

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

Management Side Secretary

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REMUNERATION AND CONDITIONS OF SERVICE

1. The Administrative and Clerical Staffs Whitley Council have agreed to make two amendments to the Handbook on Remuneration and Conditions of Service, one relating to the re-determination of salary of a Laundry Manager after a substantial change has taken place in the amount of work for which he is responsible, and the other relating to the incremental date which shall apply on promotion of an officer who has been in an administrative or clerical post since 5th July, 1948 or earlier and has not had an increment on a National Health Service scale since then.
2. The agreed amendments to the Handbook are set out below and shall take effect from the date of this circular.

HANDBOOK AMENDMENTS

Part IE, paragraph 1 (i) (6)—delete last sentence and substitute the following:—

“Where the basis of pay has been so determined in the course of a year with effect from 1st October or later, the average weekly number of pieces shall not be re-assessed under sub-paragraph (3) above until 31st December of the year following. Where the basis of pay has been so determined in the course of a year with effect from a date earlier than 1st October, there shall be a fresh calculation of pieces at 31st December of the same year, on the basis of the average weekly number of pieces washed or dry cleaned between the date of the change and the 31st December.”

Part IIA, Section IX—insert after paragraph 91 new paragraph as follows:—

“91(a) An officer who has been in an administrative or clerical post since 5th July, 1948 or earlier and has not had an increment on a *National Health Service scale* since then, shall take 5th July as his incremental date.”

S. R. SPELLER,
Staff Side Secretary.

J. U. WELLS,
for Management Side Secretary.

24th October, 1957.

NATIONAL HEALTH SERVICE

ADMINISTRATIVE AND CLERICAL STAFF

REMUNERATION AND CONDITIONS OF SERVICE

Summary. This memorandum notifies the Minister's approval of an agreement which amends the Handbook on remuneration and conditions of service in regard to—

- (i) the re-determination of a Laundry Manager's salary after a substantial change has taken place in the amount of work for which he is responsible; and
- (ii) the incremental date of certain officers who have not had an increment on a National Health Service scale since 5th July, 1948.

1. The enclosed A.C. Circular No. 61 sets out an agreement of the Administrative and Clerical Staffs Whitley Council which (i) amends the provisions in paragraph 1 (i) (6) of Part IE of the Handbook on remuneration and conditions of service relating to the re-determination of the salary of a Laundry Manager at 31st December in any year when, during the course of that year, a substantial change has taken place in the amount of work for which the Laundry Manager is responsible and (ii) inserts a new provision in Section IX of Part IIA of the Handbook relating to the incremental date to be applied when an officer who has been in an administrative or clerical post since 5th July, 1948 and has not had an increment on a National Health Service scale since then, is promoted.

2. The Minister of Health has approved the provisions of A.C. Circular No. 61 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.

24th October, 1957.

94610/15/44/1B.

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