

# Joint Negotiating Committee for Local Authority Craft and Associated Employees



**To: Chief Executives in England, Wales & N Ireland  
(with copies for Chief Personnel Officer, DLO Manager & Treasurer)  
Provincial Employers' Secretaries  
Local Authority Associations' Secretaries  
Members of the Joint Negotiating Committee**

24 December 2004

Dear Chief Executive

## **CIRCULAR CR 1/04**

### **2004/05 CRAFT PAY RATES**

#### **1. Future of the JNC for Local Authority Craft & Associated Employees**

Both Sides acknowledge the benefit of separate negotiating arrangements to deal with Craft-related issues and therefore remain committed to the future of the JNC and the National Agreement ('Red Book').

#### **2. Pay (see Annex A)**

Agreement has now been reached on a three-year pay increase in the following three stages covering the period to 31 March 2007:

- 1 April 2004 – 2.75%.
- 1 April 2005 – 2.95%.
- 1 April 2006 – 2.95%\* (or RPI at October 2005, whichever is the greater).

\* Given that the rates of pay and allowances applicable from 1 April 2006 may be subject to the RPI figure at October 2005, those rates will be published nearer that time.

#### **2. Tool Allowances/Insurance (see Annex A)**

Agreement has now been reached on a three-year pay increase for tool allowances, together with the maximum liability for insurance purposes, in the following three stages covering the period to 31 March 2007:

- 1 April 2004 – 100% (based on Tools Allowances & Insurance rates at 31 March 2004).
- 1 April 2005 – a further 33% (also based on Tools Allowances & Insurance rates at 31 March 2004).
- 1 April 2006 – 2.95% (or RPI at October 2005, whichever is the greater) (based on Tools Allowances & Insurance rates at 31 March 2006).

### **3. Modernisation of pay structures**

The pay structures set out in Part 2 of the 'Red Book' will continue to operate under the terms of this settlement. Because the structures are in Part 2 they are regarded as "key national provisions" for application by all local authorities to all employees covered by the JNC and therefore constitute a standard throughout England, Wales and N Ireland.

The JNC has agreed that work starts immediately on modernising these pay arrangements. This will be achieved through the development of joint guidance and a JNC Working Party will be established for this purpose.

The joint guidance will cover the development of pay systems based on all-inclusive salaries. As part of any pay review in an authority, salary levels will be determined locally by fair and objective means that have regard to the principle of equal pay for work of equal value.

### **4. Normal pay during sickness (see Annex B)**

The Employers will issue guidance on this subject. For periods of sickness the 'Red Book' already states that, "*Normal pay includes all the earnings that would be paid during a period of normal working, but excluding payments not made on a regular basis*", (as defined in circular CR 1/01 (dated 30 January 2001)). The components of 'normal pay' are set out explicitly in circular CR 1/01.

This definition is included in Part 2 of the 'Red Book' and therefore constitutes a basic contractual provision for all employees throughout England, Wales and N Ireland covered by the JNC.

### **5. Special leave**

It is agreed that the special leave provisions in the 'Red Book' (Part 2 Para 7.8) will cover time off for bereavement. There is no set scale of entitlement, as the amount of leave will need to be considered in the context of the circumstances of any particular case.

### **6. Apprentices**

It is agreed that a JNC Working Party produces a statement on apprentices. It is widely recognised that local government has an ageing workforce and issues around the training and development of our own workforce are high on the JNC's agenda. Apprenticeships and vocational training are clearly part of this wider picture.

### **7. Protocols relating to agency labour**

It is agreed that this issue be covered by the JNC Working Party in order to develop some protocols on communication with an authority's Craft unions and workforce when agency workers are coming on site.

Yours sincerely

MIKE WALKER  
ALAN RITCHIE

Joint Secretaries

**1. CRAFT & ASSOCIATED EMPLOYEES**

Pay for craft & associated employees from the pay week including 1 April 2004 and 1 April 2005 are as follows:

Designation	1 Apr 04 £ Per Week	1 Apr 04 £ Per Annum	1 Apr 05 £ Per Week	1 Apr 05 £ Per Annum
1. Building Labourer	216.46	11,286	222.84	11,619
2. Heating & Ventilation Mate	244.59	12,753	251.84	13,131
3. Building Craft Operative	246.72	12,864	254.03	13,245
4. Plumber	264.15	13,773	271.98	14,181
5. Engineer & Electrician	272.73	14,220	280.78	14,640

**2. APPRENTICES & TRAINEES**

**CRAFT & ASSOCIATED EMPLOYEES REVISED APPRENTICE PAY STRUCTURE. INDIVIDUALS COMMENCING AN APPRENTICESHIP ON OR AFTER 1 APRIL 2000 (RATES LINKED TO RESPECTIVE CRAFT RATES EXPRESSED IN PERCENTAGE EQUIVALENTS OF THE FULLTIME CRAFTWORKERS RATE OF PAY).**

**2.1 Building & Civil Engineering Apprentices (excluding plumbers)**

(a) Building Industry Apprentices following a recognised training course. Rate per week and rate for calculation of overtime and other premium payments from the pay week including 1 April 2004 and 1 April 2005 are as follows (percentage of full time rate is denoted in brackets).

Age at Entry	1 <sup>st</sup> Year		2 <sup>nd</sup> Year and Until Skills Test or NVQ Level 2 is Passed		On Passing Skills Test or NVQ Level 2	
	1 Apr 04	1 Apr 05	1 Apr 04	1 Apr 05	1 Apr 04	1 Apr 05
<b>16 Years</b>	£135.69 (55%)	£139.71 (55%)	£172.71 (70%)	£177.81 (70%)	£234.39 (95%)	£241.32 (95%)
<b>17 Years</b>	£135.69 (55%)	£139.71 (55%)	£209.70 (85%)	£215.88 (85%)	£234.39 (95%)	£241.32 (95%)

(b) Building and Civil Engineering entrants over 18 years of age. Normal period of three years. Rate per week and rate for calculation of overtime and other premium payments from the pay week including 1 April 2004 and 1 April 2005 are as follows (percentage of full time rate is denoted in brackets).

Age at Entry	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
	1 Apr 04	1 Apr 05	1 Apr 04	1 Apr 05	1 Apr 04	1 Apr 05
<b>Entrants over 18 Years</b>	£209.70 (85%)	£215.88 (85%)	£222.03 (90%)	£228.57 (90%)	£234.39 (95%)	£241.32 (95%)

(b) Young Labourers. When 16 and 17 year olds are not fulfilling the full duties of a Building Labourer locally determined rates will apply.

## 2.2 Apprentice Plumbers

premium  
Plumbing Apprentices following a recognised training course. Rate per week and rate for calculation of overtime and other payments from the pay week including 1 April 2004 and 1 April 2005 are as follows (percentage of full time rate is denoted in brackets). \*Plumbing Apprentices with no ACS.

Age at Entry	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year		4 <sup>th</sup> Year*		4 <sup>th</sup> Year	
	1 Apr 04	1 Apr 05	1 Apr 04	1 Apr 05	1 Apr 04	1 Apr 05	1 Apr 04*	1 Apr 05*	1 Apr 04	1 Apr 05
<b>16 Yrs</b>	£145.29 (55%)	£149.58 (55%)	£184.92 (70%)	£190.38 (70%)	£237.75 (90%)	£244.77 (90%)	£243.03 (92%)*	£250.20 (92%)*	£250.95 (95%)	£258.36 (95%)
<b>17 Yrs</b>	£145.29 (55%)	£149.58 (55%)	£211.32 (80%)	£217.56 (80%)	£237.75 (90%)	£244.77 (90%)	£243.03 (92%)*	£250.20 (92%)*	£250.95 (95%)	£258.36 (95%)
<b>18 Yrs +</b>	£211.32 (80%)	£217.56 (80%)	£224.55 (85%)	£231.18 (85%)	£237.75 (90%)	£244.77 (90%)	£243.03 (92%)*	£250.20 (92%)*	£250.95 (95%)	£258.36 (95%)

### 2.3 Apprentice Engineers & Electricians

Engineering and Electrical Apprentices following a recognised training course. Rate per week and rate for calculation of overtime

and

other premium payments from the pay week including 1 April 2004 and 1 April 2005 are as follows (percentage of full time rate is denoted in brackets).

Age at Entry	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year		4 <sup>th</sup> Year	
	1 Apr 04	1 Apr 05	1 Apr 04	1 Apr 05	1 Apr 04	1 Apr 05	1 Apr 04	1 Apr 05
16 Yrs	£150.00 (55%)	£154.44 (55%)	£190.89 (70%)	£196.53 (70%)	£245.43 (90%)	£252.69 (90%)	£259.08 (95%)	£266.73 (95%)
17 Yrs	£150.00 (55%)	£154.44 (55%)	£218.16 (80%)	£224.61 (80%)	£245.43 (90%)	£252.69 (90%)	£259.08 (95%)	£266.73 (95%)
18 Yrs +	£218.16 (80%)	£224.61 (80%)	£231.81 (85%)	£238.65 (85%)	£245.43 (90%)	£252.69 (90%)	£259.08 (95%)	£266.73 (95%)

### 3. LONDON & FRINGE AREA ALLOWANCES

Agreement has been reached for increases in the London and Fringe Area Allowances. The new allowances, to operate from the pay week including 1 April 2004 and 1 April 2005 are as follows:

	1 Apr 04	1 Apr 05
Greater London Area	£2,139	£2,202
Inner Fringe	£708	£729
Outer Fringe	£492	£507

#### 3.1 Existing Allowances – Merging

Employees in receipt of local allowances exceeding the allowances set out above will continue to receive such allowances on a personally protected basis, subject to the excess merging in any future increases in fringe area allowances.

### 3.2 Calculation of Bonus, Overtime and Other Premia

The allowances set out above will not be taken into account in the calculation of bonus, overtime, shift and other premium payments with the following exception: employees whose place of employment falls within an area which prior to the date and terms of this settlement previously attracted the London or any similar allowance will be entitled to have bonus, overtime and other premium payments calculated on the amount of the previous allowance (if any) taken into account for this purpose before the date of this settlement.

## 4. TOOL ALLOWANCES

### 4.1 Engineers & electricians

Agreement has been reached for increases in Tool Allowances. The new allowances, to operate from the pay week including 1 April 2004 and 1 April 2005 are as follows:

<b>1 Apr 04</b>	<b>1 Apr 05</b>
£5.24	£6.10

### 4.2 Builders

Agreement has been reached for increases in Tool Allowances. The new allowances, to operate from the pay week including 1 April 2004 and 1 April 2005 are as follows:

	<b>1 Apr 04</b>	<b>1 Apr 05</b>
<b>Carpenters</b>	£4.84	£5.64
<b>Bank Masons</b>	£3.80	£4.43
<b>Mason Fixers</b>	£2.48	£2.89
<b>Plasterers</b>	£2.48	£2.89
<b>Bricklayers</b>	£2.48	£2.89
<b>Painters (overall allowance)</b>	£2.48	£2.89
<b>Wall and Floor Tilers</b>	£2.48	£2.89
<b>Street Masons and Paviours</b>	£2.48	£2.89
<b>Plumbers</b>	£5.58	£6.50
<b>Carpenters and Joiner Apprentices</b>	£4.84	£5.64
<b>Mason (banker of fixer) Apprentices</b>	£2.48	£2.89
<b>Painter Apprentices (overall allowances)</b>	£2.48	£2.89

<b>Plasterer Apprentices</b>	£2.48	£2.89
<b>Bricklayer Apprentices</b>	£2.48	£2.89
<b>Plumber Apprentices</b>	£5.58	£6.50

## 5. OTHER PAYMENTS

### 5.1 Electricians

In addition to the rates set out in Paragraph 2 the plus rates shown below will be payable hourly with effect from the pay week including 1 April 2004 and 1 April 2005 are as follows: and are to be taken into account for all purposes. They shall be paid to electricians who are required to perform exacting diagnostic work over a wide range of modern electronic and control equipment, in addition to more usual maintenance or new work. This payment when made to an electrician shall absorb any existing payment to him related to the exercise of higher skills. It will be for the authority to determine, after consultation, which electricians, if any, shall receive the plus rate. In the event of disagreement the signatories to this agreement will be available for advice.

<b>1 Apr 04</b>	<b>1 Apr 05</b>
£0.44	£0.45

### 5.2 Building & Civil Engineering Craftsmen

With effect from the pay week including 1 April 2004 and 1 April 2005 Plumbers/Welders and Heating and Ventilating Engineers required by an authority to possess one or more current certificates of competency in welding who are designated as plumbers/welders or Heating and Ventilating Engineers/Welders by an authority shall be paid the following supplements:

	<b>1 Apr 04</b>	<b>1 Apr 05</b>
<b>Gas or ARC Certificate</b>	£0.35	£0.36
<b>Gas and ARC Certificate</b>	£0.70	£0.72

### 5.3 Plumbers

Where a plumber who has met the appropriate ACOP standard and holds a Registration Card, is required by the local authority on

regular and ongoing basis to use those skills on gas installation, he/she will be paid a supplement as shown below from the pay week including 1 April 2004 and 1 April 2005.

<b>1 Apr 04</b>	<b>1 Apr 05</b>
£8.54	£8.79

## 6. EXTRA PAYMENTS

### 6.1 Storage of Tools & Clothing

The Employers' maximum liability for loss of tools as set out in Section 2, Sub Section A, Appendix C will be increased as shown below:

1 Apr 04	1 Apr 05
£1,002	£1,167

### 6.2 Extra Payment for Work in Discomfort & Inconvenience

With effect from the pay week including 1 April 2004 and 1 April 2005 falls the following extra payments will apply.

#### (a) Work at Heights

Detached Work Calculated from the Point of Control	1 Apr 04	1 Apr 05
Above 15m and up to 30m	£0.05	£0.05
Above 30m and up to 45m	£0.08	£0.08
Above 45m and up to 60m	£0.26	£0.27
Above 60m and up to 75m	£0.35	£0.36
Above 75m and up to 90m	£0.43	
<b>'Exposed Work' at Height on Buildings</b>		
Above 40m and up to 50m	£0.03	£0.03
Above 50m and up to 60m	£0.05	£0.05
Above 60m and up to 75m	£0.08	£0.08

The extra payments to be increased by £0.02 per hour for each 15 metres above 75 metres

Operating a Free-Standing Tower Crane from a Control Platform Above Ground Level	1 Apr 04	1 Apr 05
Control platform over 15m and up to 30m above ground level	£0.03	£0.03
Control platform over 30m and up to 45m above ground level	£0.05	£0.05
Control platform over 45m above ground level	£0.08	£0.08
Work in Swings, Cradles or Boats, or Boatswains Chairs	£0.32	£0.33



(b) Furnace Firebrick Work & Acid-Resisting Brickwork

	1 Apr 04	1 Apr 05
Furnace or similar hot work up to 49°C (120°F)	£0.05	£0.05
For brickwork involving the use of acid-resisting bonding material	£0.08	£0.08

(c) General – Exceptional kinds of work lasting more than 1 hour in conditions which involve:

	1 Apr 04	1 Apr 05
work in water <b>and/or</b> close contact with dirt or filth <b>and/or</b> prolonged exposure to dust or spray or particles of a kind likely to cause irritation <b>and/or</b> prolonged exposure to the special conditions met in confined underground spaces (such as tunnels or deep basements) and in trenches, pits and wells 6 metres or more below ground level, namely poor ventilation or light, dampness, dust or the noise resulting from the use in such spaces of mechanical plant tools <b>and/or</b> work in artificially low temperatures below 5°C (41°F) such as in refrigerated or cold stores	£0.10	£0.10
<b>repair or active independent sewers or cleaning out independent:</b>		
sewage plants, filter beds septic tanks and cess pools	£0.18	£0.19
Labourers when using in the course of their normal work mechanically driven compressed air or percussive drills, picks, spades, rammers, tampers or hammers	£0.10	£0.10
When using a cartridge operated rivet gun	£0.10	£0.10
Painters using in the course of their normal work air supplied or airless paint spray machines	£0.10	£0.10

### 6.3 Extra Payments for Continuous Extra Skill or Responsibility

With effect from the pay week including 1 April 2004 and 1 April 2005 the following extra payments will apply

	Above Labourers' Basic Rate Per Week	
	1 Apr 04	1 Apr 05
	£	£
<b>A</b>	£10.23	£10.53
<b>B</b>	£11.05	£11.38
<b>C</b>	£13.09	£13.48
<b>D</b>	£18.42	£18.96
<b>E</b>	£20.06	£20.65
<b>F</b>	£20.87	£21.49
<b>G</b>	£23.32	£24.01
<b>H</b>	£24.56	£25.28
<b>I</b>	£29.06	£29.92
<b>J</b>	£29.87	£30.75
<b>K</b>	£32.74	£33.71
<b>L</b>	£33.97	£34.97
<b>M</b>	£35.19	£36.23
<b>N</b>	£39.28	£40.44

### 7.4 Extra Payments for Intermittent Responsibility

With effect from the pay week including 1 April 2004 and 1 April 2005 the following extra payments will apply:

	1 Apr 04	1 Apr 05
Labourer erecting, altering or dismantling simple access scaffolding with a working platform no higher than 5 metres	£0.14	£0.14
Operatives, other than craft operatives, employed on dry-cleaning stone work by mechanical process for the removal of protective material and/or discoloration. (Employers to provide suitable masks)	£0.57	£0.59

**Joint Negotiating Committee for Local  
Authority Craft and Associated Employees**



*employersorganisation*

**To: Chief Executives in England and Wales  
(with copies for Chief Personnel Officer, DLO Manager and Treasurer)  
Provincial Employers' Secretaries  
Local Authority Associations' Secretaries  
Members of the Joint Negotiating Committee**

30 January 2001

Dear Chief Executive

**CIRCULAR CR 1/01**

**NORMAL PAY FOR SICKNESS AND INDUSTRIAL INJURY**

Paragraph 10.6 of Part 2 of the Red Book states that "Normal Pay includes all earnings that would be paid during a period of normal working, but excluding payments not made on a regular basis".

Both Sides of the JNC for Craft and Associated Employees interpret "regular" as being the same as in previous craft agreements. Detailed below is a summary of the items that constitute regular payments:

- The normal weekly wage shall be the weekly wage ordinarily payable to the employee for a normal working week. For this purpose it will include:
  - (a) the rates for-
    - (i) shift work,
    - (ii) night work,
    - (iii) split duty,
    - (iv) work on a Saturday and/or a Sunday which would have been worked as part of, the normal working week or roster,
    - (v) unsocial hours payments.
  - (b) Plus rates for extra skill or responsibility or for abnormal working conditions which are regularly paid as part of the weekly rate.
  - (c) Payments for regular, scheduled (as opposed to occasional) standby duty provided the employee would have been standing by at the time and, shall exclude payment for overtime, including extra hours worked on account of staff shortage and other occasional or abnormal payments.

- Where an employee is conditioned to work more hours than the normal working week as defined in the Craft Implementation Agreement paragraph 9, the normal weekly wage shall be the weekly rate ordinarily applicable to him or her in respect of such a working arrangement.
- Where an employee is contracted to undertake conditioned overtime as a normal feature of employment his or her earnings will include the average of the extra hours worked. This is to be determined by reference to the average overtime worked over the preceding three months or any other period agreed locally.
- Where an employee on the date immediately prior to absence due to sickness is, and has been, receiving for a period of not less than four consecutive weeks, a group or grade rate of wages which is higher than his or her normal rate of wages, such higher rate shall be taken as the normal weekly rate.
- In respect of absence on account of sickness or industrial injury a bonus earner shall be entitled as part of normal earnings to a sum equal to his or her average bonus earnings. This is to be determined by reference to the average bonus earned per hour over the preceding three months or any other period agreed locally. For an employee in receipt of a self financing lead in payment there shall be paid as part of normal earnings a sum equal to his/ her lead-in payment.

The Joint Secretaries would like to emphasise that the interpretation of “regular” does not include casual overtime or other casual non-contractual payments.

Yours sincerely

CHARLES NOLDA  
GEORGE BRUMWELL  
Joint Secretaries