

WHITLEY COUNCILS FOR THE HEALTH SERVICES (GREAT BRITAIN)

ADMINISTRATIVE AND CLERICAL STAFFS COUNCIL

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SALARIES OF ADMINISTRATIVE AND CLERICAL STAFF

1. The Administrative and Clerical Staffs Council have agreed to replace certain salary scales and conditions of service set out in the Handbook on Pay and Conditions of Service by new scales and conditions of service with effect from 1st October, 1957.
2. The new salary scales and conditions of service are set out in the Handbook amendments in Appendix I to this circular. The agreed provisions as to assimilation are set out in Appendix II.

J. P. CASHMAN,
S. R. SPELLER,
Joint Secretaries.

5th December, 1957.

Appendix I to A.C. Circular No. 62

HANDBOOK AMENDMENTS

(Note—Appropriate amendment pages for insertion in the Handbook will be issued in due course.)

Part IB—Substitute the following scales for the relevant existing scales:—

1. Designated Grades—Boards of Governors

Secretaries

Undergraduate ...	£2,170 × £111(4) × £57(1) × £2,671.
Post-graduate Group A ...	£1,776 × £84(4) × £111(1) × £47(1)— £2,270.
Post-graduate Group B ...	£1,602 × £56(4) × £84(2) × £43(1)—£2,037.
Post-graduate Group C ...	£1,092 × £38(3) × £68(1) × £44(2) × £29(1)— £1,391.

Finance Officers

Undergraduate ...	£1,486 × £56(5) × £37(1)—£1,803.
Post-graduate Group A ...	£1,223 × £67(1) × £44(3) × £56(2) × £36(1)—£1,570.
Post-graduate Group B ...	£1,092 × £38(3) × £68(1) × £44(2) × £29(1)—£1,391.

Deputy Secretaries

Undergraduate ...	£1,447 × £56(5) × £65(1)—£1,792.
Post-graduate Group A ...	£1,163 × £43(1) × £68(1) × £44(1) × £50(1) × £56(2) × £45(1)—£1,525.
Post-graduate Group B ...	£1,049 × £33(1) × £38(2) × £43(1) × £67(1) × £44(1) × £57(1)—£1,369.

Ch. Clerk.

NATIONAL HEALTH SERVICE

SALARIES OF ADMINISTRATIVE AND CLERICAL STAFF

Summary. This memorandum notifies the Minister's approval of revised salary scales and conditions of service for certain administrative and clerical staff.

1. The enclosed A.C. Circular No. 62 sets out an agreement of the Administrative and Clerical Staffs Council on revised salary scales and conditions of service for certain administrative and clerical staff and should be implemented with effect from 1st October, 1957.
2. The Minister of Health has approved the provisions of A.C. Circular No. 62 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.

5th December, 1957.

94610/15/46/2

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

ASSIMILATION AND NO DETRIMENT CLAUSES

I.—All Grades other than those whose Salaries are based on Points or Population

1. Definitions

Throughout Part I, the word "present" means as at 1st October, 1957, before the application of this circular and the words "present salary" or "present scale" mean the salary or salary scale on which an individual officer was actually being paid on 1st October, 1957, before the application of this circular, whether or not this was the Health Service salary or salary scale for the present grade of the post. The words "new salary" or "new scale" mean the salary or salary scale set out in this circular, as appropriate to the present grade of the post.

2. Officers on the proper Health Service scale for the present grading of their posts

An officer who is receiving the proper Health Service scale and conditions of service for the present grading of his post shall be assimilated at the incremental point on the new scale corresponding to his incremental point on the present scale. Where an officer is on an off scale point, he shall transfer to the corresponding off scale point on the new scale, his assimilation increase being the same as that granted on the normal incremental point immediately below, provided that the maximum of the new scale shall not be exceeded.

3. Officers receiving personal scales or salaries

(a) Officers in posts for which the grading on 1st October, 1957, was lower than the Health Service grading on which the officer was being paid.

Officers retaining (under paragraph 61 of Part IIA of the Handbook) salaries above the maximum of the present Health Service scale of the present grading, shall continue to retain the same salary and conditions of service on a personal basis, or, if they prefer, shall enter the new scale for the present grading of the post at their present salary taking the current conditions of service appropriate to that grade or salary.

(b) Officers who have hitherto retained personal salaries and conditions of service under A.C. Circular No. 21.

Any officer who has retained a personal salary or salary scale and conditions of service more favourable than the Health Service salary and conditions for his post under the no-detriment clause in A.C. Circular No. 21 shall have the option to continue to retain his present salary or scale and conditions of service on a personal basis or to transfer to the new Health Service salary scale for his post together with all other current Health Service conditions of service. Officers choosing to come on to the new Health Service scale and conditions shall be assimilated in the same way as transferred officers as provided in section (c) below.

(c) Transferred officers who have hitherto retained pre-appointed day salaries and conditions of service.

These officers shall have the option to transfer to the new Health Service salary scale for the present grading of their posts, together with all current Health Service conditions of service, or to remain on their transferred salary and conditions on a personal basis. Any officer choosing to transfer to Health Service scales and conditions shall be assimilated at his present salary, or, if more favourable, at the point on the new scale he would have reached if he had entered at the minimum at the time of his appointment to the present post or grade (except in the case of officers of Regional Hospital Boards, no service before 5th July, 1948 being counted for this purpose) and provided that no officer receives an actual increase of more than the increase he would have received if he had been on the point on the present Health Service scale immediately below his present salary and had been assimilated to the corresponding point on the new scale.

II.—Officers whose salaries are based on Points or Population other than Hospital Secretaries

4. Throughout Part II the word "present" means as at 1st October, 1957, before the application of this circular. Standard points group and standard population group have the meanings assigned to them in the Appendix to Part IC and the Appendix to Part ID of the Handbook.

5. Officers on the proper Health Service scale for their standard points or population group. (This includes officers who have retained the scale of their standard points or population group under the provisions of paragraph II (1) (a) or II (2) (a) of the Appendix to either Part IC or Part ID of the Handbook.)

Assimilation shall be to the incremental point on the new scale corresponding to the officer's incremental point on the present scale. Where an officer is on an off scale point, he shall transfer to the corresponding off scale point on the new scale, his assimilation increase being the same as that granted on the normal incremental point immediately below, provided that the maximum of the new scale shall not be exceeded.

6. Officers who are, under the provisions of paragraph II (2) (b) or II (2) (c) (i) of the Appendix to Part IC or paragraph II (2) (b) of the Appendix to Part ID of the Handbook on the scale for a points or population group lower than their standard points or population group.

Assimilation shall be to the incremental point on the new scale corresponding to the officer's incremental point on the present scale. Where an officer is on an off scale point, he shall transfer to the corresponding off scale point on the new scale, his assimilation increase being the same as that granted on the normal incremental point immediately below, provided that the maximum of the new scale shall not be exceeded.

7. Officers who are retaining a salary on a personal basis under the provisions of paragraph II (2) (b) or II (2) (c) (i) of the Appendix to Part IC or paragraph II (2) (b) of the Appendix to Part ID of the Handbook.

These officers shall continue to retain their present salary on a personal basis without increase, or if more favourable, shall enter the new scale for the present points or population group of their post at the point at which they would have been assimilated if their present salary had been the maximum of the present scale for that points or population group and assimilation had been under paragraph 6 above.

8. Officers retaining a personal salary or salary scale or conditions of service under the provisions of A.C. Circular No. 33 paragraph 8 or paragraph III of the Appendix to Part IC of the Handbook or of A.C. Circular No. 34 paragraph 6 (b) or paragraph III of the Appendix to Part ID of the Handbook.

An officer shall have the option of—

(a) retaining his present salary or salary scale and conditions of service without change, or

(b) notionally entering the present Health Service scale and point on this scale appropriate to his circumstances and then being assimilated to the new scale, in accordance with whichever of the provisions in paragraphs 5 to 7 above is appropriate. In the case of officers whose salaries are based on points the notional scale and point on the scale shall be determined in accordance with the rules in paragraph 8 (iii) or (iv) of A.C. Circular No. 33 as amended by A.C. Circular No. 42. Under this option the officer shall adopt all current Health Service conditions of service.

9. Transferred Officers

Transferred officers who have hitherto retained pre-appointed day salaries and conditions of service shall have the option to remain on their transferred salary and conditions on a personal basis or to transfer, as from 1st October, 1957, to the appropriate new Health Service salary scale and conditions on the same terms as if the option had been exercised under paragraphs 9–11 of A.C. Circular No. 33.

III.—Hospital Secretaries

10. In paragraphs 11 and 13 “present” means as at 1st October, 1957, before the application of this circular.

11. Officers on the proper Health Service scale for the present grading of their posts.

An officer who is receiving the proper Health Service scale and conditions of service for the present grading of his post shall be assimilated at the incremental point on the new scale corresponding to his incremental point on the present scale. Where an officer is on an off scale point, he shall transfer to the corresponding off scale point on the new scale, his assimilation increase being the same as that granted on the normal incremental point immediately below provided that the maximum of the new scale shall not be exceeded.

12. Officers retaining a personal salary under the provisions of paragraph 4 of Part IC of the Handbook.

The provisions of paragraph 3 (a) above shall apply.

13. Officers retaining a personal salary or salary scale under the provision of A.C. Circular No. 33 paragraph 8.

An officer shall have the option of

(a) retaining his present salary or salary scale and conditions of service, without change or

(b) notionally entering the present Health Service scale for his post at the appropriate point determined in accordance with the rules in paragraph 8 (iii) of A.C. Circular No. 33 as amended by A.C. Circular No. 42 and then being assimilated to the incremental point on the new scale corresponding to the officer's notional incremental point on the present scale. Under this option the officer shall adopt all current Health Service conditions of service.

14. *Transferred Officers*

The provisions of paragraph 9 above shall apply.

IV.—General

15. *Options*

An officer wishing to exercise his option under paragraphs 3, 8, 9, 12 or 13 above to enter the new Health Service scale and conditions shall notify his intention of doing so in writing within four weeks of his receiving notification in writing from his employing authority that the option is available to him.

16. *Appointments taken up since 1st October, 1957*

Officers who took up new posts on or after 1st October, 1957, shall enter the salary scales for their new posts according to the rules set out in Sections V to VII of the Handbook.

17. *Annual leave entitlement of officers in post on 1st October, 1957*

No officer in post on 1st October, 1957, shall have less annual leave than he would have had if this circular had not been issued.