

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

**COMPRISING:**

Building Engineering Services Association

**120**

Unite – the Union

ROTHERWICK HOUSE,  
3 THOMAS MORE STREET,  
ST KATHARINE'S & WAPPING,  
LONDON E1W 1YZ

TEL: 020 7313 4900

*02 July, 2018*

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

Dear Sir/Madam

**Phase 2 – Operative Wage Agreement for 2018-2020  
- effective from 1 October 2018**

**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 **1 October 2018**. The Wage Agreement outlined in this document is intended by the Association and the Union as **Phase 2** of a four-year Wage Agreement covering the period 2016-2020 – Phase 1 commenced in October 2016 and runs to the end of September 2018 (JCC Letter 117, [*dated 22 June 2016*] refers).
- 1.2 Phase 2 of this Wage Agreement:
- (a) increases hourly grade rates and allowances, 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 industry's Operative National Agreement ("the National Agreement");
  - (b) increases the amount of bereavement leave and introduces a revised definition of 'immediate relative';
  - (c) commits the Association and the Union to: (i) further longer-term discussion on a number of issues related to the future development of the National Agreement, including, review of the present wage structure, daily travelling allowances (DTA), occupational health provision; and (ii) further joint dialogue aimed at encouraging the intake of apprenticeships in the industry.

**2. Wage Agreement**

**Phase 2: Effective Dates: 1 October 2018 and 7 October 2019**

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

*As from Monday 1 October 2018*

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

<b>Grade</b>	from 2 October 2017 (£ per hour)	<b>From 1 October 2018 (£ per hour)</b>
Building Services Engineering Supervisor	20.50	<b>21.01</b>
Foreman	16.81	<b>17.23</b>
Senior Craftsman	13.89	<b>14.24</b>
Craftsman	12.79	<b>13.11</b>
Installer	11.54	<b>11.83</b>
Adult Trainee	9.74	<b>9.98</b>
Mate (18 and over)	9.74	<b>9.98</b>
Mate (aged 16 and 17)	4.52	<b>4.63</b>
Senior Apprentice	11.54	<b>11.83</b>
Intermediate Apprentice	8.96	<b>9.18</b>
Junior Apprentice	6.31	<b>6.47</b>

- (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) a corresponding increase in Responsibility Allowances, Daily Abnormal Conditions Money and Daily Travelling Allowances;
- (e) an increase in the Index Benefits of the Agreement;
- (f) an increase in mileage allowance to 25p per mile (*all miles*), and all mileage allowances to be paid on a tax-free basis;
- (g) increase in paid Bereavement Leave (as defined in the *Notes for Guidance* of the National Agreement) to five days.

*As from Monday 7 October 2019*

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

<b>Grade</b>	<b>From 1 October 2018 (£ per hour)</b>	<b>from 7 October 2019 (£ per hour)</b>
Building Services Engineering Supervisor	21.01	<b>21.59</b>
Foreman	17.23	<b>17.70</b>
Senior Craftsman	14.24	<b>14.63</b>
Craftsman	13.11	<b>13.47</b>
Installer	11.83	<b>12.16</b>
Adult Trainee	9.98	<b>10.25</b>
Mate (18 and over)	9.98	<b>10.25</b>
Mate (aged 16 and 17)	4.63	<b>4.76</b>
Senior Apprentice	11.83	<b>12.16</b>
Intermediate Apprentice	9.18	<b>9.43</b>
Junior Apprentice	6.47	<b>6.65</b>

- (i) a corresponding increase in Premium Rate 1 and Premium Rate 2 used as the premiums in calculating overtime rates;
- (j) 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;

- (k) a corresponding increase in Responsibility Allowances, Daily Abnormal Conditions Money and Daily Travelling Allowances;
  - (l) a further increase in the Index Benefits of the Agreement;
  - (m) an increase in the paid annual holiday entitlement from 23 to 24 days as from the **start of the holiday year** (as defined at Clause 20 **b** of the National Agreement) beginning **1 February 2020**
- 2.2 The rate of nightly Lodging Allowance for the periods from **1 October 2018** and **7 October 2019** will be subject to HMRC approval and promulgated separately.
- 2.3 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.
- 2.4 The Wage Agreement is on the understanding that there will be no further increase:
- (a) before **5 October 2020** 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, Death Benefit, Accidental Dismemberment Benefit, Permanent Total Disability Benefit and the Index Benefits of the Agreement.

### **3. Pension Provisions of the National Agreement**

- 3.1 The **Employer’s Pension Contribution** required under the pension provisions of the National Agreement increased to 5 per cent of pre-tax basic pay for a standard week of 37½ hours with effect from 3 October 2016.
- 3.2 **Employee Contributions** under the National Agreement also became effective on 3 October 2016, initially at a contribution rate of ¾ per cent but rising in stages to 3 per cent of pre-tax basic pay with effect from **1 October 2018**. JCC Letter 116 [dated 21 January 2016] refers.
- 3.3 There is a statutory obligation to increase the combined Employer and Employee contribution to 9 per cent of basic pay, consistent with ‘Set 1’ as the definition of pensionable pay under the Department for Work and Pensions approach to ‘self-certification’, by **1 April 2019**.
- 3.4 To meet this statutory obligation and, as part of the overall settlement package outlined in this JCC Letter, the Parties have agreed that **Employee Contributions** under the National Agreement shall increase from 3 per cent to **4 per cent** of pre-tax basic pay for a standard week of 37½ hours with effect from **1 April 2019**.
- 3.5 Information about the Employer pension contribution rate required under the National Agreement and the increases in Employee contributions up to and including 1 April 2019 has been included in the table at **Appendix 2**.
- 3.6 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 National Agreement**

- 4.1 The amendments to *Notes for Guidance* – Bereavement Leave – are set out at **Appendix 6**. In addition to confirming the increase in entitlement from three to five days, effective from **1 October 2018**, the Association and the Union have revised the definition of 'immediate relative' to include civil partner or partner (including same sex partners) and a sibling.

#### **5. Commitment to Further Joint Discussion on Other Matters**

- 5.1 The Association and the Union have agreed to further joint discussion concerning:
- (a) review of the current wage structure under the National Agreement;
  - (b) review of daily travelling allowances (DTA);
  - (c) occupational health provisions; and
  - (d) next steps aimed at stimulating apprenticeship intake into the occupations covered by the National Agreement.

Signed on behalf of and as authorised by the  
BUILDING ENGINEERING SERVICES ASSOCIATION  
P L SAMUELS, Head of Employment Affairs

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

**READY RECKONER: HOURLY GRADE RATES PLUS ALLOWANCES**

<b>RATES AND ALLOWANCES</b>	<b>From 2 October 2017</b> (JCC Letter 117 dated 22 June 2016)				<b>From 1 October 2018</b>				<b>From 7 October 2019</b>			
<b>HOURLY WAGE RATES</b>	£				£				£			
<b>Building Services Engineering Supervisor</b>	20.50				<b>21.01</b>				<b>21.59</b>			
<b>Foreman</b>	16.81				<b>17.23</b>				<b>17.70</b>			
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	16.09				<b>16.49</b>				<b>16.94</b>			
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	15.54				<b>15.93</b>				<b>16.37</b>			
Senior Craftsman (+ Supervisory Responsibility)	14.99				<b>15.36</b>				<b>15.79</b>			
Senior Craftsman (+ 2 units of Responsibility Allowance)	14.99				<b>15.36</b>				<b>15.79</b>			
Senior Craftsman (+ 1 unit of Responsibility Allowance)	14.44				<b>14.80</b>				<b>15.21</b>			
<b>Senior Craftsman</b>	13.89				<b>14.24</b>				<b>14.63</b>			
Craftsman (+ 3 units of Responsibility Allowance)	14.44				<b>14.80</b>				<b>15.21</b>			
Craftsman (+ 2 units of Responsibility Allowance)	13.89				<b>14.24</b>				<b>14.63</b>			
Craftsman (+ 1 unit of Responsibility Allowance)	13.34				<b>13.67</b>				<b>14.05</b>			
<b>Craftsman</b>	12.79				<b>13.11</b>				<b>13.47</b>			
<b>Installer</b>	11.54				<b>11.83</b>				<b>12.16</b>			
<b>Adult Trainee</b>	9.74				<b>9.98</b>				<b>10.25</b>			
<b>Mate (18 and over)</b>	9.74				<b>9.98</b>				<b>10.25</b>			
<b>Mate (aged 16 and 17)</b>	4.52				<b>4.63</b>				<b>4.76</b>			
<b>Modern Apprentices</b>												
Senior	11.54				<b>11.83</b>				<b>12.16</b>			
Intermediate	8.96				<b>9.18</b>				<b>9.43</b>			
Junior	6.31				<b>6.47</b>				<b>6.65</b>			
<b>Junior Ductwork Trainees</b>	Probation £ 5.73	1st £ 7.13	2nd £ 8.88	3rd £ 10.07	Probation £ 5.87	1st £ 7.31	2nd £ 9.10	3rd £ 10.32	Probation £ 6.03	1st £ 7.51	2nd £ 9.35	3rd £ 10.60
<b>RESPONSIBILITY ALLOWANCES (paid to SENIOR CRAFTSMAN) – payment per hour – see Note 1</b>												
<b>(Each skill/responsibility attracts one unit of responsibility allowance at the value shown)</b>												
• Second welding skill	55p				<b>56p</b>				<b>58p</b>			
• Gas responsibility – see Note 2	55p				<b>56p</b>				<b>58p</b>			
• Supervisory responsibility	£1.10				<b>£1.12</b>				<b>£1.16</b>			
<b>RESPONSIBILITY ALLOWANCES (paid to CRAFTSMAN) – payment per hour – see Note 1</b>												
<b>(Each skill/responsibility attracts one unit of responsibility allowance at the value shown)</b>												
• Second welding skill	55p				<b>56p</b>				<b>58p</b>			
• Gas responsibility – see Note 2	55p				<b>56p</b>				<b>58p</b>			
• Supervisory responsibility	£1.10				<b>£1.12</b>				<b>£1.16</b>			
<b>DAILY ABNORMAL CONDITIONS MONEY – £ per day</b>	£3.28				<b>£3.36</b>				<b>£3.45</b>			
<b>LODGING ALLOWANCE – £ per night</b>	£39.30 (JCC Letter 119 dated 19 October 2017)				<b>To be promulgated separately</b>				<b>To be promulgated separately</b>			
<b>MILEAGE ALLOWANCE – pence per Mile – see Note 3</b>	20p				<b>25p</b>				<b>No change</b>			

**Notes:** On next page

## READY RECKONER: HOURLY GRADE RATES PLUS ALLOWANCES/Continued

<b>DAILY TRAVELLING ALLOWANCE – SCALE 1</b> – Payable in accordance with Clause <b>15 b i</b> of the National Agreement											
<b>C = Craftsmen, including Installers</b> <b>M&amp;A = Mates, Apprentices and Adult Trainees</b>											
<b>From 2 October 2017</b> <i>(JCC Letter 117 dated 22 June 2016)</i>				<b>From 1 October 2018</b>				<b>From 7 October 2019</b>			
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	<b>7.48</b>	<b>7.48</b>	0	15	<b>7.69</b>	<b>7.69</b>
15	20	9.98	9.60	15	20	<b>10.23</b>	<b>9.84</b>	15	20	<b>10.51</b>	<b>10.11</b>
20	30	14.18	13.25	20	30	<b>14.53</b>	<b>13.58</b>	20	30	<b>14.93</b>	<b>13.95</b>
30	40	17.19	15.86	30	40	<b>17.62</b>	<b>16.26</b>	30	40	<b>18.10</b>	<b>16.71</b>
40	50	20.31	18.46	40	50	<b>20.82</b>	<b>18.92</b>	40	50	<b>21.39</b>	<b>19.44</b>

  

<b>DAILY TRAVELLING ALLOWANCE – SCALE 2</b> – Payable in accordance with Clause <b>15 b ii</b> of the National Agreement											
<b>C = Craftsmen, including Installers</b> <b>M&amp;A = Mates, Apprentices and Adult Trainees</b>											
<b>From 2 October 2017</b> <i>(JCC Letter 117 dated 22 June 2016)</i>				<b>From 1 October 2018</b>				<b>From 7 October 2019</b>			
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	<b>2.74</b>	<b>2.35</b>	15	20	<b>2.82</b>	<b>2.41</b>
20	30	6.87	5.94	20	30	<b>7.04</b>	<b>6.09</b>	20	30	<b>7.23</b>	<b>6.26</b>
30	40	9.88	8.55	30	40	<b>10.13</b>	<b>8.76</b>	30	40	<b>10.41</b>	<b>9.00</b>
40	50	13.02	11.13	40	50	<b>13.35</b>	<b>11.41</b>	40	50	<b>13.72</b>	<b>11.72</b>

**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 **5%** of basic pay (hourly rate x 37½ (hours)), effective from 3 October 2016.
3. **Employee** contributions also became effective from 3 October 2016 – initially at a rate of ¾% of basic pay, rising in stages to 3% of basic pay with effect from **1 October 2018**.
4. The **Employee** contribution will rise to **4%** of basic pay with effect from **1 April 2019** and will increase the combined Employer and Employee contribution to **9%** of basic pay consistent with 'Set 1' as the definition of pensionable pay under the Department for Work and Pensions approach to 'self-certification'.
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:

<b>Date</b>	3 Oct 2016	5 June 2017	2 Oct 2017	5 Feb 2018	<b>1 Oct 2018</b>	<b>1 April 2019</b>
<b>Employer Pension Contribution<sup>(4)</sup></b>	5%	5%	5%	5%	5%	5%
<b>Employee Pension Contribution<sup>(4)</sup></b>	¾%	1½%	1½%	2¼%	<b>3%</b>	<b>4%</b>
<b>Combined Pension Contribution<sup>(4)</sup></b>	5¾%	6½%	6½%	7¼%	<b>8%</b>	<b>9%</b>

**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 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>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Building Services Engineering Supervisor</b>	20.50	8.38	28.88	16.74	37.24
<b>Foreman</b>	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
<b>Senior Craftsman</b>	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
<b>Craftsman</b>	12.79	5.23	18.02	10.43	23.22
<b>Installer</b>	11.54	4.74	16.28	9.47	21.01
<b>Adult Trainee</b>	9.74	3.98	13.72	7.97	17.71
<b>Mate</b> (18 and over)	9.74	3.98	13.72	7.97	17.71
<b>Mate</b> (aged 16 and 17)	4.52	1.85	6.37	3.68	8.20
Senior <b>Modern Apprentice</b>	11.54	4.74	16.28	9.47	21.01
Intermediate <b>Modern Apprentice</b>	8.96	3.65	12.61	7.35	16.31
Junior <b>Modern Apprentice</b>	6.31	2.58	8.89	5.21	11.52

National Agreement Grade and Allowance(s)	<i>From 1 October 2018</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>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Building Services Engineering Supervisor</b>	21.01	8.59	29.60	17.16	38.17
<b>Foreman</b>	17.23	7.05	24.28	14.06	31.29
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	16.49	6.79	23.28	13.58	30.07
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	15.93	6.58	22.51	13.13	29.06
Senior Craftsman (+ Supervisory Responsibility)	15.36	6.33	21.69	12.66	28.02
Senior Craftsman (+ 2 units of Responsibility Allowance)	15.36	6.33	21.69	12.66	28.02
Senior Craftsman (+ 1 unit of Responsibility Allowance)	14.80	6.05	20.85	12.17	26.97
<b>Senior Craftsman</b>	14.24	5.84	20.08	11.66	25.90
Craftsman (+ 3 units of Responsibility Allowance)	14.80	6.05	20.85	12.17	26.97
Craftsman (+ 2 units of Responsibility Allowance)	14.24	5.84	20.08	11.66	25.90
Craftsman (+ 1 unit of Responsibility Allowance)	13.67	5.58	19.25	11.18	24.85
<b>Craftsman</b>	13.11	5.36	18.47	10.69	23.80
<b>Installer</b>	11.83	4.86	16.69	9.71	21.54
<b>Adult Trainee</b>	9.98	4.08	14.06	8.17	18.15
<b>Mate</b> (18 and over)	9.98	4.08	14.06	8.17	18.15
<b>Mate</b> (aged 16 and 17)	4.63	1.90	6.53	3.77	8.40
Senior <b>Modern Apprentice</b>	11.83	4.86	16.69	9.71	21.54
Intermediate <b>Modern Apprentice</b>	9.18	3.74	12.92	7.53	16.71
Junior <b>Modern Apprentice</b>	6.47	2.64	9.11	5.34	11.81

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)	From 7 October 2019				
	Basic rate for all hours	Premium Rate 1	Total Overtime Payment see Note 5	Premium Rate 2	Total Overtime Payment see Note 6
	£	£	£	£	£
<b>Building Services Engineering Supervisor</b>	<b>21.59</b>	<b>8.83</b>	<b>30.42</b>	<b>17.63</b>	<b>39.22</b>
<b>Foreman</b>	<b>17.70</b>	<b>7.24</b>	<b>24.94</b>	<b>14.45</b>	<b>32.15</b>
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	<b>16.94</b>	<b>6.98</b>	<b>23.92</b>	<b>13.95</b>	<b>30.89</b>
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	<b>16.37</b>	<b>6.76</b>	<b>23.13</b>	<b>13.49</b>	<b>29.86</b>
Senior Craftsman (+ Supervisory Responsibility)	<b>15.79</b>	<b>6.50</b>	<b>22.29</b>	<b>13.01</b>	<b>28.80</b>
Senior Craftsman (+ 2 units of Responsibility Allowance)	<b>15.79</b>	<b>6.50</b>	<b>22.29</b>	<b>13.01</b>	<b>28.80</b>
Senior Craftsman (+ 1 unit of Responsibility Allowance)	<b>15.21</b>	<b>6.22</b>	<b>21.43</b>	<b>12.50</b>	<b>27.71</b>
<b>Senior Craftsman</b>	<b>14.63</b>	<b>6.00</b>	<b>20.63</b>	<b>11.98</b>	<b>26.61</b>
Craftsman (+ 3 units of Responsibility Allowance)	<b>15.21</b>	<b>6.22</b>	<b>21.43</b>	<b>12.50</b>	<b>27.71</b>
Craftsman (+ 2 units of Responsibility Allowance)	<b>14.63</b>	<b>6.00</b>	<b>20.63</b>	<b>11.98</b>	<b>26.61</b>
Craftsman (+ 1 unit of Responsibility Allowance)	<b>14.05</b>	<b>5.73</b>	<b>19.78</b>	<b>11.49</b>	<b>25.54</b>
<b>Craftsman</b>	<b>13.47</b>	<b>5.51</b>	<b>18.98</b>	<b>10.98</b>	<b>24.45</b>
<b>Installer</b>	<b>12.16</b>	<b>4.99</b>	<b>17.15</b>	<b>9.98</b>	<b>22.14</b>
<b>Adult Trainee</b>	<b>10.25</b>	<b>4.19</b>	<b>14.44</b>	<b>8.39</b>	<b>18.64</b>
<b>Mate</b> (18 and over)	<b>10.25</b>	<b>4.19</b>	<b>14.44</b>	<b>8.39</b>	<b>18.64</b>
<b>Mate</b> (aged 16 and 17)	<b>4.76</b>	<b>1.95</b>	<b>6.71</b>	<b>3.87</b>	<b>8.63</b>
Senior <b>Modern Apprentice</b>	<b>12.16</b>	<b>4.99</b>	<b>17.15</b>	<b>9.98</b>	<b>22.14</b>
Intermediate <b>Modern Apprentice</b>	<b>9.43</b>	<b>3.84</b>	<b>13.27</b>	<b>7.74</b>	<b>17.17</b>
Junior <b>Modern Apprentice</b>	<b>6.65</b>	<b>2.71</b>	<b>9.36</b>	<b>5.49</b>	<b>12.14</b>

**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

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

<b>WEEKLY SICKNESS AND ACCIDENT BENEFIT</b> – Payable in accordance with the Rules of WELPLAN and the Holiday Scheme Supplement to the National Agreement – see Note 7							
<b>National Agreement Grade and Allowance(s)</b>	<b>Credit Value Category</b>	<b>From 2 October 2017</b> <i>(JCC Letter 117 dated 22 June 2016)</i>		<b>From 1 October 2018</b>		<b>From 7 October 2019</b>	
		Weeks 1-28	Weeks 29-52	Weeks 1-28	Weeks 29-52	Weeks 1-28	Weeks 29-52
		£	£	£	£	£	£
<b>Building Services Engineering Supervisor</b>	y	384.44	192.22	<b>393.96</b>	<b>197.05</b>	<b>404.81</b>	<b>202.44</b>
<b>Foreman</b>	a	311.64	125.72	<b>323.05</b>	<b>128.87</b>	<b>331.87</b>	<b>132.37</b>
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	z	300.16	125.72	<b>309.19</b>	<b>128.87</b>	<b>317.66</b>	<b>132.37</b>
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	b	289.52	125.72	<b>298.69</b>	<b>128.87</b>	<b>306.95</b>	<b>132.37</b>
Senior Craftsman (+ Supervisory Responsibility)	c	278.88	104.37	<b>287.98</b>	<b>106.96</b>	<b>296.03</b>	<b>109.90</b>
Senior Craftsman (+ 2 units of Responsibility Allowance)	c	278.88	104.37	<b>287.98</b>	<b>106.96</b>	<b>296.03</b>	<b>109.90</b>
Senior Craftsman (+ 1 unit of Responsibility Allowance)	d	268.17	104.37	<b>277.48</b>	<b>106.96</b>	<b>285.18</b>	<b>109.90</b>
<b>Senior Craftsman</b>	e	257.60	104.37	<b>266.98</b>	<b>106.96</b>	<b>274.33</b>	<b>109.90</b>
Craftsman (+ 3 units of Responsibility Allowance)	d	268.17	104.37	<b>277.48</b>	<b>106.96</b>	<b>285.18</b>	<b>109.90</b>
Craftsman (+ 2 units of Responsibility Allowance)	e	257.60	104.37	<b>266.98</b>	<b>106.96</b>	<b>274.33</b>	<b>109.90</b>
Craftsman (+ 1 unit of Responsibility Allowance)	f	246.89	95.20	<b>256.34</b>	<b>97.58</b>	<b>263.41</b>	<b>100.24</b>
<b>Craftsman</b>	g	236.32	86.17	<b>245.84</b>	<b>88.34</b>	<b>252.56</b>	<b>90.72</b>
<b>Installer</b>	h	188.30	68.81	<b>189.21</b>	<b>70.56</b>	<b>194.39</b>	<b>72.45</b>
<b>Adult Trainee</b>	i	151.55	50.33	<b>152.53</b>	<b>51.59</b>	<b>156.73</b>	<b>52.99</b>
<b>Mate</b> (18 and over)	i	151.55	50.33	<b>152.53</b>	<b>51.59</b>	<b>156.73</b>	<b>52.99</b>
<b>Mate</b> (aged 16 and 17)	m	20.02	3.50	<b>21.21</b>	<b>3.57</b>	<b>22.12</b>	<b>3.71</b>
Senior <b>Modern Apprentice</b>	h	188.30	68.81	<b>189.21</b>	<b>70.56</b>	<b>194.39</b>	<b>72.45</b>
Intermediate <b>Modern Apprentice</b>	j	132.86	50.33	<b>133.70</b>	<b>51.59</b>	<b>137.41</b>	<b>52.99</b>
Junior <b>Modern Apprentice</b>	k	60.83	19.04	<b>61.25</b>	<b>19.53</b>	<b>62.93</b>	<b>20.09</b>

	<b>From 2 October 2017</b>	<b>From 1 October 2018</b>	<b>From 7 October 2019</b>
<b>DEATH BENEFIT FOR DEPENDANTS</b>	£50,000	<b>£58,000</b>	<b>£66,000</b>
<b>ACCIDENTAL DISMEMBERMENT</b>	£32,760	<b>£49,380</b>	<b>£66,000</b>
<b>PERMANENT TOTAL DISABILITY BENEFIT</b>	£32,760	<b>£49,380</b>	<b>£66,000</b>
<b>INDEX BENEFITS</b>			
Loss of four fingers or thumb	£ 7,275	<b>£ 8,490</b>	<b>£ 9,700</b>
Loss of index finger	£ 4,800	<b>£ 5,600</b>	<b>£ 6,400</b>
Loss of any other finger	£ 1,170	<b>£ 1,365</b>	<b>£ 1,560</b>
Loss of big toe	£ 2,310	<b>£ 2,695</b>	<b>£ 3,080</b>
Loss of any other toe	£ 780	<b>£ 910</b>	<b>£ 1,040</b>

**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**

<b>WEEKLY HOLIDAY CREDIT VALUES, AND WELFARE CONTRIBUTIONS</b>										
<b>National Agreement Grade and Allowance(s)</b>	<b>Credit Value Category</b>	<b>From 2 October 2017</b> <i>(see JCC Letter 117 dated 22 June 2016)</i>			<b>From 1 October 2018</b>			<b>From 7 October 2019</b>		
		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	
		£	£	£	£	£	£	£	£	£
<b>Building Services Engineering Supervisor</b>	y	95.19	104.84		<b>97.57</b>	<b>107.22</b>		<b>100.60</b>	<b>110.25</b>	
<b>Foreman</b>	a	78.06	87.71		<b>80.02</b>	<b>89.67</b>		<b>82.43</b>	<b>92.08</b>	
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	z	74.77	84.42	<b>S</b>	<b>76.57</b>	<b>86.02</b>	<b>S</b>	<b>78.87</b>	<b>88.52</b>	<b>S</b>
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	b	72.21	81.86	<b>E</b>	<b>74.02</b>	<b>83.67</b>	<b>E</b>	<b>76.25</b>	<b>85.90</b>	<b>E</b>
Senior Craftsman (+ Supervisory Responsibility)	c	69.65	79.30	<b>E</b>	<b>71.33</b>	<b>80.98</b>	<b>E</b>	<b>73.55</b>	<b>83.20</b>	<b>E</b>
Senior Craftsman (+ 2 units of Responsibility Allowance)	c	69.65	79.30		<b>71.33</b>	<b>80.98</b>		<b>73.55</b>	<b>83.20</b>	
Senior Craftsman (+ 1 unit of Responsibility Allowance)	d	67.09	76.74	<b>A</b>	<b>68.77</b>	<b>78.42</b>	<b>A</b>	<b>70.84</b>	<b>80.49</b>	<b>A</b>
<b>Senior Craftsman</b>	e	64.51	74.16	<b>P</b>	<b>66.13</b>	<b>75.78</b>	<b>P</b>	<b>68.12</b>	<b>77.77</b>	<b>P</b>
				<b>P</b>			<b>P</b>			<b>P</b>
Craftsman (+ 3 units of Responsibility Allowance)	d	67.09	76.74	<b>E</b>	<b>68.77</b>	<b>78.42</b>	<b>E</b>	<b>70.84</b>	<b>80.49</b>	<b>E</b>
Craftsman (+ 2 units of Responsibility Allowance)	e	64.51	74.16	<b>N</b>	<b>66.13</b>	<b>75.78</b>	<b>N</b>	<b>68.12</b>	<b>77.77</b>	<b>N</b>
Craftsman (+ 1 unit of Responsibility Allowance)	f	61.99	71.64	<b>D</b>	<b>63.48</b>	<b>73.13</b>	<b>D</b>	<b>65.45</b>	<b>75.10</b>	<b>D</b>
<b>Craftsman</b>	g	59.40	69.05	<b>I</b>	<b>60.89</b>	<b>70.54</b>	<b>I</b>	<b>62.78</b>	<b>72.43</b>	<b>I</b>
				<b>X</b>			<b>X</b>			<b>X</b>
<b>Installer</b>	h	53.58	63.23		<b>54.98</b>	<b>64.63</b>		<b>56.63</b>	<b>66.28</b>	
<b>Adult Trainee</b>	i	45.25	54.90	<b>5</b>	<b>46.34</b>	<b>55.99</b>	<b>5</b>	<b>47.74</b>	<b>57.39</b>	<b>5</b>
<b>Mate</b> (18 and over)	i	45.25	54.90		<b>46.34</b>	<b>55.99</b>		<b>47.74</b>	<b>57.39</b>	
<b>Mate</b> (aged 16 and 17)	m	21.00	30.65		<b>21.51</b>	<b>31.16</b>		<b>22.16</b>	<b>31.81</b>	
Senior <b>Modern Apprentice</b>	h	53.58	63.23		<b>54.98</b>	<b>64.63</b>		<b>56.63</b>	<b>66.28</b>	
Intermediate <b>Modern Apprentice</b>	j	41.60	51.25		<b>42.64</b>	<b>52.29</b>		<b>43.92</b>	<b>53.57</b>	
Junior <b>Modern Apprentice</b>	k	29.31	38.96		<b>30.05</b>	<b>39.70</b>		<b>30.99</b>	<b>40.64</b>	

- 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.

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

<b>WEEKLY PENSION CONTRIBUTIONS – EMPLOYERS’ AND EMPLOYEE CONTRIBUTIONS – see Notes 10 and 11</b>							
<b>National Agreement Grade and Allowance(s)</b>	<b>Credit Value Category</b>	<b>From 5 February 2018</b>			<b>From 1 October 2018</b>		
		<b>Employer Contribution £</b>	<b>Employee Contribution £</b>	<b>Total Contribution £</b>	<b>Employer Contribution £</b>	<b>Employee Contribution £</b>	<b>Total Contribution £</b>
<b>Pension Contribution Rate – Percentage of pre-tax basic pay (hourly rate x 37½ %):</b>		<b>5% 2¼%</b>			<b>5% 3%</b>		
<b>Employer Employee</b>							
<b>Building Services Engineering Supervisor</b>	y	38.44	17.30	55.74	<b>39.40</b>	<b>23.64</b>	<b>63.04</b>
<b>Foreman</b>	a	31.52	14.19	45.71	<b>32.31</b>	<b>19.39</b>	<b>51.70</b>
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	z	30.17	13.58	43.75	<b>30.92</b>	<b>18.56</b>	<b>49.48</b>
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	b	29.14	13.12	42.26	<b>29.87</b>	<b>17.93</b>	<b>47.80</b>
Senior Craftsman (+ Supervisory Responsibility)	c	28.11	12.65	40.76	<b>28.80</b>	<b>17.28</b>	<b>46.08</b>
Senior Craftsman (+ 2 units of Responsibility Allowance)	c	28.11	12.65	40.76	<b>28.80</b>	<b>17.28</b>	<b>46.08</b>
Senior Craftsman (+ 1 unit of Responsibility Allowance)	d	27.08	12.19	39.27	<b>27.75</b>	<b>16.65</b>	<b>44.40</b>
<b>Senior Craftsman</b>	e	26.05	11.72	37.77	<b>26.70</b>	<b>16.02</b>	<b>42.72</b>
Craftsman (+ 3 units of Responsibility Allowance)	d	27.08	12.19	39.27	<b>27.75</b>	<b>16.65</b>	<b>44.40</b>
Craftsman (+ 2 units of Responsibility Allowance)	e	26.05	11.72	37.77	<b>26.70</b>	<b>16.02</b>	<b>42.72</b>
Craftsman (+ 1 unit of Responsibility Allowance)	f	25.02	11.26	36.28	<b>25.64</b>	<b>15.38</b>	<b>41.02</b>
<b>Craftsman</b>	g	23.99	10.80	34.79	<b>24.59</b>	<b>14.75</b>	<b>39.34</b>
<b>Installer</b>	h	21.64	9.74	31.38	<b>22.19</b>	<b>13.31</b>	<b>35.50</b>
<b>Adult Trainee</b>	i	18.27	8.22	26.49	<b>18.72</b>	<b>11.23</b>	<b>29.95</b>
<b>Mate</b> (18 and over)	i	18.27	8.22	26.49	<b>18.72</b>	<b>11.23</b>	<b>29.95</b>
<b>Mate</b> (aged 16 and 17)	m	8.48	3.82	12.30	<b>8.69</b>	<b>5.21</b>	<b>13.90</b>
Senior <b>Modern Apprentice</b>	h	21.64	9.74	31.38	<b>22.19</b>	<b>13.31</b>	<b>35.50</b>
Intermediate <b>Modern Apprentice</b>	j	16.80	7.56	24.36	<b>17.22</b>	<b>10.33</b>	<b>27.55</b>
Junior <b>Modern Apprentice</b>	k	11.84	5.33	17.17	<b>12.14</b>	<b>7.28</b>	<b>19.42</b>

**READY RECKONER: PENSION PROVISIONS – CONTRACTUAL EMPLOYER AND EMPLOYEE PENSION CONTRIBUTIONS / Continued**

<b>WEEKLY PENSION CONTRIBUTIONS – EMPLOYERS’ AND EMPLOYEE CONTRIBUTIONS – see Notes 10 and 11</b>							
<b>National Agreement Grade and Allowance(s)</b>	<b>Credit Value Category</b>	<b>From 1 April 2019</b>			<b>From 7 October 2019</b>		
<b>Pension Contribution Rate – Percentage of pre-tax basic pay (hourly rate x 37½):</b>	<b>Employer Employee</b>	5% 4%			5% 4%		
		<b>Employer Contribution £</b>	<b>Employee Contribution £</b>	<b>Total Contribution £</b>	<b>Employer Contribution £</b>	<b>Employee Contribution £</b>	<b>Total Contribution £</b>
<b>Building Services Engineering Supervisor</b>	y	39.40	<b>31.52</b>	<b>70.92</b>	<b>40.49</b>	<b>32.39</b>	<b>72.88</b>
<b>Foreman</b>	a	32.31	<b>25.85</b>	<b>58.16</b>	<b>33.19</b>	<b>26.55</b>	<b>59.74</b>
Senior Craftsman (+ Supervisory Responsibility and 2 Units of Responsibility Allowance)	z	30.92	<b>24.74</b>	<b>55.66</b>	<b>31.77</b>	<b>25.41</b>	<b>57.18</b>
Senior Craftsman (+ Supervisory Responsibility and 1 Unit of Responsibility Allowance)	b	29.87	<b>23.90</b>	<b>53.77</b>	<b>30.70</b>	<b>24.56</b>	<b>55.26</b>
Senior Craftsman (+ Supervisory Responsibility)	c	28.80	<b>23.04</b>	<b>51.84</b>	<b>29.61</b>	<b>23.69</b>	<b>53.30</b>
Senior Craftsman (+ 2 units of Responsibility Allowance)	c	28.80	<b>23.04</b>	<b>51.84</b>	<b>29.61</b>	<b>23.69</b>	<b>53.30</b>
Senior Craftsman (+ 1 unit of Responsibility Allowance)	d	27.75	<b>22.20</b>	<b>49.95</b>	<b>28.52</b>	<b>22.82</b>	<b>51.34</b>
<b>Senior Craftsman</b>	e	26.70	<b>21.36</b>	<b>48.06</b>	<b>27.44</b>	<b>21.95</b>	<b>49.39</b>
Craftsman (+ 3 units of Responsibility Allowance)	d	27.75	<b>22.20</b>	<b>49.95</b>	<b>28.52</b>	<b>22.82</b>	<b>51.34</b>
Craftsman (+ 2 units of Responsibility Allowance)	e	26.70	<b>21.36</b>	<b>48.06</b>	<b>27.44</b>	<b>21.95</b>	<b>49.39</b>
Craftsman (+ 1 unit of Responsibility Allowance)	f	25.64	<b>20.51</b>	<b>46.15</b>	<b>26.35</b>	<b>21.08</b>	<b>47.43</b>
<b>Craftsman</b>	g	24.59	<b>19.67</b>	<b>44.26</b>	<b>25.26</b>	<b>20.21</b>	<b>45.47</b>
<b>Installer</b>	h	22.19	<b>17.75</b>	<b>39.94</b>	<b>22.80</b>	<b>18.24</b>	<b>41.04</b>
<b>Adult Trainee</b>	i	18.72	<b>14.97</b>	<b>33.69</b>	<b>19.22</b>	<b>15.38</b>	<b>34.60</b>
<b>Mate</b> (18 and over)	i	18.72	<b>14.97</b>	<b>33.69</b>	<b>19.22</b>	<b>15.38</b>	<b>34.60</b>
<b>Mate</b> (aged 16 and 17)	m	8.69	<b>6.95</b>	<b>15.64</b>	<b>8.93</b>	<b>7.14</b>	<b>16.07</b>
Senior <b>Modern Apprentice</b>	h	22.19	<b>17.75</b>	<b>39.94</b>	<b>22.80</b>	<b>18.24</b>	<b>41.04</b>
Intermediate <b>Modern Apprentice</b>	j	17.22	<b>13.77</b>	<b>30.99</b>	<b>17.69</b>	<b>14.15</b>	<b>31.84</b>
Junior <b>Modern Apprentice</b>	k	12.14	<b>9.71</b>	<b>21.85</b>	<b>12.47</b>	<b>9.98</b>	<b>22.45</b>

- Notes:**
- (10) The introduction of an Employee Pension Contribution from 3 October 2016 requires 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 are 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 in accordance with the basic weekly hours (37½) and hourly rates set out in this JCC Letter.

**NATIONAL AGREEMENT – AGREED CHANGE TO NOTES FOR GUIDANCE**

The Parties to the National Agreement have agreed the following change to the National Agreement with effect from **1 October 2018**:

**Bereavement leave**

The Parties to this Agreement recognise **and encourage** that Employers in the Industry give sympathetic consideration to time off with pay to Operatives on the occasion of the death of a near relative. They agree that in the event of death of **an immediate relative**, ~~a parent, spouse or child~~ **three five** days' leave with pay is appropriate. **An immediate relative includes** a spouse, **civil partner or partner (including same sex partners)**, child, parent or **a sibling**. This does not preclude the Employer and Operative from agreeing alternative arrangements appropriate to the circumstances.