 1.53

<i>P.T.B. Circular</i>		<i>Date of issue</i>	<i>Date of operation</i>
25(S) (L.A. only)	Engineer (Local Authority) employed in Joint-user Institution	17. 6.53	1. 1.53
26	Sick Leave and Sick Pay Scheme	10. 7.53	
27	Dental Technician	11. 7.53	1. 3.53
28(S)	Medical Laboratory Technician	7. 8.53	18. 6.53
29 (XL)	Cardiological Technician	10. 8.53	1. 1.53
30 (XL)	Electro-encephalography Recordist	9.10.53	1. 1.53
31(S)	Assistant-in-dispensing	31.12.53	
32(S)	Assistant-in-dispensing	15. 6.54	1. 3.54
33(XL)	Special Leave and Expenses for Post-entry Training	18. 6.54	18. 6.54
34	Hospital Engineer and Clerk of Works—Counting of beds and points. Amendment to P.T.B. Circular 26... ..	7. 9.54	
35(S)(XL)	Dark Room Technician	14.12.54	1. 8.54
36(S)(XL)	Hearing Aid Technician and Audiometrician	17.12.54	1. 8.54
37	National Joint Apprenticeship Scheme for Training Dental Technicians	30.12.54	
38(S)	Engineer (H.M.C., B.M. & T.H.) and Clerk of Works (H.M.C. & B.M.)	25. 1.55	1.11.54
39(S) (L.A. only)	Engineer (Local Authority) employed in Joint-user Institution	25. 1.55	1.11.54
40(S) (R.O.)	R.H.B. Works Organizations Professional and Technical Staff	28. 1.55	1. 4.54
41(XL)	Supervisor and Assistant Supervisor in School in Mental Deficiency Hospital	3. 2.55	1.12.54
42(XL)	Medical Laboratory Technician: Emergency work	29. 4.55	29. 4.55
43(XL)	Medical Photographer	26. 5.55	1. 1.55
44(S) (R.O.)	R.H.B. Works Organizations Professional and Technical Staff	22. 7.55	1. 3.55
45(S)	Medical Laboratory Technician (Student and Junior grades)	26. 8.55	1. 7.55
46(XL)	Equal Pay (Junior in R.H.B. Works Organizations and Dark Room Technician)	9. 9.55	1. 7.55
47	Assistant-in-dispensing	2.11.55	1. 9.55
48(S)	Dental Technician	2.11.55	1. 9.55
49(XL)	Cardiological Technician and Electro-encephalography Recordist	16. 1.56	1.11.55
50(XL)	Technician in Physics Department	16. 1.56	1.11.55
51(XL)	Engineer (H.M.C. & T.H.) (England and Wales)	10. 2.56	1.10.55
52(XL)	Dark Room Technician, Hearing Aid Technician and Audiometrician	16. 2.56	1.11.55

<i>P.T.B. Circular</i>		<i>Date of issue</i>	<i>Date of operation</i>
53	Medical Laboratory Technician	24. 2.56	1. 9.55
54(S)	Dental Apprentice	20. 3.56	1. 9.55
55 (L.A. only)	Engineer (Local Authority) employed in Joint-user Institution	5. 6.56	1.10.55
56(XL)	Engineer (H.M.C. and T.H.) (England and Wales) Calculation of Long Hours gratuities)	27. 3.56	1.10.55
57(XL)	Supervisor and Assistant Supervisor in School in Mental Deficiency Hospital	17. 5.56	1. 4.56
58(S) (R.O.)	R.H.B. Works Organizations Professional and Technical Staff	23. 8.56	1. 2.56
59	Dental Technician	24. 7.56	1. 5.56
60(XL)	Medical Photographer	28. 9.56	1. 8.56
61(XL) (XT)	Building Supervisor (H.M.C. and B.M.)	18.10.56	1. 4.56
62(XL)	Technician in Physics Department	29.11.56	1. 9.56
63(XL)	Dark Room Technician	8. 1.57	1. 9.56
64	Assistant-in-dispensing	14. 2.57	*1. 1.57
65	Medical Laboratory Technician	15. 2.57	*1. 1.57
66(R.O.)	R.H.B. Works Organizations Professional and Technical Staff	26. 2.57	*1. 3.57
67(XL)	Hearing Aid Technicians	28. 2.57	1. 1.57
68(XL)	Engineer (H.M.C., B.M. and T.H.)... ..	4. 3.57	1. 1.57
69 (L.A. only)	Engineer (Local Authority) employed in Joint-user Institution	4. 3.57	1. 1.57
70	Dental Technician	18. 3.57	1. 1.57
71(R.O.)	R.H.B. Works Organizations Professional and Technical Staff	2. 7.57	1. 1.57
72	Medical Laboratory Technician	7. 8.57	1. 4.57

INDEX OF CURRENT CIRCULARS

	<i>P.T.B. Circular</i>
Architect (R.H.B.)	66, 71
Architectural Assistant (R.H.B.)	66, 71
Assistant Architect (R.H.B.)	66, 71
Assistant Engineer—see Engineer.	
Assistant-in-dispensing	47, 64
Assistant Supervisor in School in Mental Deficiency Hospital	41, 57
Audiometrician	67
Beds, Counting of (Engineer and Clerk of Works)	34
Building Supervisor (formerly Group Clerk of Works)— H.M.C. and Board of Management	61
Counting of beds and points	34
Cardiological Technician	29, 49
Clerk of Works—R.H.B.	66, 71

Counting of beds and points (Engineers and Building Supervisor)	34
Dark Room Technician	35, 52, 63
Dental Apprentice	} 27, 37, 59, 70
Dental Technician	
Dispenser—see Assistant in Dispensing.	
Draughtsman (R.H.B.)	66, 71
Electro-encephalography Recordist	30, 49
Engineer—hospital	51, 56, 68
Local authority Joint-user Institution	55, 69
counting of beds and points	34
R.H.B. Works staff	66, 71
Engineering Assistant (R.H.B.)	66, 71
Hearing Aid Technician	67
Junior (Works staff in R.H.B.)	66, 71
Long Hours gratuities—hospital engineers—calculation of	56
Medical Laboratory Technician	42, 53, 65, 72
Medical Photographer	43, 60
National Joint Apprenticeship Scheme for Training Dental Technicians	37
Photographer—see Medical Photographer.	
Physics Technician—see Technician in Physics Department.	
Points, counting of (Engineers and Clerks of Works)	34
Post-entry Training: Special Leave and Expenses	33
Principal Assistant Architect	66, 71
Principal Assistant Engineer	66, 71
Quantity Surveyor	66, 71
Regional Architect	66, 71
Regional Engineer	66, 71
Senior Assistant Architect	66, 71
Senior Assistant Engineer	66, 71
Senior Engineer—see Engineer.	
Sick Leave and Sick Pay Scheme	26
Special Leave and Expenses for Post-entry training	33
Superintendent Engineer—see Engineer.	
Supervisor in School in Mental Deficiency Hospital	41, 57
Surveying Assistant	66, 71
Surveyor's Clerk	66, 71
Technician in Physics Department	62