

**JOINT CONCILIATION COMMITTEE OF THE
HEATING, VENTILATING AND DOMESTIC ENGINEERING INDUSTRY**

COMPRISING:

Building Engineering Services Association

117

Unite – the Union

LINCOLN HOUSE,
137 - 143 HAMMERSMITH ROAD,
LONDON W14 0QL

TEL: 020 7313 4900

22 June, 2016

**TO EMPLOYERS AND EMPLOYEES IN THE HEATING, VENTILATING, AIR
CONDITIONING, PIPING AND DOMESTIC ENGINEERING INDUSTRY**

Dear Sir/Madam

**Four-Year, Two-Phase Operative Wage Agreement 2016-2020 –
Phase 1 2016-2018 – Effective from 3 October 2016**

1 Introduction and Summary

- 1.1 The purpose of this Letter is to advise you of the terms of the Wage Agreement for Operatives in the Heating and Ventilating Contracting Industry between the Building Engineering Services Association (the "Association") and Unite ("the Union"), with effect from 3 October 2016. The Wage Agreement outlined in this document is intended by the Association and the Union as Phase 1 of a potential four-year Wage Agreement, with Phase 1 covering the period to the beginning of October 2018.
- 1.2 Phase 1 of this Wage Agreement:
- (a) increases hourly grade rates, Premium Rate 1 and Premium Rate 2 used as the premiums in calculating overtime rates, Sickness and Injury Benefit and the various lump sum welfare benefits payable under the terms of the BESA Operative National Agreement ("the Agreement");
 - (b) introduces a new supervisory grade into the grade structure of the Agreement, the purpose of which is to enhance the productive performance of the workforce; and
 - (c) commits the Association and the Union to: (i) commencing further discussion towards the end of 2016 concerning the possibility of a prospective Phase 2 wage agreement for the period from October 2018 to 2020; and (ii) further joint dialogue aimed at encouraging the uptake of apprenticeships in the industry.

2. Wage Agreement

Phase 1: Effective Dates: 3 October 2016 and 2 October 2017

- 2.1 The main changes introduced by the Wage Agreement shall be as follows:

As from Monday 3 October 2016

- (a) an increase in the hourly grade rates of the Agreement, as shown in the following table overleaf:

Grade	<i>from 5 October 2015 (£ per hour)</i>	<i>from 3 October 2016 (£ per hour)</i>
Building Services Engineering Supervisor	—	20.00
Foreman	16.08	16.40
Senior Craftsman	13.30	13.56
Craftsman	12.20	12.46
Installer	11.04	11.26
Adult Trainee	9.31	9.50
Mate (18 and over)	9.31	9.50
Mate (aged 16 and 17)	4.32	4.41
Senior Apprentice	11.04	11.26
Intermediate Apprentice	8.57	8.74
Junior Apprentice	6.04	6.16

- (b) a corresponding increase in Premium Rate 1 and Premium Rate 2 used as the premiums in calculating overtime rates;
- (c) a corresponding increase in the Weekly Holiday Credit and the Weekly Welfare Contribution to ensure holiday pay and the Sickness and Accident Benefit of the Agreement, respectively, retain their current relativity with basic pay;
- (d) an increase in the Index Benefits of the Agreement;
- (e) agreed amendments to Clause 6 of the National Agreement to give effect to the new grade of Building Services Engineering Supervisor;

As from Monday 2 October 2017

- (f) a further increase in hourly grade rates of the National Agreement, as shown in the table below:

Grade	<i>from 3 October 2016 (£ per hour)</i>	<i>from 2 October 2017 (£ per hour)</i>
Building Services Engineering Supervisor	20.00	20.50
Foreman	16.40	16.81
Senior Craftsman	13.56	13.89
Craftsman	12.46	12.79
Installer	11.26	11.54
Adult Trainee	9.50	9.74
Mate (18 and over)	9.50	9.74
Mate (aged 16 and 17)	4.41	4.52
Senior Apprentice	11.26	11.54
Intermediate Apprentice	8.74	8.96
Junior Apprentice	6.16	6.31

- (g) a corresponding increase in Premium Rate 1 and Premium Rate 2 used as the premiums in calculating overtime rates;
- (h) a corresponding increase in the Weekly Holiday Credit and the Weekly Welfare Contribution to ensure holiday pay and the Sickness and Accident Benefit of the Agreement, respectively, retain their current relativity with basic pay;
- (i) a further increase in the Index Benefits of the Agreement.

2.2 Subject to paragraph 2.3 below, Phase 1 of this Wage Agreement does NOT increase the various Allowances of the National Agreement – viz: Daily Travelling Allowance, Responsibility Allowance, Abnormal Conditions Money or Mileage Allowance.

2.3 The rate of nightly Lodging Allowance for the periods from 3 October 2016 and 2 October 2017 will be subject to HMRC approval and promulgated separately.

- 2.4 Phase 1 of this Wage Agreement also gives advance notification of a number of further changes, which are effective as follows from dates which fall within the period covered by a prospective Phase 2 of this Agreement:

*As from **1 October 2018***

- (a) a further increase in the Index Benefits of the Agreement;
- (b) an increase in the Death Benefit, Accidental Dismemberment Benefit and the Permanent Total Disability Benefit of the Agreement;

*As from **7 October 2019***

- (c) a further increase in the Index Benefits of the Agreement; and
- (d) a further increase in the Death Benefit, Accidental Dismemberment Benefit and the Permanent Total Disability Benefit of the Agreement;

*As from the **start of the holiday year** (as defined at Clause 20 **b** of the National Agreement) **beginning 1 February 2020***

- (e) the paid annual holiday entitlement of the Agreement shall increase from 23 to 24 days.

- 2.5 The detailed effects of these increases are in the Ready Reckoners in the Appendices to this JCC Letter, as indicated below:

- (a) **Appendix 1:** Ready Reckoner – Hourly Grade Rates plus Allowances;
- (b) **Appendix 3:** Ready Reckoner – Total Overtime Payments in accordance with National Agreement Clause 9;
- (c) **Appendix 4:** Ready Reckoner – Welfare Benefits: Employee Benefits (except Pensions) and Employers’ Holiday Pay credits and Welfare Contributions.

- 2.6 Phase 1 of this Wage Agreement is on the understanding that there will be no further increase:

- (a) before **1 October 2018** in hourly grade rates, Premium Rate 1 and Premium Rate 2, Daily Travelling Allowance, Responsibility Allowance, Daily Abnormal Conditions Money, Mileage Allowance, Weekly Sickness and Accident Benefit, the Combined Weekly Holiday Credit and Welfare Contribution and the employers’ contractual Pension Contribution; and
- (b) before **5 October 2020** in Death Benefit, Accidental Dismemberment Benefit, Permanent Total Disability Benefit and the Index Benefits of the Agreement.

Phase 2: Covering the Period 2018/19-2019/20

- 2.7 During the negotiations in February-March 2016 which gave rise to the Wage Agreement outlined in this JCC Letter, the Association’s negotiators made clear that, at that stage, it was too early to consider wage rates, allowances, etc. for the period beyond 2018 up to 2020, as set out in the Union’s wage claim. The Association and the Union have agreed therefore to commence further discussion towards the end of 2016 concerning the possibility of a prospective Phase 2 wage agreement for the two-year period beginning 1 October 2018.

- 2.8 Such discussions will take into account the changes already agreed for 1 October 2018, 7 October 2019 and the holiday year beginning 1 February 2020, as mentioned at paragraph 2.4 above.

3. Pension Provisions of the National Agreement

- 3.1 The **Employer’s Pension Contribution** required under the pension provisions of the Agreement increases to 5 per cent of pre-tax basic pay for a standard week of 37½ hours with effect from **3 October 2016**. Advance notification of this change was given in JCC Letter 111, dated 14 April 2014.

- 3.2 **Employee Contributions** at an initial contribution rate of $\frac{3}{4}$ per cent of pre-tax basic pay for a standard working week of 37½ hours come into effect also from **3 October 2016**. Advance notification of this prospective change was given in JCC Letter 116, dated 21 January 2016.
- 3.3 While notification of these changes was given in advance of this Wage Agreement, information about the Employer pension contribution rates required under the Agreement and the increases in Employee Contributions over the period to 1 October 2018 has been included for the sake of completeness in the table at **Appendix 2**.
- 3.4 The contractual Pension Contributions to be made by Employers and Employees under the pension provisions of the National Agreement are in **Appendix 5** (Ready Reckoner: Pension Provisions – Contractual Employer and Employee Pension Contributions). Particular attention is drawn to Notes 10 and 11 in that Appendix.

4. Changes to the Agreement

- 4.1 The Association and the Union have agreed to the inclusion of a new senior grade of Building Services Engineering Supervisor within Clause 6 (Grading Definitions) of the Agreement.
- 4.2 The amendments to Clause 6 and the agreed description of the new role are at **Appendix 6**.
- 4.3 Appointment to this new role within the Agreement will be entirely at the Employer's discretion, depending upon its assessment of the need for this role within the Employer's business and in the light of its operational requirements. Appointment to this role will also be subject to the satisfactory assessment of the suitability of an Employee for the role in terms of his competence, capability and experience, as measured by a formal performance appraisal system operated by the Employer.

5. Commitment to Further Joint Discussion – Apprenticeships

- 5.1 In addition to the further joint discussion mentioned at paragraphs 2.7–2.8 above, the Association and Unite have also agreed to further joint discussion aimed at stimulating apprenticeship intake into the occupations covered by the Agreement.

Signed on behalf of and as authorised by the
BUILDING ENGINEERING SERVICES ASSOCIATION
P. D. RIMMER, Director of Employment Affairs and Skills

Signed on behalf of and as authorised by
UNITE – THE UNION
B. McAULAY, National Officer for Building, Construction and Allied Trades

APPENDIX 1
to JCC LETTER 117

READY RECKONER: HOURLY GRADE RATES PLUS ALLOWANCES

RATES AND ALLOWANCES	<i>From 5 October 2015 (JCC Letter 111 dated 14 April 2014)</i>				<i>From 3 October 2016</i>				<i>From 2 October 2017</i>			
HOURLY WAGE RATES	£				£				£			
Building Services Engineering Supervisor	—				20.00				20.50			
Foreman	16.08				16.40				16.81			
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	15.50				15.76				16.09			
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	14.95				15.21				15.54			
Senior Craftsman (+ Supervisory Responsibility)	14.40				14.66				14.99			
Senior Craftsman (+ 2 units of Responsibility Allowance)	14.40				14.66				14.99			
Senior Craftsman (+ 1 unit of Responsibility Allowance)	13.85				14.11				14.44			
Senior Craftsman	13.30				13.56				13.89			
Craftsman (+ 3 units of Responsibility Allowance)	13.85				14.11				14.44			
Craftsman (+ 2 units of Responsibility Allowance)	13.30				13.56				13.89			
Craftsman (+ 1 unit of Responsibility Allowance)	12.75				13.01				13.34			
Craftsman	12.20				12.46				12.79			
Installer	11.04				11.26				11.54			
Adult Trainee	9.31				9.50				9.74			
Mate (18 and over)	9.31				9.50				9.74			
Mate (aged 16 and 17)	4.32				4.41				4.52			
Modern Apprentices												
Senior	11.04				11.26				11.54			
Intermediate	8.57				8.74				8.96			
Junior	6.04				6.16				6.31			
Junior Ductwork Trainees	Probation £	1st £	2nd £	3rd £	Probation £	1st £	2nd £	3rd £	Probation £	1st £	2nd £	3rd £
	5.48	6.82	8.49	9.63	5.59	6.96	8.66	9.82	5.73	7.13	8.88	10.07
RESPONSIBILITY ALLOWANCES (paid to SENIOR CRAFTSMAN) – payment per hour – see Note 1												
(Each skill/responsibility attracts one unit of responsibility allowance at the value shown)												
<ul style="list-style-type: none"> • Second welding skill • Gas responsibility – see Note 2 • Supervisory responsibility 	55p 55p £1.10				No change				No change			
RESPONSIBILITY ALLOWANCES (paid to CRAFTSMAN) – payment per hour – see Note 1												
(Each skill/responsibility attracts one unit of responsibility allowance at the value shown)												
<ul style="list-style-type: none"> • Second welding skill • Gas responsibility – see Note 2 • Supervisory responsibility 	55p 55p 55p				No change				No change			
DAILY ABNORMAL CONDITIONS MONEY – £ per day	£3.28				No change				No change			
LODGING ALLOWANCE – £ per night	£37.25 (JCC Letter 115 dated 28 September 2015)				To be promulgated separately				To be promulgated separately			
MILEAGE ALLOWANCE – pence per Mile – see Note 3	20p				No change				No change			

Notes: On next page

READY RECKONER: HOURLY GRADE RATES PLUS ALLOWANCES/Continued

DAILY TRAVELLING ALLOWANCE – SCALE 1 – Payable in accordance with Clause 15 b i of the National Agreement											
C = Craftsmen, including Installers M&A = Mates, Apprentices and Adult Trainees											
From 5 October 2015 <i>(JCC Letter 111 dated 14 April 2014)</i>				From 3 October 2016				From 2 October 2017			
Direct distance from centre to job in miles		£	£	Direct distance from centre to job in miles		£	£	Direct distance from centre to job in miles		£	£
Over	Not exceeding	C	M&A	Over	Not exceeding	C	M&A	Over	Not exceeding	C	M&A
0	15	7.30	7.30	0	15	No change	No change	0	15	No change	No change
15	20	9.98	9.60	15	20	No change	No change	15	20	No change	No change
20	30	14.18	13.25	20	30	No change	No change	20	30	No change	No change
30	40	17.19	15.86	30	40	No change	No change	30	40	No change	No change
40	50	20.31	18.46	40	50	No change	No change	40	50	No change	No change

DAILY TRAVELLING ALLOWANCE – SCALE 2 – Payable in accordance with Clause 15 b ii of the National Agreement											
C = Craftsmen, including Installers M&A = Mates, Apprentices and Adult Trainees											
From 5 October 2015 <i>(JCC Letter 111 dated 14 April 2014)</i>				From 3 October 2016				From 2 October 2017			
Direct distance from centre to job in miles		£	£	Direct distance from centre to job in miles		£	£	Direct distance from centre to job in miles		£	£
Over	Not exceeding	C	M&A	Over	Not exceeding	C	M&A	Over	Not exceeding	C	M&A
15	20	2.67	2.29	15	20	No change	No change	15	20	No change	No change
20	30	6.87	5.94	20	30	No change	No change	20	30	No change	No change
30	40	9.88	8.55	30	40	No change	No change	30	40	No change	No change
40	50	13.02	11.13	40	50	No change	No change	40	50	No change	No change

Notes:

- (1) In the table on the previous page, the various combinations of units of Responsibility Allowance as envisaged under Clause 8 of the National Agreement have been added to the hourly grade rate of the Operative concerned. For detailed guidance on the combinations of hourly grade rate and units of Responsibility Allowance envisaged under the Agreement, please refer to the matrix in the Note for Guidance to Clause 8 in the National Agreement handbook.
- (2) See National Agreement Clause 8n
- (3) Payable in accordance with paragraph 8 of Appendix D to the National Agreement.

**EMPLOYER AND EMPLOYEE PENSION CONTRIBUTION RATES UNDER THE
PENSION PROVISIONS OF THE NATIONAL AGREEMENT**

1. Operatives' entitlement to participate in an Employers' contributory pension scheme was introduced into the terms of the National Agreement in October 2010.
2. The current requirement under the Agreement is that **Employers** should make a pension contribution on behalf of the members of their workforce covered by the Agreement amounting to 4½% of basic pay (hourly rate x 37½ (hours)).
3. This will rise to **5%** of basic pay with effect from **3 October 2016**.
4. **3 October 2016** is also the date from which **Employee** contributions become effective – initially at a rate of ¾% of basic pay, rising in stages to 3% of basic pay with effect from 1 October 2018.
5. Employers will be responsible for making these deductions from their employees' pre-tax basic pay and remitting the monies to Welplan Pensions or their pension provider.
6. The Table below shows the agreed combined pension contribution rates to be made under the terms of the National Agreement as agreed between the Association and the Union:

Date	<i>6 Oct 2014</i>	<i>5 Oct 2015</i>	3 Oct 2016	5 June 2017	<i>2 Oct 2017</i>	5 Feb 2018	1 Oct 2018	<i>1 April 2019</i>
Employer Pension Contribution⁽⁴⁾	4%	4½%	5%	5%	5%	5%	TBC	TBC
Employee Pension Contribution⁽⁴⁾	0%	0%	¾%	1½%	1½%	2¼%	3%	TBC
Combined Pension Contribution⁽⁴⁾	4%	4½%	5¾%	6½%	6½%	7¼%	8% +TBC	Combined Target 9%

Note:

- (4) All Pension Contribution rates in the above Table indicate percentage of pre-tax basic pay for a standard 37½ hour week.

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READY RECKONER: TOTAL OVERTIME PAYMENTS
IN ACCORDANCE WITH NATIONAL AGREEMENT CLAUSE 9

National Agreement Grade and Allowance(s)	<i>From 5 October 2015</i> <i>(JCC Letter 111 dated 14 April 2014)</i>				
	<i>Basic rate for all hours</i> £	<i>Premium Rate 1</i> £	<i>Total Overtime Payment</i> see Note 5 £	<i>Premium Rate 2</i> £	<i>Total Overtime Payment</i> see Note 6 £
Foreman	16.08	6.58	22.66	13.13	29.21
Senior Craftsman (+ Supervisory Responsibility and 2 units of Responsibility Allowance)	15.50	6.33	21.83	12.68	28.18
Senior Craftsman (+ Supervisory Responsibility and 1 unit of Responsibility Allowance)	14.95	6.14	21.09	12.25	27.20
Senior Craftsman (+ Supervisory Responsibility)	14.40	5.91	20.31	11.81	26.21
Senior Craftsman (+ 2 units of Responsibility Allowance)	14.40	5.91	20.31	11.81	26.21
Senior Craftsman (+ 1 unit of Responsibility Allowance)	13.85	5.65	19.50	11.35	25.20
Senior Craftsman	13.30	5.45	18.75	10.88	24.18
Craftsman (+ 3 units of Responsibility Allowance)	13.85	5.65	19.50	11.35	25.20
Craftsman (+ 2 units of Responsibility Allowance)	13.30	5.45	18.75	10.88	24.18
Craftsman (+ 1 unit of Responsibility Allowance)	12.75	5.21	17.96	10.43	23.18
Craftsman	12.20	5.00	17.20	9.98	22.18
Installer	11.04	4.53	15.57	9.06	20.10
Adult Trainee	9.31	3.80	13.11	7.63	16.94
Mate (18 and over)	9.31	3.80	13.11	7.63	16.94
Mate (aged 16 and 17)	4.32	1.76	6.08	3.52	7.84
Senior Modern Apprentice	11.04	4.53	15.57	9.06	20.10
Intermediate Modern Apprentice	8.57	3.49	12.06	7.03	15.60
Junior Modern Apprentice	6.04	2.47	8.51	4.98	11.02

National Agreement Grade and Allowance(s)	<i>From 3 October 2016</i>				
	<i>Basic rate for all hours</i> £	<i>Premium Rate 1</i> £	<i>Total Overtime Payment</i> see Note 5 £	<i>Premium Rate 2</i> £	<i>Total Overtime Payment</i> see Note 6 £
Building Services Engineering Supervisor	20.00	8.18	28.18	16.33	36.33
Foreman	16.40	6.71	23.11	13.39	29.79
Senior Craftsman (+ Supervisory Responsibility and 2 units of Responsibility Allowance)	15.76	6.46	22.22	12.93	28.69
Senior Craftsman (+ Supervisory Responsibility and 1 unit of Responsibility Allowance)	15.21	6.26	21.47	12.50	27.71
Senior Craftsman (+ Supervisory Allowance)	14.66	6.03	20.69	12.05	26.71
Senior Craftsman (+ 2 units of Responsibility Allowance)	14.66	6.03	20.69	12.05	26.71
Senior Craftsman (+ 1 unit of Responsibility Allowance)	14.11	5.76	19.87	11.58	25.69
Senior Craftsman	13.56	5.56	19.12	11.10	24.66
Craftsman (+ 3 units of Responsibility Allowance)	14.11	5.76	19.87	11.58	25.69
Craftsman (+ 2 units of Responsibility Allowance)	13.56	5.56	19.12	11.10	24.66
Craftsman (+ 1 unit of Responsibility Allowance)	13.01	5.31	18.32	10.64	23.65
Craftsman	12.46	5.10	17.56	10.18	22.64
Installer	11.26	4.62	15.88	9.24	20.50
Adult Trainee	9.50	3.88	13.38	7.78	17.28
Mate (18 and over)	9.50	3.88	13.38	7.78	17.28
Mate (aged 16 and 17)	4.41	1.80	6.21	3.59	8.00
Senior Modern Apprentice	11.26	4.62	15.88	9.24	20.50
Intermediate Modern Apprentice	8.74	3.56	12.30	7.17	15.91
Junior Modern Apprentice	6.16	2.52	8.68	5.08	11.24

Notes: On next page

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**READY RECKONER: TOTAL OVERTIME PAYMENTS
IN ACCORDANCE WITH NATIONAL AGREEMENT CLAUSE 9/continued**

National Agreement Grade and Allowance(s)	<i>From 2 October 2017</i>				
	<i>Basic rate for all hours</i>	<i>Premium Rate 1</i>	<i>Total Overtime Payment see Note 5</i>	<i>Premium Rate 2</i>	<i>Total Overtime Payment see Note 6</i>
	£	£	£	£	£
Building Services Engineering Supervisor	20.50	8.38	28.88	16.74	37.24
Foreman	16.81	6.88	23.69	13.72	30.53
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	16.09	6.62	22.71	13.25	29.34
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	15.54	6.42	21.96	12.81	28.35
Senior Craftsman (+ Supervisory Responsibility)	14.99	6.18	21.17	12.35	27.34
Senior Craftsman (+ 2 units of Responsibility Allowance)	14.99	6.18	21.17	12.35	27.34
Senior Craftsman (+ 1 unit of Responsibility Allowance)	14.44	5.90	20.34	11.87	26.31
Senior Craftsman	13.89	5.70	19.59	11.38	25.27
Craftsman (+ 3 units of Responsibility Allowance)	14.44	5.90	20.34	11.87	26.31
Craftsman (+ 2 units of Responsibility Allowance)	13.89	5.70	19.59	11.38	25.27
Craftsman (+ 1 unit of Responsibility Allowance)	13.34	5.44	18.78	10.91	24.25
Craftsman	12.79	5.23	18.02	10.43	23.22
Installer	11.54	4.74	16.28	9.47	21.01
Adult Trainee	9.74	3.98	13.72	7.97	17.71
Mate (18 and over)	9.74	3.98	13.72	7.97	17.71
Mate (aged 16 and 17)	4.52	1.85	6.37	3.68	8.20
Senior Modern Apprentice	11.54	4.74	16.28	9.47	21.01
Intermediate Modern Apprentice	8.96	3.65	12.61	7.35	16.31
Junior Modern Apprentice	6.31	2.58	8.89	5.21	11.52

Notes:

- (5) See Clauses 9f, 9g and 9h i of the National Agreement
(6) See Clauses 9f and 9h i-iii of the National Agreement

APPENDIX 4
to JCC LETTER 117

**READY RECKONER: WELFARE BENEFITS – EMPLOYEE BENEFITS (EXCEPT PENSION) AND
EMPLOYERS’ HOLIDAY PAY CREDITS AND WELFARE CONTRIBUTIONS**

WEEKLY SICKNESS AND ACCIDENT BENEFIT – Payable in accordance with the Rules of WELPLAN and the Holiday Scheme Supplement to the National Agreement – see Note 7							
National Agreement Grade and Allowance(s)	Credit Value Category	From 5 October 2015 <i>(JCC Letter 111 dated 14 April 2014)</i>		From 3 October 2016		From 2 October 2017	
		Weeks 1-28	Weeks 29-52	Weeks 1-28	Weeks 29-52	Weeks 1-28	Weeks 29-52
		£	£	£	£	£	£
Building Services Engineering Supervisor	y	—	—	375.06	187.53	384.44	192.22
Foreman	a	298.06	120.26	304.01	122.64	311.64	125.72
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	z	287.07	120.26	292.81	122.64	300.16	125.72
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	b	276.92	120.26	282.45	122.64	289.52	125.72
Senior Craftsman (+ Supervisory Responsibility)	c	266.77	99.82	272.09	101.85	278.88	104.37
Senior Craftsman (+ 2 units of Responsibility Allowance)	c	266.77	99.82	272.09	101.85	278.88	104.37
Senior Craftsman (+ 1 unit of Responsibility Allowance)	d	256.55	99.82	261.66	101.85	268.17	104.37
Senior Craftsman	e	246.40	99.82	251.30	101.85	257.60	104.37
Craftsman (+ 3 units of Responsibility Allowance)	d	256.55	99.82	261.66	101.85	268.17	104.37
Craftsman (+ 2 units of Responsibility Allowance)	e	246.40	99.82	251.30	101.85	257.60	104.37
Craftsman (+ 1 unit of Responsibility Allowance)	f	236.18	91.07	240.87	92.89	246.89	95.20
Craftsman	g	226.03	82.39	230.58	84.07	236.32	86.17
Installer	h	180.11	65.80	183.68	67.13	188.30	68.81
Adult Trainee	i	144.97	48.09	147.84	49.07	151.55	50.33
Mate (18 and over)	i	144.97	48.09	147.84	49.07	151.55	50.33
Mate (aged 16 and 17)	m	19.18	3.36	19.53	3.43	20.02	3.50
Senior Modern Apprentice	h	180.11	65.80	183.68	67.13	188.30	68.81
Intermediate Modern Apprentice	j	127.12	48.09	129.64	49.07	132.86	50.33
Junior Modern Apprentice	k	58.17	18.20	59.36	18.55	60.83	19.04

OTHER WELFARE BENEFITS – Payable in accordance with the Rules of WELPLAN and the Holiday Scheme Supplement to the National Agreement – see Note 7					
	From 5 October 2015	From 3 October 2016	From 2 October 2017	From 1 October 2018	From 7 October 2019
DEATH BENEFIT FOR DEPENDANTS	£50,000	No change	No change	£58,000	£66,000
ACCIDENTAL DISMEMBERMENT	£32,760	No change	No change	£49,380	£66,000
PERMANENT TOTAL DISABILITY BENEFIT	£32,760	No change	No change	£49,380	£66,000
INDEX BENEFITS					
Loss of four fingers or thumb	£ 4,850	£ 6,065	£ 7,275	£ 8,490	£ 9,700
Loss of index finger	£ 3,200	£ 4,000	£ 4,800	£ 5,600	£ 6,400
Loss of any other finger	£ 780	£ 975	£ 1,170	£ 1,365	£ 1,560
Loss of big toe	£ 1,540	£ 1,925	£ 2,310	£ 2,695	£ 3,080
Loss of any other toe	£ 520	£ 650	£ 780	£ 910	£ 1,040

Notes: (7) Payment of Weekly Sickness and Accident Benefit, Accidental Dismemberment Benefit, Death Benefit and Permanent Total Disability Benefit is discretionary and the amounts stated are maxima.

READY RECKONER: WELFARE BENEFITS – EMPLOYEE BENEFITS (EXCEPT PENSION) AND EMPLOYERS’ HOLIDAY PAY CREDITS AND WELFARE CONTRIBUTIONS / Continued

WEEKLY HOLIDAY CREDIT VALUES, AND WELFARE CONTRIBUTIONS										
National Agreement Grade and Allowance(s)	Credit Value Category	From 5 October 2015 <i>(see JCC Letter 111 dated 14 April 2014)</i>			From 3 October 2016			From 2 October 2017		
		Weekly Holiday Credit	Combined Weekly Holiday Credit and Welfare Contribution	Combined Weekly Holiday Credit and Welfare Contribution plus Employers’ Pension Contribution	Weekly Holiday Credit	Combined Weekly Holiday Credit and Welfare Contribution	Employers’ and Employee’s Pension Contributions	Weekly Holiday Credit	Combined Weekly Holiday Credit and Welfare Contribution	Employers’ and Employee’s Pension Contributions
		- see Note 8	- see Note 9		- see Note 8	- see Note 9		- see Note 8	- see Note 9	
		£	£	£	£	£	£	£	£	£
Building Services Engineering Supervisor	y	—	—	—	92.86	102.51		95.19	104.84	
Foreman	a	74.73	84.38	111.52	76.15	85.80		78.06	87.71	
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	z	71.93	81.58	107.72	73.23	82.88	S	74.77	84.42	S
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	b	69.40	79.05	104.27	70.72	80.37	E	72.21	81.86	E
Senior Craftsman (+ Supervisory Responsibility)	c	66.84	76.49	100.76	68.15	77.80	E	69.65	79.30	E
Senior Craftsman (+ 2 units of Responsibility Allowance)	c	66.84	76.49	100.76	68.15	77.80		69.65	79.30	
Senior Craftsman (+ 1 unit of Responsibility Allowance)	d	64.29	73.94	97.30	65.58	75.23	A	67.09	76.74	A
Senior Craftsman	e	61.75	71.40	93.83	63.05	72.70	P	64.51	74.16	P
							P			P
Craftsman (+ 3 units of Responsibility Allowance)	d	64.29	73.94	97.30	65.58	75.23	E	67.09	76.74	E
Craftsman (+ 2 units of Responsibility Allowance)	e	61.75	71.40	93.83	63.05	72.70	N	64.51	74.16	N
Craftsman (+ 1 unit of Responsibility Allowance)	f	59.25	68.90	90.40	60.41	70.06	D	61.99	71.64	D
Craftsman	g	56.69	66.34	86.93	57.89	67.54	I	59.40	69.05	I
							X			X
Installer	h	51.34	60.99	79.62	52.32	61.97		53.58	63.23	
Adult Trainee	i	43.27	52.92	68.64	44.14	53.79	5	45.25	54.90	5
Mate (18 and over)	i	43.27	52.92	68.64	44.14	53.79		45.25	54.90	
Mate (aged 16 and 17)	m	20.07	29.72	37.01	20.48	30.13		21.00	30.65	
Senior Modern Apprentice	h	51.34	60.99	79.62	52.32	61.97		53.58	63.23	
Intermediate Modern Apprentice	j	39.90	49.55	64.02	40.58	50.23		41.60	51.25	
Junior Modern Apprentice	k	28.11	37.76	47.96	28.62	38.27		29.31	38.96	

- Notes:** (8) The Weekly Holiday Credit values shown here apply only in those cases where the Employer has opted to continue accumulating holiday pay through the centrally operated industry fund, Welplan.
- (9) Payment by the Employer of the Weekly Welfare Contribution is necessary to ensure compliance through Welplan with the Weekly Sickness and Accident Benefit and Other Welfare Benefits of the National Agreement enumerated on the previous page of this JCC Letter.

APPENDIX 5
to JCC LETTER 117

READY RECKONER: PENSION PROVISIONS – CONTRACTUAL EMPLOYER AND EMPLOYEE PENSION CONTRIBUTIONS

WEEKLY PENSION CONTRIBUTIONS – EMPLOYERS’ AND EMPLOYEE CONTRIBUTIONS – see Notes 10 and 11								
National Agreement Grade and Allowance(s)	Credit Value Category	From 5 October 2015 <i>(JCC Letter 111 dated 14 April 2014)</i>	From 3 October 2016			From 5 June 2017		
Pension Contribution Rate – Percentage of pre-tax basic pay (hourly rate x 37½%):	Employer	4½%	5%			5%		
		–						
	Employee		Employer Contribution	Employee Contribution	Total Contribution	Employer Contribution	Employee Contribution	Total Contribution
		£	£	£	£	£	£	£
Building Services Engineering Supervisor	y	–	37.50	5.63	43.13	37.50	11.25	48.75
Foreman	a	27.14	30.75	4.62	35.37	30.75	9.23	39.98
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	z	26.14	29.55	4.44	33.99	29.55	8.87	38.42
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	b	25.22	28.52	4.28	32.80	28.52	8.56	37.08
Senior Craftsman (+ Supervisory Responsibility)	c	24.27	27.49	4.13	31.62	27.49	8.25	35.74
Senior Craftsman (+ 2 units of Responsibility Allowance)	c	24.27	27.49	4.13	31.62	27.49	8.25	35.74
Senior Craftsman (+ 1 unit of Responsibility Allowance)	d	23.36	26.46	3.97	30.43	26.46	7.94	34.40
Senior Craftsman	e	22.43	25.43	3.82	29.25	25.43	7.63	33.06
Craftsman (+ 3 units of Responsibility Allowance)	d	23.36	26.46	3.97	30.43	26.46	7.94	34.40
Craftsman (+ 2 units of Responsibility Allowance)	e	22.43	25.43	3.82	29.25	25.43	7.63	33.06
Craftsman (+ 1 unit of Responsibility Allowance)	f	21.50	24.40	3.66	28.06	24.40	7.32	31.72
Craftsman	g	20.59	23.37	3.51	26.88	23.37	7.01	30.38
Installer	h	18.63	21.12	3.17	24.29	21.12	6.34	27.46
Adult Trainee	i	15.72	17.82	2.68	20.50	17.82	5.35	23.17
Mate (18 and over)	i	15.72	17.82	2.68	20.50	17.82	5.35	23.17
Mate (aged 16 and 17)	m	7.29	8.27	1.25	9.52	8.27	2.49	10.76
Senior Modern Apprentice	h	18.63	21.12	3.17	24.29	21.12	6.34	27.46
Intermediate Modern Apprentice	j	14.47	16.39	2.46	18.85	16.39	4.92	21.31
Junior Modern Apprentice	k	10.20	11.55	1.74	13.29	11.55	3.47	15.02

Notes: On next page

READY RECKONER: WELFARE BENEFITS – CONTRACTUAL EMPLOYER AND EMPLOYEE PENSION CONTRIBUTIONS / Continued

WEEKLY PENSION CONTRIBUTIONS – EMPLOYERS’ AND EMPLOYEE CONTRIBUTIONS – see Notes 10 and 11							
National Agreement Grade and Allowance(s)	Credit Value Category	From 2 October 2017			From 5 February 2018		
Pension Contribution Rate – Percentage of pre-tax basic pay (hourly rate x 37½ %):	Employer	5%			5%		
		1½%			2¼%		
	Employee	Employer Contribution £	Employee Contribution £	Total Contribution £	Employer Contribution £	Employee Contribution £	Total Contribution £
Building Services Engineering Supervisor	y	38.44	11.54	49.98	38.44	17.30	55.74
Foreman	a	31.52	9.46	40.98	31.52	14.19	45.71
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	z	30.17	9.06	39.23	30.17	13.58	43.75
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	b	29.14	8.75	37.89	29.14	13.12	42.26
Senior Craftsman (+ Supervisory Responsibility)	c	28.11	8.44	36.55	28.11	12.65	40.76
Senior Craftsman (+ 2 units of Responsibility Allowance)	c	28.11	8.44	36.55	28.11	12.65	40.76
Senior Craftsman (+ 1 unit of Responsibility Allowance)	d	27.08	8.13	35.21	27.08	12.19	39.27
Senior Craftsman	e	26.05	7.82	33.87	26.05	11.72	37.77
Craftsman (+ 3 units of Responsibility Allowance)	d	27.08	8.13	35.21	27.08	12.19	39.27
Craftsman (+ 2 units of Responsibility Allowance)	e	26.05	7.82	33.87	26.05	11.72	37.77
Craftsman (+ 1 unit of Responsibility Allowance)	f	25.02	7.51	32.53	25.02	11.26	36.28
Craftsman	g	23.99	7.20	31.19	23.99	10.80	34.79
Installer	h	21.64	6.50	28.14	21.64	9.74	31.38
Adult Trainee	i	18.27	5.48	23.75	18.27	8.22	26.49
Mate (18 and over)	i	18.27	5.48	23.75	18.27	8.22	26.49
Mate (aged 16 and 17)	m	8.48	2.55	11.03	8.48	3.82	12.30
Senior Modern Apprentice	h	21.64	6.50	28.14	21.64	9.74	31.38
Intermediate Modern Apprentice	j	16.80	5.04	21.84	16.80	7.56	24.36
Junior Modern Apprentice	k	11.84	3.55	15.39	11.84	5.33	17.17

Notes:

- (10) The introduction of an Employee Pension Contribution from 3 October 2016 will require the Total Pension Contribution (i.e., Employer and Employee Contributions) to be paid separately from the Combined Holiday Credit and Welfare Contribution shown in Appendix 4 of this JCC Letter. Further detail about payment methods will be available from Welplan.
- (11) The Weekly Employer Pension Contribution included in the Total Contribution shown in this Table applies only where the Employee is paid strictly with the basic weekly hours (37½) and hourly rates set out in this JCC Letter.

NATIONAL AGREEMENT – AGREED CLAUSE CHANGES

The Parties to the National Agreement have agreed the following change to the National Agreement shall be effective from 3 October 2016:

CLAUSE 6: GRADING DEFINITIONS

Insert new Clause 6 I, as follows:

The definition of the grade of **Building Services Engineering Supervisor** shall be:

A Senior Craftsman with at least five years' proficient experience in that grade and a minimum of one year's satisfactory experience in a supervisory capacity may be designated by the Employer as a **Building Services Engineering Supervisor**. This grade is distinct and separate from, and senior to, the grade of Foreman. Although required to be technically qualified, the key responsibility of the Building Services Engineering Supervisor is to ensure the optimal productive performance of the team allocated to his supervision and to do so by showing well developed leadership qualities.

The Purpose and Responsibilities of the Role

The role of the Building Services Engineering Supervisor is to work as an integral member of the project management and installation delivery team, from the initial stages of work planning through to managing the installation/construction process on site, and to lead and co-ordinate the activities of the team allocated to his supervision.

Principal responsibilities include:

- i. effectively manage and co-ordinate the activities of the work team allocated to his supervision;
- ii. act as the focal point for the effective, precise and timely communication of all relevant project information between all members of the team under his supervision and between appropriate interfaces on the project on which he and his team are engaged at the time;
- iii. ensure activities undertaken comply with all necessary health and safety requirements and with the Employer's quality assurance procedures; and
- iv. undertake the responsibilities outlined above with a view to securing necessary levels of progress and productivity to ensure project completion.

The Key Activities of the Role

A Building Services Engineering Supervisor shall be able to:

Work Planning

- assess all kinds of available project data, such as technical drawings, specifications, manufacturers' information, etc. – including accessing relevant project data which might not be immediately available – in order to identify appropriate work methods for the installation/construction project concerned;

- identify, confirm and communicate the selected work method(s) to relevant project personnel;
- identify the necessary work activities relevant to a given installation/construction project or part of a project (including those which might influence each other), assess the required resources and plan the most productive sequence of work;
- evaluate the work activities and the requirements of any significant external factors that could impact on project delivery;
- identify the best use of resources available – and those which might not be available, but which are necessary – in order to ensure effective project delivery;
- specify appropriate programmes of work designed to ensure effective project delivery;
- identify factors which require alterations to the work programme and justify these to senior decision makers in the project management team;
- take full, accountable ownership for the execution of the work programmes he has been responsible for designing;

Working Relationships

- develop and maintain good working relationships in the workplace, aimed at promoting goodwill and trust among all those concerned, with a view to informing all members of the work team about relevant work activities in an appropriate level of detail and in a timely fashion;
- be able to resolve day-to-day differences which might arise at the workplace, in a manner which maintains goodwill, trust and respect;
- implement and maintain health, safety and welfare at the workplace appropriate to the work methods being used and the work activities being undertaken, in accordance with statutory and Employer's requirements;
- encourage a positive health, safety and welfare culture, while always identifying opportunities for improvement;
- ensure that all members of the work team are properly inducted to the work programme, and suitably competent to undertake the work expected of them and monitored accordingly;

Project Delivery

- co-ordinate and organise relevant work operations on the project, by ensuring the effective, accurate, precise and timely provision of information about the work to be undertaken to all those affected
- agree the programme of work and the methods by which the work is to be carried out with those team members who will be carrying out the work;
- ensure those responsible for obtaining appropriate and sufficient resources (such as equipment and materials) to meet project requirements and timescales do so;
- monitor progress of work against the established work programme;
- use appropriate methods for confirming that the quality of the work undertaken meets the Employer's quality standard;

- take all appropriate steps within his level of authority as set out by the Employer's processes and procedures to support and encourage the team's performance on the project.

Skills, Knowledge and Behaviours Required

In addition to holding a relevant Level 3 qualification in an appropriate building services engineering occupation and possessing related experience in that occupation, a Building Services Engineering Supervisor must be capable of working to defined health and safety, and supervisory management standards, by demonstrating successful completion of at least one industry-specific health and safety qualification and one formal supervisory management qualification, as follows:

Health and Safety Qualification

- Site Management Safety Training Scheme (SMSTS), or comparable course recognised by clients' organisation Build UK; or
- NEBOSH National Certificate in Construction Health and Safety,

as specified by the Employer.

Supervisory Qualification

Level 3 NVQ Diploma in Construction Site Supervision.

As a key member of the project management team, a Building Services Engineering Supervisor will be expected to possess and employ well developed:

- organisational, decision making and problem solving ability;
- people management skills;
- understanding of the importance of ensuring programme dates are achieved;
- ability to co-ordinate activities; and
- ability to lead by example.

Note:

Appointment to this role will be entirely at the Employer's discretion, depending upon its assessment of the need for this role within the Employer's business and in the light of its operational requirements. Appointment to this role will also be subject to the satisfactory assessment of the suitability of an Employee for the role in terms of his competence, capability and experience, as measured by a formal performance appraisal system operated by the Employer.

*Re-designate existing Clauses **l** and **m** as **m** and **n**, respectively*