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MINISTRY OF SUPPLY

*Industrial
Handbook
1956*

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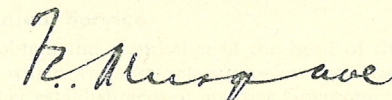
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INTRODUCTION

The Ministry of Supply is a large and complex organisation. You have your part to play in it. You will do so the better if you understand from the start what is expected of you and what you may expect in return. That is why this Handbook is issued to all Ministry of Supply industrial employees. It explains the general rules and conditions of your employment. There will be other special rules and conditions at your place of work, and if they apply to you they will be explained locally. You must observe all the rules which apply to you. This is just as much in your own as in the Ministry's interest. If you break a rule you may prevent others from doing their job, and if others break a rule your work may be affected.

If there is anything in this Handbook which you do not understand or if you need help in any matter affecting your work you should see your immediate supervisor. He will help you if he can; if he cannot help you he will arrange for you to see someone who can. As and when any rule is changed, you will be told.



*Permanent Secretary,
Ministry of Supply.*

Date: 3rd September, 1956.

INTRODUCTION

The Ministry of Supply is a large and complex organization... you must obtain the permission of the head of the establishment in which you are serving before you can leave to join another establishment or another Government Department (see also Section XI, Paragraph 84).

Ministry of Supply
London

SECTION I

Entry and Employment

1. Nationality

The Ministry of Supply cannot normally employ you unless:

- (a) at all times since your birth you have been either a British subject or a Citizen of the Irish Republic, and
- (b) you were born in a country or territory which is (or then was) within the Commonwealth or in the Irish Republic, and

(c) each of your parents was born in a country or territory which is (or then was) within the Commonwealth or in the Irish Republic, and is, or was at death, a British subject or a Citizen of the Irish Republic and has or had been one or the other at all times from birth.

2. Medical Examination

(a) You are required to satisfy a Medical Officer appointed by the Ministry that you are physically fit for the employment for which you are being considered and this examination will take place before you are allowed to start work.

(b) You must subsequently submit yourself for medical examination whenever required by the management.

3. References

Your engagement is conditional on satisfactory references being obtained.

4. Prior Government Service

(a) You must obtain the permission of the head of the establishment in which you are serving before you can leave to join another establishment or another Government Department (see also Section XI, Paragraph 84).

(b) If you have served in any Government Department you must disclose all such service when you apply for other employment in a Government Department.

(c) (i) If you are drawing a pension under the Superannuation Acts for prior Government service, it will be liable to reduction or suspension during further Government employment.

(ii) If you are drawing a pension for previous *public* service, e.g., teaching, National Health Service, etc., it may also be liable to reduction or suspension during Government employment.

Your pension-paying authority can advise you on these matters.

(d) Where a gratuity under the Superannuation Acts has been received for the previous service you may have the right (within twelve months of re-employment) to refund it in order that the earlier service may reckon for any future superannuation award. Such refunds must be made in one amount and not by instalments.

5. Official Secrets Acts

Before commencing your employment you must sign a statement that you understand that on entering the employment of the Ministry of Supply you become bound by the provisions of the Official Secrets Acts and will continue to be so bound even if you subsequently leave this employment. This means that you will undertake not to divulge to any unauthorised person, either civilian or member of the Forces, any information obtained by you as a result of your employment with the Ministry of Supply. (See also Section IX, Paragraph 65.)

6. Security

There are restrictions on the employment of persons who:

(a) are known to be members of the Communist Party or to be associated with it in such a way as to raise legitimate doubts about their reliability;

(b) are known to be actively associated with Fascist organisations.

7. Women and Young Persons

(a) The Ministry of Supply observes the provisions of Factories Acts as regards the hours of work and conditions of employment of women and young persons.

(b) Meal Vouchers are at present issued free to young persons under 16 years of age, and are available to 16 and 17-year-olds at reduced charges. These vouchers are accepted as payment or part payment for a main meal only, in official canteens, or elsewhere when no canteen is available.

(c) Employees under 18 years of age may be authorised to attend, on one day a week, day continuation classes arranged by Local Education Authorities or, where no day classes are available, may be released early from work in order to have a meal before evening classes. Payment for working time so lost will be made at plain timework rate. Fees for such approved classes and excess travelling expenses will be paid by the establishment. Where employees under 18 have to provide their own text books, the cost may be borne by the establishment and the books lent to the employee, who must return them in good condition at the end of the course. Special conditions apply to apprentices.

8. Apprentices

(a) Facilities provided by the Ministry of Supply Apprenticeship Scheme are outlined in the apprenticeship booklet.

(b) All apprentices are bound by the terms and conditions of their Deed of Apprenticeship. Otherwise they are subject to the rules in this Handbook.

9. Reinstatement in Civil Employment

The Ministry accepts obligations towards its employees similar to those imposed on private employers by the Reinstatement in Civil Employment Act, 1944, and subsequent legislation.

10. Promotions

Vacancies in supervisory posts are normally filled by promotion.

11. Transfers

You are liable to be transferred within the establishment on the authority of the management, and only on that authority.

SECTION II

Working Hours

12. Standard Hours of Work

(a) The standard hours of work for industrial employees in Ministry establishments, with certain exceptions, are 44 in every week. These hours are normally spread over 5 days.

(b) Shift work (possibly including night shifts) is in operation at some establishments. At others it may be necessary to introduce shift working from time to time. It is a condition of your service that you work on shift if and when required.

13. Shift Work—Continuous Process

If you are working on a process which involves continuous shifts you must remain at work until the employee taking your place for the next shift has arrived, unless you have obtained special permission to leave.

14. Attendance

(a) You are required to be regular in attendance at your place of work. If you are unable to attend, you must notify your supervisor at once. Action may be taken against employees who are irregular in their attendance and this may result in discharge.

(b) Absence without leave—see Section VI, Paragraph 42.

15. Identification

There is a guard at each works' entrance to check the identity of employees and visitors. You must enter and leave only by the authorised entrances and exits, and you should have your pass ready and show it. If you come to work without it you will be held up at the entrance until you have been identified. This will delay your clocking and will involve loss of pay accordingly.

16. Timekeeping

(a) You are required to report for work at the appointed

time. You must accept the consequences of your own lateness, whatever the cause.

(b) Checks for late arrival will be made to the next five minutes period. Bad timekeeping will render an employee liable to disciplinary action and may result in dismissal.

(c) Employees living more than three miles from an establishment who arrive late for work by reason of a proved breakdown of transport (including a breakdown due to stress of weather but excluding a breakdown due to a transport strike) may at the discretion of the head of the establishment be relieved of checks for lateness in excess of thirty minutes. In the event of abuse this concession is liable to be withdrawn.

(d) Payment at plain timework rate for normal working hours may be specially authorised by Headquarters when employees are "stood off" or prevented from attending by exceptionally inclement weather.

17. Time Recording

(a) You are required to clock, as instructed, at the time you start and leave work. If you are detailed to work overtime you will clock off at the actual time of leaving. Where clocks are not provided you must record the exact times of starting and leaving work on time sheets.

(b) An employee will be liable to dismissal, and may be prosecuted as well, if he:

(i) tampers with a time recorder clock, or with any clock card;

(ii) clocks another employee's card;

(iii) makes a false entry on a time sheet.

(c) If an employee fails to clock, his superior officer may sanction payment if he is satisfied that the time has been worked, but the offender will be liable to disciplinary action.

(d) If an incorrect stamping or an alteration has been made on your card, or if you find that it has been clocked by someone else, you must report it at once or you will be held responsible.

18. Meal Breaks

(a) If you work under the standard conditions of day or

night shift you will be allowed an unpaid meal break of not less than 45 minutes in each shift.

(b) A paid meal break of half an hour in each shift, at plain timework rate, is allowed to employees working on the "Engineering Trade Three Shift System of Payment".

(c) Special conditions apply to meal breaks for industrial employees of Royal Ordnance Factories (Filling and Explosives) and certain other establishments. Employees of the establishments concerned will be informed of the conditions applying to them.

19. Tea Breaks

Where practicable you may be allowed either:

(a) a ten-minute tea break during the morning and afternoon call and during the first and second call in the night shift, or

(b) exceptionally, one tea break not exceeding twenty minutes instead.

The duration of the tea break represents the maximum permitted time away from work and the concession may be withdrawn if abused.

SECTION III

Wages

20. Rates of Wages

Rates of wages are authorised by Headquarters (Labour Division) by whom negotiation with the Headquarters Trades Unions is conducted (see Section X, Paragraph 77).

21. Payment of Wages

(a) Wages are paid weekly, normally one week in arrear.

(b) If you are unable to attend at the time wages are paid, you may apply for a form to authorise someone else to draw your pay, or to have your pay sent by post. You may not draw pay for someone else if you are connected with the recording of time or the make-up or payment of wages or the distribution of pay tickets.

(c) If the amount in your pay envelope differs from the

amount shown on your pay ticket, you must report the fact at the time of payment; no subsequent claim will be considered. The loss of any pay card must be reported immediately.

22. Deductions

(a) Your National Insurance contribution and the amount due for income tax will be deducted from your gross pay.

(b) Subject to your written authority and the approval of the management, voluntary deductions may be made for contributions to certain voluntary organisations such as Hospital Contributory Schemes, Sports Associations, National Savings and such Benevolent Funds as are approved by Headquarters. The Ministry will not accept any liability for the lapse or loss of benefit from these organisations.

(c) Any rent due to the Ministry will be recovered from pay with the written authority of the employee concerned.

23. Guaranteed Week

(a) All industrial employees are guaranteed wages equivalent to their plain timework rate for the weekly hours to which they are normally conditioned, provided that they are capable of, available for and willing to perform satisfactorily, during working hours, the work associated with their usual occupation, or reasonable alternative work where their usual work is not available.

(b) For the purpose of this guarantee, premium payments for overtime worked on week days and premium payments for work done on Sundays and holidays are disregarded.

(c) The guarantee does not apply in the following circumstances:

(i) in the case of an unpaid holiday recognised by agreement, custom, or practice, the guarantee is reduced in respect of the pay week in which the holiday takes place in the same proportion as the normal working hours have been reduced in that pay week;

- (ii) in the event of a dislocation of work as a result of strike action, the guarantee is automatically suspended in respect of work-people affected in the establishment where the strike is taking place.

24. Timework Guarantee

Employees on systems of payment by results are guaranteed on a weekly basis their plain timework rate for all time actually worked.

25. Substitution Pay

If you are called upon to carry out the full duties of an employee of a higher grade during his absence, your pay and conditions of service will be subject to special rules.

26. Transfer to a lower rated job

Special conditions may apply if you are transferred to a lower rated job.

27. Overtime

You will be paid at special rates for overtime hours.

SECTION IV

Allowances

28. Travelling and Subsistence

(a) If you are sent away on temporary detached duty or transferred to another establishment you may be entitled to travelling expenses and subsistence allowances, etc. The conditions under which these are payable are laid down in the Code of Industrial Travelling Rules and the Transfer Rules for Industrial Employees in the United Kingdom respectively, and copies of these may be obtained on application.

(b) When making claims for allowances you must be sure that the information you provide is correct. Any employee submitting false information will be liable to dismissal and may be prosecuted as well.

29. Assisted Travel Schemes

You are expected to make your own arrangements for getting to and from work at your own expense.

Assisted Travel Schemes have, however, been authorised on a strictly temporary basis at certain establishments where the Ministry considered them to be justified. Any assistance you may obtain from such a scheme is not a condition of your service and does not form part of your wages.

30. Tool Allowances

Carpenters, joiners, plumbers (and apprentices in these trades) and plasterers who necessarily supply and maintain their own hand tools, may be paid an allowance. This, however, is not an increase in the rate of wages and does not reckon for overtime payment.

SECTION V

Discipline

31. General

(a) Employment in the Ministry of Supply is conditional on the employee continuing to render satisfactory service.

(b) A breach of any of the rules contained in this Handbook or any other rule applicable to the establishment will normally be regarded as a disciplinary offence. An employee called to answer a disciplinary charge may, if he wishes, be accompanied by a colleague or his shop steward.

(c) An employee who commits an offence which renders him liable to prosecution will remain liable to such prosecution regardless of any disciplinary action which may have been taken against him.

(d) Reference is made in Section IX to particular offences not dealt with elsewhere in the Handbook.

32. Penalties

An employee who is found guilty of the disciplinary offence with which he is charged may incur one or other of the following penalties, according to the seriousness of the offence:

(a) A formal reprimand which will be entered on his record. The employee will be told in writing that this has been done.

(b) Suspension without pay for a period not exceeding three consecutive working days. Suspensions are authorised by the head of the establishment. The employee will be told in writing of the reason for the suspension.

(c) Dismissal with two weeks' notice (or pay in lieu of notice).

(d) Summary dismissal (i.e., without notice).

Note:

(i) As a general rule dismissal will involve the loss of benefits under the Superannuation Acts (See Section VIII).

(ii) An employee who leaves his employment in order to avoid disciplinary action may forfeit his eligibility to benefits under the Superannuation Acts (See Section VIII).

33. Appeal

An employee has the right to appeal against a decision taken as a result of disciplinary procedure:

(a) He may appeal orally or in writing to the head of the establishment within seven days of being notified of the decision. He may present his case in person to the head of the establishment and, if he wishes, may be accompanied by a colleague or Trade Union representative.

(b) If after local appeal he is still not satisfied, an employee has the right of ultimate appeal to the Permanent Secretary. If he wishes to exercise this right he must give notice of appeal within seven days of the notification of the result of the local appeal. He must submit his appeal in writing through the head of the establishment.

34. Investigation of Offences

If an employee is suspected of an offence, the head of the establishment may authorise his suspension from duty while the offence is being investigated.

Holidays and Leave

35. Annual Leave

(a) The leave year runs from 1st March to the end of February, and the annual allowance of leave with pay for full-time industrial employees is two weeks (88 hours). Payment is at plain timework rate. Certain examination grades qualify for additional leave after five years service in the grade.

(b) For each complete month of service, you are allowed one-twelfth of the total leave allowance for the year (e.g., if you first took up full-time employment on, say, 1st September, you would be allowed one week's (44 hours) paid leave by the end of the leave year). You may, however, be permitted to take your allowance for the leave year before the end of the leave year (see (c) below) but if your employment ceases for any reason before then, any over-payment for leave taken over and above your allowance at the date your employment ceases may be recovered from you.

(c) Subject to the needs of the Ministry and to the prior approval of the head of your establishment, you may take your leave at any time except that:

(i) you must take at least one week as a continuous period but this may include Public and Privilege holidays;

(ii) if there is a period of annual closure you must take your leave during this period (this includes Inspection Department employees at contractors' works which close down for annual leave). This requirement will not apply if you are absent on sick leave or if you are required to carry out essential duties during the closed period;

(iii) annual leave may not be granted immediately following a period of sick absence unless a certificate of fitness for work is produced, nor during a period of sick absence.

(d) Annual leave cannot be carried over into the following leave year unless there are exceptional circumstances. You cannot receive pay for annual leave not taken.

(e) You will be given further details about leave should you require them.

36. Paid Holidays

(a) If you are in an establishment which works a five-day week, you will be eligible for the following paid holidays:

Maundy Thursday afternoon

*Good Friday

*Easter Monday

Friday before Whit Sunday (for the Sovereign's Birthday)

*Whit Monday (or, in Scotland, 1st January)

*August Bank Holiday

*Christmas Day

*Boxing Day (or, in Scotland, 2nd January)

One other day (fixed locally by majority wish)

(*—see para. 38)

(b) If you are in an establishment which works a 5½ day week, you will be eligible for the same paid holidays except that the Saturday before Easter will be a Paid Holiday instead of Maundy Thursday afternoon and the Sovereign's Birthday holiday will be taken on the Friday afternoon/Saturday morning before Whit Sunday.

(c) In certain circumstances other days may be substituted for those named above.

37. Conditions of Payment for Paid Holidays

(a) If you are absent without leave during the working day before, or the working day next following, a paid holiday you are liable to forfeit payment for the holiday.

(b) Holiday payment may be made for a holiday occurring during or immediately before or after a period of unpaid leave provided that you have been at work within 12 days of the holiday. If, however, you are away at the time on unpaid sick leave, or under suspension from duty, you will not receive holiday pay.

(c) If you are away at the time on paid sick leave, the holiday will count as part of the sick leave and no holiday pay will be issued, but the amount of paid sick leave to which you are entitled in any period of 12 months will be increased by the number of days' holiday so reckoned.

38. Payment when required to work on Paid Holidays

If you are required to work on a paid holiday you will receive pay for time worked in addition to holiday pay. If the day is one of those marked "*", extra payment is made for time worked.

39. Hostels and Staff Clubs

Separate rules for paid holidays and annual leave apply to employees at Hostels and Staff Clubs.

40. Paid Special Leave

You may be allowed a limited amount of paid special leave for the following reasons:

(a) Marriage

(b) Domestic distress

(c) Bereavement

(d) Service as juror or witness (details are given in Section IX, Paragraph 66)

(e) Voluntary Territorial, etc., Forces training

(f) Service as a Councillor or Magistrate

(g) Civil Service Examinations

(h) Pre-National Service examinations, interviews or special aptitude tests.

You will be given details of the circumstances in which paid special leave may be granted should you require the information.

41. Unpaid Special Leave

(a) Unpaid special leave may be granted exceptionally at the discretion of the head of the establishment for personal or compassionate reasons which do not qualify for paid leave. You must, however, apply for such leave in advance.

(b) Unpaid special leave counts to only a limited extent for superannuation purposes.

42. Absence without leave

(a) If you are unable to go to work you should immediately inform your supervisor or the head of your establishment of the reason for your absence.

(b) An employee who absents himself without leave for five consecutive days will be held to have terminated his employment unless the head of the establishment decides otherwise.

SECTION VII

Sickness and Injuries

43. Notification of absence due to Sickness, Injury or Infection

(a) If you stay away from work because of sickness, injury or infection your establishment must at once be notified or you may be treated as an absentee. In any case, you should send a doctor's certificate not later than the fourth day of absence and once a week afterwards.

National Insurance certificates are accepted for this purpose and they will be sent on by the establishment to your local National Insurance Office unless you ask for them to be returned to you.

(b) When you send your first medical certificate to the establishment you should enclose a note, stating the number of dependants in respect of whom you are claiming allowances from the Ministry of Pensions and National Insurance. The note will be kept by the establishment. If you are using an M.P.N.I. certificate and you wish the establishment to send it direct to the local National Insurance Office you should complete the Claims Section first.

(c) If your doctor has certified you to be unfit you will not be allowed to start work again until he has certified you to be fit. When you report for duty you may also be required to attend the medical department of the establishment. (See also paragraph 2 (b).)

(d) If you have been in contact with infectious disease you must notify your establishment at once and:

- (i) if the Medical Officer of Health has advised quarantine you should obtain a certificate from him and send it to the head of your establishment;
- (ii) in all other cases the establishment Medical Officer will make enquiries.

Where quarantine is advised as above, you will be paid at plain timework rates (less National Insurance benefit where payable) while you are away from work for this reason.

44. Sick Leave

There is a scheme of payment for sick leave (which also covers absence due to injury sustained on or off duty), the details of which are given in Appendix IV to this Handbook.

Unpaid sick leave may be allowed in certain circumstances.

45. Reporting of Accidents

You must report to your immediate supervisor if:

(a) you have an injury at work, however slight;

(b) you have any signs of a disease that you think may have resulted in any way from your work.

You must ensure that an entry is made in the Accident Book which is kept for this purpose. You must report to the Surgery or Medical Officer if instructed to do so.

46. Medical Treatment

Treatment is available as part of the National Health Service for any disability of whatever nature or origin and is not the responsibility of the Ministry. But it is important that you should know about and take advantage of the facilities for immediate attention to injuries and illness at your place of work.

47. Injury Compensation

Normally, claims for compensation for injury by accident at work or disablement as a result of a prescribed industrial disease should be submitted to your local office of the Ministry of Pensions and National Insurance. Where the injury or disease occurred in Government employment before 5th July, 1948, the claim should be sent to the establishment at which you were employed at that time.

(d) Before an employee is paid off on discharge he must return to the management all official property (including passes and this Handbook) with which he has been issued.

58. Intoxicants

At establishments in which intoxicants can be purchased they must be consumed on the canteen premises. The introduction or consumption of intoxicants is otherwise strictly prohibited. Any employee breaking this rule or found to be under the influence of intoxicants will be liable to dismissal.

59. Notices and Meetings

No signs, bills or notices may be displayed in any establishment and no meeting may be held except with the permission of the head of the establishment.

60. Outside Activities

(a) Employees may not engage in any private activity or in any occupation or undertaking which would:

(i) require their attendance during working hours;

(ii) tend to bring discredit on the public service or conflict with the interests of the Ministry. Employees may not take part in moneylending or bookmaking, nor may they be concerned in any way with dealing in scrap metal or stores which may be disposed of from any Government establishment. If any employee has any doubt, under this rule, about starting any particular work or of continuing any work he has already started, it is his duty to report all the circumstances and to obtain a decision from the head of his establishment.

(b) Employees may serve on local Councils, etc., so long as this does not interfere with their work. (See Section VI, Paragraph 40.)

(c) Certain facilities are granted to employees who may wish to stand for Parliament or to act as agent to a Parliamentary candidate during an election. Details of these facilities and of other rules that apply may be obtained on request.

61. Participation of Government Employees in Government Contracts, etc.

(a) If a concern with which you are in any way connected obtains a Government contract you must at once notify the head of your establishment.

(b) You may buy surplus Government stores where they are offered for sale to the public *unless*:

(i) you have, by reason of your official position, been able to obtain special knowledge of the condition of the goods to be sold;

(ii) you have been associated with the disposal arrangements;

(iii) the goods are for re-sale and not for your personal requirements.

(c) You may not negotiate in any matter affecting a Government contract, purchase, or sale in which you are interested in your private capacity. It is your duty to disclose any such interest to the head of your establishment.

62. Patents, Suggestions and Awards

(a) Certain rules apply to employees who wish to apply for or obtain a patent for an invention. Details may be obtained on application.

(b) Cash awards may, in certain circumstances, be granted to employees who make suggestions for improving efficiency.

63. Road Safety

Employees must observe the Road Safety Regulations of their establishment. Employees must not drive motor vehicles or ride pedal cycles to the danger of other users of the roads within the bounds of any establishment, nor may they exceed the speed limit authorised in the area.

64. Search

You must, as a condition of your employment, submit to be searched as required.

65. Secrecy

(a) Your attention is drawn to the Official Secrets Acts 1911-1939, copies of which are displayed in all establish-

ments. You continue to be bound by the Official Secrets Acts even after leaving the Ministry's employment.

(b) You must report immediately to the head of your establishment:

- (i) any incident wherever arising which you consider might be a breach of the Official Secrets Acts;
- (ii) any communication which may be taken as an attempt to make you commit or be a party to any action that may be an offence against the Official Secrets Acts.

(c) You are forbidden to:

- (i) give any information obtained in the course of your employment to any newspaper or publish any material or take part in any broadcast on any matter relating to your employment without the prior consent of the head of your establishment;
- (ii) make copies of, or extracts from official documents (except official announcements affecting rates of wages or conditions of employment) or use such documents for purposes other than the discharge of your official duties.

66. Service as Juror or Witness

(a) Service as Juror

You are not exempt from the ordinary liability of a citizen to serve on a Jury and if you are summoned for Jury service you may for the period of essential absence be granted special leave with pay. Where your normal earnings for the period of the Jury service would have been more than the amount of pay (at plain timework rate) paid by the Ministry you are at liberty to claim upon the Court for the loss of those earnings. You may retain any travelling or subsistence allowances paid by the Court.

(b) Service as Witness

- (i) If you are required under subpoena of the Court or at the request of the head of your establishment to attend Court as a witness for or on behalf of the Ministry, you will be regarded as on official duty and, in addition to any necessary travelling and subsistence expenses in accordance with the Code of Industrial Travelling Rules, you will be paid

accordingly, subject to the surrender of any Court fees and allowances.

- (ii) If you are summoned to give evidence (whether under subpoena or not) on behalf of the Crown or of the Police you may for the period of essential absence be granted special leave with pay at plain timework rate, less the amount of Court fees received (as distinct from travelling and subsistence expenses).
- (iii) If you give evidence (whether under subpoena or not) as a witness otherwise than under (a) or (b) (i) or (ii) above, or if you take legal proceedings on your own behalf, you are not entitled to paid leave.
- (iv) You are not permitted to accept invitations to appear as a witness in a private lawsuit for the purpose of giving evidence on matters of which you have acquired knowledge in the course of, and in connection with your official duties. If you receive such a request the matter should be reported at once to the head of your establishment.

67. Smoking

Smoking is prohibited in establishments except in such places or at such times as may be authorised by local order. Employees smoking in other than these authorised circumstances will be liable to dismissal. Any employee found with smoking materials (including matches, lighters, etc.) in danger buildings or specified areas where smoking is prohibited will be dealt with under the rules of the establishment and will be liable to dismissal.

68. Unauthorised Work

Employees may not undertake without authority any work in the establishment in which they are employed.

69. Various Offences

The following activities are strictly prohibited at all times on official premises and employees engaging in them may render themselves liable to dismissal:

Making unauthorised collections, trading, gambling, moneylending, betting, or the forming of lotteries.

Employees found guilty of disorderly conduct, misconduct or corrupt practice are liable to dismissal.

70. Waste of Time

Employees who loiter or idle or leave their work without permission are liable to dismissal.

SECTION X

Trade Union Consultation

The Ministry of Supply has always encouraged full co-operation between management and employee. This co-operation makes a great contribution to the success of the Ministry's work. It is brought about by both formal and informal consultation.

The methods by which individual employees or groups of employees can bring matters to the notice of management and by which management can, in turn, keep employees informed, have been worked out with the assistance of the Trades Unions and are described below.

These arrangements are meant to help you as well as management and you should make sure you know them and use them.

71. Avoidance of Disputes

(a) Any employee wishing to raise any matter which directly concerns him must first discuss it with his foreman. This also applies to groups of employees.

(b) If this fails to settle the matter the appropriate shop steward and one of the workers directly concerned may take it up with the foreman.

(c) If this fails to settle the matter the appropriate shop steward and one of the workers directly concerned may take it up with the shop manager and then, if necessary, with the manager. The Labour department will be represented at these and later stages.

(d) If this fails, the matter may be taken to the head of the establishment, with the Trade Union Secretary or the convenor of the Trade Union concerned.

[The following paragraphs contain a summary of the procedure which is followed if the matter is still unsettled after discussion with the head of the establishment. The detailed procedure is laid down in the constitutions of local Committees.]

(e) If the matter is still unsettled:

(i) it may, if appropriate, be referred to the Industrial Whitley Committee in establishments having this form of consultation, or

(ii) it may, in establishments where there is a Joint Factory Committee, be referred to that Committee at the request of either party and the district officer or officers of the Trade Union or Unions concerned may attend and present the case, or

(iii) it may, if it is a trade question, or there is no local Committee, be referred by either party to a meeting with the head of the establishment, at which the district officer may present the case.

(f) If the matter cannot be settled locally:

(i) it may be referred to the Secretary of the appropriate side of the Ministry of Supply Joint Industrial Council in accordance with the procedure laid down in the constitution of the local Committee, or

(ii) if it affects one Trade Union only it may be referred to the Headquarters of the Trade Union concerned and to Ministry of Supply Headquarters by the Trade Union District Officer and the head of the establishment respectively.

72. Shop Stewards

(a) All organised workers may have representatives known as shop stewards to act on their behalf. Each recognised Trade Union may have shop stewards, covering as far as possible each shop, department or section of the establishment. Shop stewards will be appointed by their Trade Union and they will not be recognised by the Ministry in advance of the written approval of the full-time district officer of the Trade Union concerned. They will be subject to the control of their Trade Union and will act in accordance with its rules and regulations.

(b) Shop stewards will be afforded facilities to deal with questions raised in the shop, department or section in which they are employed and to which they are accredited. In all other respects they will conform to the same rules and regulations and working conditions of the establishment as other industrial employees.

(c) Shop stewards may be paid at plain timework rates for the time they spend during normal working hours on official business as provided above and in the constitution of the local joint Committee.

73. Trade Union Meetings

Representatives of recognised Trade Unions may be given reasonable facilities for holding meetings, outside working hours, in the canteen or other suitable premises, to discuss legitimate and recognised Trade Union affairs.

74. Local Committees

Formal joint consultation between the management and the employees takes the form of regular meetings of a local Committee (Joint Factory Committee, Joint Industrial Committee or Industrial Whitley Committee) at each establishment or group of establishments.

Each of these local Committees has a constitution which has been ratified by the Ministry of Supply Joint Industrial Council. The Official Side of the Committee consists of representatives of the management and provides the Chairman and the Official Side Secretary; the Employees' Side consists of properly accredited shop stewards and provides the Vice-Chairman and the Trade Union Side Secretary.

75. The Ministry of Supply Joint Industrial Council

Formal joint consultation at Headquarters between official representatives of the Ministry of Supply and representatives of the Trade Unions takes the form of regular meetings of the Ministry of Supply Joint Industrial Council. The Council may consider matters affecting the industrial employees of the Ministry of Supply, except those specifically reserved as the exclusive functions of the Trades Joint Councils.

76. Joint Production Consultative and Advisory Committees

Joint Production Consultative and Advisory Committees have been established for the regular exchange of views between the management and employees on matters relating to the improvement of production and the increase of productive efficiency. A Central Committee has been established to guide and co-ordinate the work done by these committees.

77. Wages Negotiation

(a) The principle underlying the determination of rates of wages in Government industrial establishments is the Fair Wages Resolution of the House of Commons.

(b) Industrial wage rates in the Ministry of Supply are negotiated centrally with the Trades Unions Headquarters.

78. Apprenticeship Committee

A Headquarters Sub-Committee of the Ministry of Supply Joint Industrial Council has oversight of all matters relating to the Ministry's apprentices.

79. Payment for Attendance at Meetings

The Constitutions of the local Committees lay down the conditions under which payment may be made to employees' representatives for time spent at meetings.

SECTION XI

Termination of Service

80. Length of Notice

(a) As an employee of the Ministry of Supply you are a servant of the Crown and as such you may have your employment terminated at any time. In practice, industrial employees (other than those casually employed) who are discharged on other than disciplinary grounds will be given two weeks' notice, or pay in lieu of notice.

(b) You are normally required to give one week's notice if you wish to terminate your employment.

81. Certificate of Conduct and Ability

On termination of service you may be given on request a certificate of conduct and ability in a form authorised by the head of the establishment. References in any other form or personal testimonials will not be given to employees.

82. Retirement

There is no fixed age for retirement. Retention after the age of 60 years depends on continuing fitness and efficiency and the availability of suitable work. Established industrial employees will not be retained in an *established* capacity beyond the age of 65.

83. Redundancy

(a) When the labour strength of an establishment is reduced, it may be necessary to retain in employment certain unestablished employees who, because of their special skill, experience or abilities are essential to the efficiency of the establishment. Other unestablished employees will be discharged in the following order:

- (i) volunteers in order of seniority;
- (ii) employees aged 65 and over, the oldest going first;
- (iii) others in order of seniority, that is those with the least service in Government employment will go first;
- (iv) where women are employed separate seniority lists will be prepared for men and women and the number discharged from each list will be determined as above so as to retain the appropriate number of men and women necessary for the continuing requirements of men's work and women's work respectively. No woman will be retained on men's work if a suitable male employee is available.

(b) If redundancy at an establishment cannot be resolved by the discharge of unestablished employees (as described above) or by the voluntary transfer of established employees, it may be necessary to transfer established employees compulsorily to other Ministry of Supply establishments, or to other Government establishments.

84. Superannuation Benefits

(a) The conditions under which employees (established or unestablished) may, on termination of service, be eligible for Superannuation benefits are explained in the guide referred to in Section VIII, Paragraph 49.

(b) An established employee who leaves the Ministry to take up duty in certain other pensionable employment (including employment with a Local Authority, the National Health Service, or in certain Public Boards, but excluding employment in private industry) may be entitled to count Government service for Superannuation purposes in his new employment on condition that he obtains the prior permission of the Ministry to go to the particular employment. You should enquire about this before leaving in order that the appropriate rules may be explained to you.

(c) An established woman employee who leaves on marriage must notify the head of her establishment, *in advance*, of her intended marriage, if she wishes to be considered for the award of a marriage gratuity, and she must claim her gratuity within one month after her marriage.

APPENDIX I

Ministry of Supply

INDUSTRIAL WHITLEY COMMITTEE

I. Agreement

1. It has been agreed with the Headquarter Trade Unions represented on the Ministry of Supply Joint Industrial Council that the Constitution of the Industrial Whitley Committee at Establishment X, as set out in Part III of this Memo., should be ratified.

II. Action

2. This Industrial Whitley Committee shall be set up forthwith in accordance with the Constitution and this Department (L.1) should be informed through the usual channels, in due course, of the names of the members, Official and Employees' Sides, with grades and, where appropriate, the Trade Unions represented. Copies of this memorandum should be given to the Shop Stewards.

3. The Regional Labour Manager will be in attendance at the meetings of the Industrial Whitley Committee.

4. Immediately after each meeting of the local Committee four copies of the minutes should be sent for information to:

The Joint Secretary,
Official Side,
Ministry of Supply Joint Industrial
Council,
Ministry of Supply Headquarters (L. 1).

III. Constitution of Committee

5. MINISTRY OF SUPPLY
Industrial Whitley Committee

(1) *Objects.* The object of the Committee is to provide a recognised means of consultation between the management and the industrial employees in the Ministry of Supply Establishment and:

(a) to provide for the employees being given a wider

interest in, and greater responsibility for, the conditions under which their work is performed;

(b) to ensure that the regulations contained in collective agreements made on the Ministry of Supply Joint Industrial Council and other appropriate joint bodies are duly carried into effect;

(c) to prevent friction and misunderstanding.

(2) *Membership*

(a) *Official Side*—shall consist of ... members appointed by the management.

(b) *Employees' Side*—shall consist of ... members representing the Trade Unions. They shall be properly accredited shop stewards and their nomination as Whitley members shall also be approved by the District Officer of the Trade Union concerned.

(3) *Election of Members.* Only industrial employees who are members of recognised Trade Unions shall be eligible to take part in elections for members of the Employees' Side.

(4) *Period of Appointment.* The members of the Committee shall be appointed for a period of twelve months and shall be eligible for re-election. Any vacancies occurring during the twelve months shall be filled as indicated in para. 5 (2) above.

(5) *Quorum.* A quorum shall consist of a majority of members on each side eligible to be present.

Officers of the Committee—Procedure, etc.

(6) *Chairman, etc.* The Chairman of the Committee shall be the Superintendent and the Vice-Chairman shall be appointed by and from the Employees' Side. The Chairman and Vice-Chairman of Sub-Committees shall be appointed by the Official Side and the Employees' Side respectively. Each side of each Committee shall appoint a Secretary. In the absence of a regular Chairman of a Committee, the Chair shall be taken by another member of the Official Side appointed by the Chairman to deputise for him.

(7) *Co-option.* Either side of a Committee shall have the right to co-opt persons, having a particular knowledge of a matter under discussion, in a consultative capacity. The addition shall be made only for the period during which the particular question is before the Committee.

(8) *District Officer of Trade Union.* It shall be open for any Trade Union to arrange for the attendance of its District Officer at any meeting of the Committee while business particularly affecting the said Union is under discussion. Any Trade Union taking advantage of this clause shall notify the Secretary of the Official Side.

(9) *Regular Meetings.* Ordinary meetings of the Committee shall be held regularly on specified days, usually not less frequently than once a quarter.

(10) *Special Meetings.* Special meetings of the Committee shall be called at 24 hours' notice, on a request on behalf of one side by its Secretary to the Secretary of the other side. The subject of the meeting shall appear on the notice convening it.

(11) *Meetings to be in Working Hours.* Meetings of the Committee shall ordinarily be held during working hours, by arrangement with the management. Accommodation for holding these meetings will be provided by the management.

(12) *Payment for Attendance.* The employees' representatives shall be paid their earnings lost for time spent at meetings of the Committee.

(13) *Circulation of Agenda.* The agenda shall be submitted by the Secretaries to each member of the Committee at least 4 days before the meeting, except in the case of special meetings. Only business appearing on the agenda shall be transacted at a meeting, except by agreement on both sides.

(14) *Minutes.* The Joint Secretary of the Official Side, in consultation with the Joint Secretary of the Employees' Side shall prepare minutes which shall be presented at the next meeting for confirmation or amendment and signature by the Chairman and Vice-Chairman.

(15) *Decisions by Agreement.* Decisions shall be arrived at ordinarily by agreement between the two sides.

(16) *Procedure for Dealing with Grievances, etc.* When an individual workman desires to call attention to a grievance, or any other matter, he shall do it either through the usual official channels, or he shall report it to his Trade Union representative on the Committee. Such representative shall endeavour, in the first instance, to obtain a settlement, but, failing this, he shall inform the Secretary of the Employees'

Side of the Committee, who shall then endeavour to arrange a settlement with the management.

(17) *Reference to Ministry of Supply Joint Industrial Council.* In the event of any matter not being decided at the Committee it shall be open to either side to refer it to the appropriate Side of the Ministry of Supply Joint Industrial Council through the usual channels.

(18) *Facilities for Employees' Side Officials.* The Secretary of the Employees' Side of the Committee shall have full facilities to enter any department or shop in the establishment in the course of his duties as Secretary.

(19) *Separate Meetings of Employees' Side.* Facilities shall be provided for such meetings in the establishment, normally outside working hours. Brief meetings of the Employees' Side of the Committee may be held immediately before a joint meeting of the Committee.

Functions

(20) The Committee shall consider only matters of a general nature, as indicated in the functions outlined below. Matters which are ordinarily regarded as exclusively trade questions, such as wages, etc., shall not be dealt with.

(21) In the case of some of the functions, it may have been the rule with certain trades to negotiate on such matters apart from other trades. Where this is the practice local arrangements should be made accordingly.

(22) It is a fundamental principle, that the Committee shall have no power to make agreements which may be inconsistent with the power of, or a decision by, the Ministry of Supply Joint Industrial Council or other appropriate Joint bodies.

(23) Functions of a general nature to be dealt with in full Committee:

- (a) the issue and revision of works rules;
- (b) the distribution of working hours, breaks, time recording, etc.;
- (c) the payment of wages (time, form of pay ticket, etc.), explanation of methods of payment;
- (d) the settlement of grievances other than those of a specific trade character;
- (e) holiday arrangements;

(f) questions of physical welfare (provision of meals, drinking water, lavatories and washing accommodation, cloak rooms, ventilation, heating and sanitation, accidents, safety appliances, first aid, ambulances, etc.);

(g) questions of promotion and reversion;

(h) questions of discipline and conduct as between management and workpeople (malingering, bullying, time-keeping, publicity in regard to rules; supervision of notice boards, etc.);

(i) terms of engagement of workpeople;

(j) the training of apprentices and young persons;

(k) technical library, lectures on the technical and social aspects of industry;

(l) suggestions of improvements in method and organisation of work; the testing of suggestions;

(m) investigation of circumstances tending to reduce efficiency or in any way interfere with the satisfactory working of the establishment;

(n) collections (for clubs, charities, etc.);

(o) entertainments and sports.

Amendment of Constitution

(24) Amendments to the constitution may only be considered at the annual meeting of the Committee or at a meeting specially convened for that purpose. Amendments for consideration must be circulated to the members of the Committee at least four days prior to the meeting. No amendment shall become operative until it has been ratified by the Ministry of Supply Joint Industrial Council.

Ministry of Supply Joint Factory Committee

TRADE UNION RELATIONS AT THE FACTORY X

In order to regulate relations between the respective Trade Unions and between the Management and the Trade Unions, a Memorandum of the First Part establishing a Shop Stewards' Committee and a Memorandum of the Second Part of Procedure for Trade Union Consultation will operate at the Factory X.

First Part—Memorandum for a Shop Stewards' Committee representing (the appropriate Trade Unions specified by name)

1. A Shop Stewards' Committee (referred to as "The Committee") representing (the appropriate Trade Unions specified by name) will be established.

2. The Committee will be known as the Shop Stewards' Committee, Factory X.

3. The Committee will be composed of . . . members to be elected annually at a meeting of all the Shop Stewards of the Trade Unions concerned and will comprise . . . Shop Stewards for the Union X, . . . Shop Stewards for the Union Y, . . . Shop Stewards for the Union Z, etc. Any vacancy occurring on the Committee will be filled by election by the Shop Stewards of the Trade Union concerned and the successor will hold office for the remainder of the current term of the Committee.

4. The Committee will appoint from its members a Chairman and a Secretary.

5. All Secretarial expenses of the Committee will be met as may be agreed by the respective Trade Unions concerned.

6. The Committee will function as a Committee only and no members thereof may function individually in the name of the Committee.

7. Industrial and trade questions of a general nature

affecting the members of the Trade Unions concerned will be discussed by the Committee. Any question which affects the members of one of the Trade Unions only will be dealt with by that Trade Union through its accredited representative.

8. The Committee will nominate from its members, apart from the Chairman and Secretary who will act *ex officio*, not more than . . . Shop Steward members of the Committee and less if so desired with full powers to negotiate with the Management on a Joint Factory Committee as and when required. The Shop Steward members so nominated can be varied at the discretion of the Committee and will not necessarily be the same for each meeting of the Joint Factory Committee.

9. The Chairman and Secretary of the Committee will be empowered jointly to call special meetings of the Committee as may be required.

10. The Committee will discuss industrial and trade questions related to the Factory X, but will not discuss questions within the province of the Joint Production Consultative and Advisory Committee except on remit by mutual consent of that Committee.

11. Regular meetings of the Committee will be held monthly or as may be required. Such meetings may be held during working hours by arrangement with the Management.

AGREED BY

..... } Full-time Officers of
..... } the Unions concerned.
..... }

DATE

12. In consideration of the foregoing agreement, the Ministry of Supply agrees:

(a) That the Shop Steward members of the Committee will be paid at their time rates for periods of attendance at meetings of the Committee up to a maximum of four hours a month.

(b) That a meeting of all the Shop Stewards among themselves, as representing the employees, may be held

within the factory every three months for one hour and Shop Stewards will be paid at their time rates for such period of attendance.

(c) That accommodation for these meetings will be provided by the Management.

APPROVED for the Headquarters of the Ministry of Supply by:

Under Secretary (Royal Ordnance Factories and Labour).

Second Part—Memorandum of Procedure to regulate Trade Union Consultation at Factory X

I. Representation

13. All organised workers, male and female, may have representatives known as Shop Stewards, to act on their behalf.

14. The appointment of Shop Stewards will be determined by the Trade Unions concerned covering as far as possible the various Shops, Departments and Sections of the Factory and each Trade Union may have such Shop Stewards.

15. The names of the Shop Stewards, the Shop, Department or Section of the Factory in which they are employed, the Trade Union to which they belong, and any changes therein, will be intimated officially by the Trade Union concerned to the Superintendent of the Factory. No Shop Steward shall be recognised in advance of the written approval of the Trade Union concerned, expressed through the appropriate District Officer of that Trade Union.

16. In the event of a Shop Steward ceasing to be employed in the Factory or being transferred to another Shop, Department, or Section of the Factory, or retiring, or ceasing to be a member of his or her Trade Union, or being removed from Office by the Trade Union concerned, his or her successor will be elected by the Trade Union concerned and hold office as Shop Steward for the remainder of the current year.

17. Shop Stewards will be subject to the control of the Trade Unions and will act in accordance with the rules and regulations of the Trade Unions.

questions and may discuss the local aspects of Headquarter agreements between the Ministry of Supply and the Trade Unions concerned, in which event the Superintendent will communicate with the District Officers of the appropriate Trade Unions and afford the District Officers an opportunity of attending such discussions, should they so desire. No local agreement shall be reached as the result of such discussions which is inconsistent with any Headquarter agreement, or which may affect general or national interests or other establishments of the Ministry of Supply.

23. Either side of the Committee will have power to co-opt in a consultative capacity. Such co-opted person, or persons, will be present only for the period during which the particular question is under discussion.

24. Meetings of the Committee will be held monthly or as may be required and such meetings will be held during working hours by arrangement with the Management. Accommodation for Committee meetings, and any clerical assistance, will be provided by the Management.

25. Shop Steward members of the Committee will be paid at the rate of their average earnings for periods of attendance at Meetings of the Committee.

26. The Agenda will be prepared by the Joint Secretaries and will be issued by them to each member of the Committee at least four days before the meeting.

27. The Official Secretary of the Committee will prepare minutes of meetings of the Committee; and when concurred in by the Trade Union Secretary, they will be issued to members of the Committee by the Joint Secretaries.

28. There may be posted up on the appropriate notice board for the information of the workpeople a summary of the principal subjects discussed by the Committee and the conclusions reached. The basis of such summary would be the minutes of meetings of the Committee and should be prepared by the Superintendent as Chairman *ex officio* and the two Joint Secretaries.

29. The Committee will have power to appoint Joint Sub-Committees to deal with any particular question. The Joint Secretaries will function in connection with the work of any such Sub-Committee and prepare a report or

minutes of the proceedings of such Sub-Committee for submission to the Committee.

30. Failing settlement by the foregoing procedure, a question affecting more than one Trade Union will be referred by the Trade Union Secretary (see para. 21 (b)) direct for consideration to the Joint Secretary, Trade Union Side of the Headquarter Joint Industrial Council and to the Joint Secretary, Official Side of that Council by the Superintendent. The Trade Union Secretary will send a copy of each such communication to the District Officers of the Trade Unions concerned. A question affecting one Trade Union only will be referred direct for consideration to the Headquarters of the Trade Union concerned and to the Ministry of Supply by the Trade Union District Officer and the Superintendent respectively.

V. General

31. There will be no withdrawal of labour, stoppage of work, or closure while any of the above negotiations are in operation or pending, and no negotiations will take place during the period of any such withdrawal, stoppage or closure.

Ratified at Headquarters by:

..... For the Official Side.
..... For the Trade Union Side.
Date.....

Agreements of the Ministry of Supply Industrial Council Regarding Joint Production Consultative and Advisory Committees for Royal Ordnance Factories

CONSTITUTION

I. Name

1. The name of the Committee shall be "The Joint Production Consultative and Advisory Committee" (referred to as "The Committee").

II. Object

2. The object is to establish in each Royal Ordnance Factory a consultative and advisory Committee for the regular exchange of views between the Management and the Workers on matters relating to production, to increase productive efficiency and to make recommendations.

III. Functions

3. The functions of the Committee shall be to consult and advise on matters relating to production and increased efficiency for this purpose, in order that maximum output may be obtained from the Factory. Illustrative of the questions to be considered and discussed are (a) maximum utilisation of existing machinery; (b) upkeep of fixtures, jigs, tools and gauges; (c) improvement in methods of production; (d) efficient use of the maximum number of productive hours; (e) elimination of defective work and waste; (f) efficient use of material supplies and (g) efficient use of safety precautions and devices.

IV. Limitation of Functions

4. The Committee shall not discuss matters which are trade questions such as wages, and like subjects, or which are covered by agreements with Trade Unions or are

normally dealt with by the approved machinery of negotiation and discussion through Shop Stewards, Staff Associations or Whitley Committees, or Joint Factory Committees.

V. Management Representatives

5. Apart from and in addition to the Superintendent of the establishment who shall be *ex officio* Chairman of the Committee, the representatives of the Management shall not exceed 10, and shall be nominated by the Superintendent.

VI. Workers' Representatives

6. *Number.* Representatives of the workers not exceeding 10 in number shall be elected by ballot conducted by the Trade Union concerned, covering as far as possible the various Shops, Departments, or Sections of the Factory, including local Inspectorates.

7. Eligibility

(a) *For Membership of the Committee.* All organised industrial workers, male and female, who have served for a period of not less than 12 months at the Royal Ordnance Factory concerned at the date on which the election by ballot takes place shall be eligible for election.

(b) *To Vote in the Elections.* All workers, male and female, employed at the Royal Ordnance Factory concerned at the date on which the election by ballot takes place shall be eligible to vote in the election.

8. *Elections.* The first election will take place during March, 1942.

9. *Annual Elections.* Subsequent elections will be held annually during the first week of March and September or as near those times as is convenient.

10. *Term of Office.* Workers' representatives shall hold office for one year (except that one-half of the original members may continue in office until September, 1943) subject to the continued approval of the Trade Unions concerned, and shall be eligible for re-election.

11. *Filling Vacancies.* In the event of a Worker-representative on the Committee ceasing to be employed in the establishment or being transferred to another Shop or Department or retiring or ceasing to be a member of his

Trade Union, a successor shall be elected by ballot conducted by the Trade Unions concerned, and hold office for the remainder of the current term of the Committee.

12. *Power to Co-opt.* Either side of the Committee shall have the right to co-opt persons in a consultative capacity, having a particular knowledge of a matter under discussion. Such co-opted persons shall be present for the period only during which the particular question is before the Committee.

VII. Number on Each Side of the Committee

13. Apart from and in addition to the Superintendent of the establishment, who shall be *ex officio* Chairman of the Committee, the number on each side of the Committee shall be equal.

VIII. Officers

14. *Chairman.* The Chairman of the Committee shall be the Superintendent of the establishment. In the event of the Superintendent on any occasion being unable to act as Chairman, he shall nominate his Deputy for this purpose.

15. *Secretariat.* The Management and the Workers' Sides of the Committee shall each appoint a Secretary from its respective members of the Committee. Such Secretaries shall act as joint Secretaries to the Committee.

IX. Meetings of Management Side of the Committee

16. In order to expedite procedure the Management Side of the Committee, together with its Secretary, shall meet weekly or as may be required, to discuss and consider the items or subjects which they wish to be put on the agenda for discussion and consideration by the Committee. The Secretary of the Management Side of the Committee shall, within 24 hours thereafter, provide the Secretary of the Workers' Side of the Committee with a list of such items or subjects.

X. Meetings of the Workers' Side of the Committee

17. The Workers' Side of the Committee, together with its Secretary, shall meet weekly or as may be required to discuss and consider the items or subjects which they wish

to be put on the agenda for discussion and consideration by the Committee. The Secretary of the Workers' Side of the Committee shall, within 24 hours thereafter, provide the Secretary of the Management Side of the Committee with a list of such items or subjects.

XI. Meetings of the Committee

18. Regular meetings of the Committee shall be held fortnightly or as may be required. Meetings of the Committee ordinarily shall be held during working hours by arrangement with the Management.

19. *Accommodation for Meetings.* Accommodation for holding meetings of the Committee will be provided by the Management.

20. *Payment for Attendance.* The members of the Workers' Side of the Committee shall be paid at the rate of their normal earnings for their period of attendance at meetings of the Committee (the Joint Production Consultative and Advisory Committee).

XII. Special Meetings

21. In cases of urgency or emergency, special meetings of the Committee may be held on request by either side of the Committee through the respective Secretaries. Twenty-four hours' notice of such request shall be given and the subject of the meeting shall appear on the notice convening it.

XIII. Agenda for Meetings of the Committee

22. The agenda shall be prepared by the Joint Secretaries and shall be issued by the Secretaries to each Member of the Committee at least 4 days before the Meeting except in the case of special meetings dealt with under Article XII hereof.

XIV. Minutes

23. The Joint Secretaries of the Committee shall prepare and issue to the members of the Committee minutes of its proceedings.

XV. Sub-Committees

24. The Committee shall have power to appoint Joint Sub-Committees to deal with any particular question.

The Joint Secretaries of the Committee shall function in connection with the work of any such Sub-Committee and prepare a report or minutes of the proceedings of such Sub-Committee for submission to the Committee.

XVI. Provisional Committees

25. In the case of any new Royal Ordnance Factory it shall be competent within the framework of this Constitution provisionally to establish at such Factory a Joint Production Consultative and Advisory Committee. Provided that in so doing the qualification in para. 7 hereof regarding service for a period of not less than 12 months at the Factory concerned shall not apply to such provisional Committee.

XVII. Duration

26. This Agreement shall be terminable on 3 months' notice by either side.

APPENDIX IV

Joint Co-ordinating Committee for Government Industrial Establishments

SCHEME OF PAID SICK LEAVE FOR GOVERNMENT INDUSTRIAL EMPLOYEES

At the 38th Meeting of the Committee held on July 28th, 1948, the Scheme of Paid Sick Leave for Government Industrial Employees was duly ratified.

Signed on behalf of the Official Side: Signed on behalf of the Trade Union Side:

J. I. C. CROMBIE
(Chairman)

J. LLOYD
D. J. WARDLEY
A. C. D. BLANSHARD
R. G. K. WAY
W. H. B. MEARS
N. MACLEOD
A. S. OSLEY
STANLEY LEES
(Joint Secretary)

W. D. GOSS
(Vice-Chairman)

G. F. COOK
R. G. EVANS
H. E. CUSHNIE
H. J. HANCOCK
F. C. FITZPATRICK
J. E. HERITAGE
HARRY W. CRANE
(Joint Secretary)

JOINT CO-ORDINATING COMMITTEE FOR GOVERNMENT INDUSTRIAL ESTABLISHMENTS

Scheme of Paid Sick Leave for Government Industrial Employees

Employees affected

1. This scheme covers all full-time Government Industrial Employees, male and female, in Great Britain and Northern Ireland, who are within the purview of the Joint Co-ordinating Committee. Part-time employees who work

regularly for not less than 18 hours a week are also included if otherwise eligible. All existing arrangements by which industrial employees may be given paid sick leave are superseded by this scheme.

Qualifying service

2. Sick pay is not to be issued to any employee who has not served for at least 26 reckonable weeks in a Government Department. In calculating broken service for this purpose, all periods of service preceding a break of three months or more must be disregarded, but other periods may be aggregated. Service preceding discharge at own request or for misconduct or for inefficiency may not be reckoned.

Medical Certificates

3. Sick leave with pay will not be authorised without medical evidence of incapacity certified by a qualified medical practitioner. Medical certificates will be required after three days of sickness and at weekly intervals thereafter: it will be open to Departments on the advice of their Medical Officer to vary the frequency of medical certificates according to the nature of the employee's incapacity. As at present, sick leave will be granted only when it appears to the Department that there is a reasonable prospect of the employee ultimately returning to duty.

Injuries

4. Absence due to injury (sustained either on or off duty) and supported by a proper medical certificate will be treated as sick leave and the period of absence will be reckoned against the amount of paid sick leave to which the employee is entitled, except when the employing Department has claimed and obtained compensation from a third party for the loss of the employee's services. But when this would mean that an employee would receive either no sick pay for a subsequent illness or sick pay at a rate lower than compensation or injury benefit, he will be allowed some sick pay during the absence through illness. It will be limited to the number of days of the injury absence already reckoned against the amount of paid sick leave and will amount to the difference between the injury benefit or compensation

which he has already received during injury absence and any sickness benefit received from the Ministry of Pensions and National Insurance for the sick absence. After this he can, if necessary, receive any balance of sick leave on half pay which may be due to him.

Maternity Leave

5. Women employees, who have to cease working on account of confinement, will be regarded as on sick leave for the purpose of this scheme.

Waiting Period

6. Sick pay will not be issued for the first three days of sickness or injury unless the incapacity lasts at least five working days (for employees conditioned to a five-day week) or six working days (for employees conditioned to a six-day week).

Amount of Paid Sick Leave

7. After the qualifying period of service, eligible employees may in any period of twelve months be granted sick leave with full pay (defined in the next paragraph) for up to 65 working days (if conditioned to a five-day week) or 78 working days (if conditioned to a six-day week) excluding paid holidays occurring in the sick absence. After five years' service reckonable under the Superannuation Acts, employees who have exhausted the amount of sick leave on full pay to which they are entitled may be granted a further period on half pay within the limits of 65 or 78 working days respectively (*see also* paragraph 9). Juvenile service, however, may be reckoned in full in calculating the five years' service required to qualify for this further period of sick leave.

Amount of Pay

8. (a) Full pay means the employee's ordinary time rate less any National Insurance benefit received for sickness, maternity allowance, injury benefit awarded under the National Insurance (Industrial Injuries) Act, or compensation payable under the Workmen's Compensation Acts, Government Scheme of Compensation or Treasury

Injury Warrant, in respect of the injury for which sick pay is being issued. Because it will not be possible to ascertain immediately for every employee exactly what payments are being made by the Ministry of Pensions and National Insurance, the employee will be paid initially time pay less 49s. 6d. a week (for sickness) or 68s. 6d. a week (for injuries covered by the National Insurance (Industrial Injuries) Act) or 32s. 6d. (for maternity benefit). It will then be the employee's responsibility to claim any adjustment if the amount received from the Ministry of Pensions and National Insurance is less than the deductions made. (The Ministry do not disclose to employers the amounts paid to workpeople.) The foregoing is subject to the over-riding limitation that the weekly payments made by the Ministry of Pensions and National Insurance when added to pay issued by the Department will in no case exceed the employee's ordinary time rate.

(b) No deductions will be made when employees, for some reason, are not entitled to obtain benefit from the Ministry, nor will account be taken of insurance benefit received for the incapacity of the employee's wife or dependant by virtue of their own insurance, death grants, maternity grants, home confinement grants, or disablement benefit.

(c) Half pay means half the amount payable by the Department when making up full pay, *i.e.*, half the difference between time pay and sick benefit, etc.

(d) Part-timers will receive sick pay calculated on the ordinary time rate for the hours they regularly work. (See Note (ii) below.)

Paid Holidays

9. Paid holidays occurring in a period of sickness or injury are reckonable as part of paid sick leave, but the amount of paid sick leave to which the employee is entitled in any period of twelve months will be increased by the number of paid holidays so reckoned. Annual paid leave will not reckon against paid sick leave: if an employee falls sick while on annual paid leave, he will be granted sick leave and be permitted to take the balance of annual paid leave later in the leave year.

Limitations

10. In any period of four years or less, sick leave may not exceed a total of 312 working days (for employees conditioned to a six-day week) or 260 working days (for employees conditioned to a five-day week). Authorised unpaid leave will not be included in these limits. Unpaid sick leave, including injury absence for which no pay is issued, does not reckon as service qualifying for further sick leave. Where previous service has been counted towards the qualifying period mentioned in paragraph 2 it will be counted also in applying the maximum limits of paid sick leave. When sick pay has ceased it will not be restored during the same sick absence.

Date of Introduction

11. This scheme shall come into operation from the beginning of the pay week containing September 1st, 1948, and is subject to review in two years.

Notes

(i) Instructions and guidance in the detailed application of this Scheme to Ministry of Supply industrial employees have been issued in Memoranda Nos. in the L.5 and L.1 series.

(ii) Owing to changes in the law about National Insurance, sick pay cannot now be assessed under Paragraph 8 until you have notified your establishment of the number of dependants for whom you claim benefit (see Section VII, Paragraph 43 (b)). Assessment of sick pay takes into account National Insurance benefit at the full standard rate but if the Ministry of Pensions and National Insurance award is less (as notified usually on their forms B.S.12 or B.I.82) the amount of departmental sick pay may, in certain circumstances, be adjusted on production of this evidence.

The amendments promulgated in the under-mentioned Amendment Lists have been noted in the text of this publication.

Amendment List		Amendments noted by	Date
Number	Date		

SUPPLEMENT TO THE INDUSTRIAL HANDBOOK

A Supplement to this Handbook will be issued to Management and to Shop Stewards. Other employees may refer to it on request. The Supplement contains the following Sections:

- I Resettlement of apprentices—National Service.
- II Relaxation Agreement (A.E.U.).
- III Agreement on Redundancy Procedure.
- IV Constitution of the Ministry of Supply Joint Industrial Council.
- *V Code of Industrial Travelling Rules.
- *VI Transfer Rules for Industrial Employees in the United Kingdom.
- *VII Scheme of Establishment of Government Industrial Employees.
- *VIII Superannuation Benefits.
- IX Leave—Industrial Employees.
- X Overtime, Sunday Work, Shift Work and Work on Paid Holidays.
- XI Pay on Transfer to Lower Rated Jobs; Substitution Pay.

The Sections marked * will also be available as separate pamphlets.

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