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INDUSTRIAL HANDBOOK 1947

AMENDMENT LIST No. 3

1. Para. 7. Juveniles

Sub-para. 1 (b), *delete* "(see Appendix 1A)" at end of paragraph.

(Corrigendum)

2. Para. 8. Apprentices

Delete "(See Appendix 1A)" at end of paragraph.

(Corrigendum)

3. Para. 13. Apprentices

Line 2, *amend* "war service" to read "National Service."

Line 4, *amend* "Appendix 1B" to read "Appendix 1."
(Corrigenda)

4. Para. 25. Suspension

Line 2, after "consecutive" *insert* "working."

(Corrigendum)

5. Para. 45. Substitution Pay

Delete sub-para. (b) and *substitute* :—

"(b) Where the higher post is appropriate to a non-industrial grade (e.g., a Charge Hand substituted for an Assistant Foreman) :—

(i) For substitution for less than one complete week at a time, no allowance will be paid.

(ii) Where the period of substitution is one full week or more, an allowance will be paid. The amount of the allowance will be determined by the Head of the Establishment, provided that the sum of the employee's weekly time work rate plus the allowance is *not less than* the weekly equivalent of the minimum of the

appropriate non-industrial range or scale *nor greater than* the weekly equivalent of the mean of the appropriate non-industrial range or scale. The allowance will not be reckonable for overtime.

- (iii) Where the period of continuous substitution extends beyond four weeks, the employee may, from the beginning of the fifth week, receive the conditions of service of the non-industrial grade, except that overtime (calculated on the time work rate of the employee's industrial grade) will continue to be paid under industrial conditions.
- (iv) Should substitution be converted into promotion without reversion to the industrial grade, service as substitute beyond the first month will reckon as service in the new grade for purposes of seniority, incremental date, etc., but as from the date of promotion, normal starting pay rules will apply.
- (v) On promotion under circumstances other than those covered by sub-para. (iv) above, credit will be given for seniority and increment purposes for any periods of substitution in excess of four weeks within one year prior to the date of promotion. Separate periods of substitution may be aggregated for this purpose.
- (vi) A record of any periods of substitution of an industrial for a non-industrial should be made in the Departmental records of the individual concerned."

(Memo. No. L.5/2687)

6. Para. 56. Special Conditions Applicable to Mess and Analogous Grades

Delete this paragraph.

(Memo. No. L.5/2656)

7. Para. 58. Special Conditions Applicable to Fire Brigade and Patrol Grades and Watchmen

Amend title to read:—

“Special Conditions Applicable to Fire Brigade and Patrol Grades, Watchmen, and Mess and Analogous Grades”

Line 2, after “watchmen” insert “and mess and analogous grades.”

(Memo. No. L.5/2656)

8. Para. 60. Shift Work

Delete sub-para. (b) and substitute:—

“(b) Fire-brigade and patrol grades, watchmen and mess and analogous grades receive no enhanced payment for shift working.”

(Memo. No. L.5/2656)

9. Para. 68. Travelling and Subsistence

Amend title to read:—

“Travelling and Subsistence, Etc.”

Line 2, after “allowances” insert “etc.”

Line 6, after “(see Appendix III)” insert:—

“Rules governing the Transfer of Industrial Employees (see Appendix VIII) and Permanent Transfer Terms for Industrial Employees (see Appendix XI).”

10. Para. 70. Allowances

Amend title to read **“Tool and Other Allowances”**
(Corrigendum)

11. Para. 83. Joint Production Committee

Line 5, delete “for this purpose.”

Line 6, delete “thereon.”

(Corrigenda)

12. Para. 84. Apprenticeship Committee

Delete " (see Appendix 1A) " at end of paragraph.
(Corrigendum)

13. Para. 92. Injury Compensation

Sub-para. (a) (iv), line 10.

Delete :—

" In certain circumstances, similar allowances may also be made."

and insert :—

" Travelling expenses may also be paid "

(Corrigendum)

14. Para. 102. Gratuities

Delete this paragraph and substitute :—

" 102. Pensions, Gratuities and other Superannuation Benefits

The awards of pensions, gratuities and other superannuation benefits to established and unestablished industrial employees and their dependants are governed by the Superannuation Acts, 1834-1949."

(Corrigendum)

15. Delete Appendices IA and IB.**14. Appendix III. CODE OF INDUSTRIAL TRAVELLING RULES**

Part I.A. Para. 1, lines 10, 11 and 12 respectively.

For " 17s. 6d. " substitute " 15s. † "

For " 10s. 6d. " substitute " 10s. † "

For " 8s. 6d. " substitute " 7s. 6d. † "

At the bottom of page insert footnote :—

" †Note.—The following revised rates are applicable with effect from 2.2.48 :—

(1) 1st Week 17s. 6d.

(2) 2nd Week 10s. 6d.

(3) 3rd and 4th Weeks 8s. 6d."

Part II.E. Para. 1, line 5, for " 5s. " substitute " 4s. † "

At the bottom of page, insert footnote :—

" †Note.—Revised rate of 5s. applicable from 2.2.48."

Part II.E. Para. 4, line 7, amend " 4s. " to read " 4s. † "

At the bottom of page, insert footnote :—

" †Note.—Revised rate of 5s. applicable from 2.2.48."
(Corrigenda)

15. Appendix VII. JOINT PRODUCTION, CONSULTATIVE AND ADVISORY COMMITTEES AT ROYAL ORDNANCE FACTORIES

Part III. OBJECTS AND FUNCTIONS

Para. 6, line 4, amend " objects " to read " subjects "

16. Appendix VIII. RULES GOVERNING THE TRANSFER OF INDUSTRIAL EMPLOYEES

Section M. Allowances

Para. 4, line 9, after " liability " insert " allowance "
(Corrigendum)

17. Appendix IX. SCHEME OF ESTABLISHMENT OF GOVERNMENT INDUSTRIAL EMPLOYEES

Important Note. After Sub-Appendix II :—

line 3, delete " and "

line 4, add " L.5/2511, L.5/2450, L.5/2575, L.5/2663 and L.5/2664."

18. Appendix X. SCHEME OF PAID SICK LEAVE
FOR GOVERNMENT INDUSTRIAL
EMPLOYEES

Important Note after Para. 11 :—

line 4, *delete* " and," *add* " and L.5/2584."

19. Appendices.

Page 46

Delete :—

" I(A). Apprenticeship Schemes 47 "
" I(B). Resettlement of Apprentices Scheme 53 "

Insert :—

" I. Resettlement of Apprentices—National Service
XI. Permanent Transfer Terms for Industrial
Employees "

20. Index

Page 115

Overtime

Amend :—

" fire brigade, patrol grades and
watchmen 58 "

to read :—

" fire brigade and patrol grades,
watchmen, and mess and
analogous grades. 58 "

Page 116

Pay

for work on predetermined rest day 56

delete " 56 " and *insert* " 59 "

Insert " Pensions 102 "

RESETTLEMENT OF APPRENTICES—
NATIONAL SERVICE

Under current arrangements (operative since 1st January, 1947) apprentices have the option to secure deferment of National Service until they have completed their apprenticeship. In cases where an apprentice elects to undertake a period of National Service during apprenticeship notwithstanding the deferment option, the following terms will apply :—

- (1) *Period of Apprenticeship.* Apprenticeship will not be completed until the full unexpired period of the original apprenticeship has been served, *unless*, during his National Service the apprentice has worked at his trade and has received training comparable with that which he would have received if he had remained with his employer. Where an apprentice has worked at his trade and received comparable training to that provided in the establishment, time so spent shall count as part of the apprenticeship on production of proof as to the nature of the work, training received, and time so spent.
- (2) *Wages.* The full adult skilled rate will not be payable until the interrupted apprenticeship has been completed. During apprenticeship the rates laid down for apprentices according to age or, in the case of South Wales only, according to year of apprenticeship, will apply.

**PERMANENT TRANSFER TERMS FOR
INDUSTRIAL EMPLOYEES****General**

1. (a) A permanent transfer is one in which the period of duty at the new station is likely to be not less than 2 years with no prospect of a return to the original station.

(b) These regulations will apply to all industrial employees permanently transferred in the public interest to a new station in Great Britain and Northern Ireland. They will also apply except where stated to the contrary, to industrial employees recalled for permanent duty to their former station.

(c) These regulations will not apply to an industrial employee, (i) on taking up his first appointment in the Department or (ii) on transfer at his own request or on disciplinary grounds.

(d) On permanent transfer, an unestablished employee will be required to give a written undertaking in the form set out at the end of this Appendix, to serve for a period of two years if required.

(e) The term "married employee" means a married man whose family (or dependants) normally reside in unfurnished accommodation with him. Except in sub-paras. 6 (b) (iii) to (v) it includes a single employee with responsibilities equivalent to those of a married man.

(f) A male employee who marries at a temporary duty station and who occupies unfurnished accommodation at that station will be treated as a married householder on a permanent transfer from that station.

Preliminary Visit to a New Station

2. (a) When a married man is permitted to make a preliminary visit to a new station to obtain furnished or unfurnished accommodation, paid leave at time rate not exceeding three days will be allowed. Such visits may be made at any time within three months of the anticipated date of transfer. Travelling expenses for the employee and his wife will be allowed. Subsistence allowance for not more than two nights at full rates for the employee and at half rates for his wife, where she accompanies him, will be paid. When no visit has been made before the employee's transfer, his wife may be allowed one up to 3 months after the date of transfer ; on this

and on other occasions when a wife makes a visit in her husband's stead, she may be granted travelling and subsistence allowances at the full rate. A preliminary visit to a new station will not ordinarily be necessary in the case of an unmarried employee, but special cases will be referred to L.5 for consideration on their merits as they arise. Where the application is approved, up to three days special paid leave at time rate will be granted. Travelling expenses or subsistence allowance will not be paid.

(b) Where a preliminary visit to the new station is not made, a married man may be paid a flat sum of £2 10s. in respect of incidental expenses that may be incurred in a search for family accommodation at the new station. This sum will not be paid to an employee who does not need to seek fresh accommodation, e.g., an employee returning to his home station where his original accommodation is available.

Accommodation Taken in Advance of Transfer

3. (a) (i) A married employee whose family occupies family accommodation (furnished or unfurnished) at the new station in advance of transfer will receive an allowance within the limits of lodging allowance in respect of the rent of that accommodation for not longer than 3 months.

(ii) A married householder who incurs a rent liability for furnished or unfurnished accommodation at the new station, which he cannot occupy immediately owing, for example, to delay in securing the removal of his furniture, will receive an overlapping rent allowance within lodging allowance limits for not longer than 4 weeks. Only in very exceptional cases will such an allowance be paid for a period of more than 4 weeks. Such cases will be referred with full details of the circumstances to L.5.

(b) The allowances on the basis of sub-para. 3 (a) (ii) will be applicable in the case of an employee who is unable to terminate a rent liability for temporary furnished accommodation at the new station immediately upon obtaining unfurnished accommodation.

(c) The allowance under sub-paras. 3 (a) (ii) and 3 (b) may be paid concurrently with and in addition to any other transfer allowances for which the employee may be eligible.

(d) A married employee who does not intend to take his family to the new station at the date of transfer may make

arrangements for his own accommodation prior to taking up duty. In order to enable him to reserve such accommodation he will be granted an allowance not exceeding 21s. a week for a period up to one month. In exceptional circumstances this period may be extended up to three months, but where an employee wishes to make a claim for a longer period than one month, the facts of the case should be submitted to L.5 at the earliest possible date.

(e) The allowances payable under sub-para. 3 (d) will be paid to single employees who make similar arrangements.

(f) Subsistence allowance is not payable to employees benefiting under sub-paras. 3 (d) or (e).

Travelling Expenses in Course of Removal

4. On removal from the old station to the new station, the cost of travel by public conveyance (third class rail, omnibus, etc., but not taxi) will be allowed for the employee, his wife and dependants previously living with him at the former station. Dependent members of an employee's household will include everyone dependent upon the employee who normally lives with him and any child under the age of 21 who although earning his or her own living moves to the new station as a result of the employee's transfer. The relationship to the employee concerned of each person for whom claims for travelling expenses are made, and the ages of the children, should be shown on the claim.

Subsistence Allowance during Removal

5. (a) Provided that the period of the journey from the old to the new station on removal is such as would entitle the employee to subsistence allowance under the Code of Industrial Travelling Rules he will be granted normal rates of subsistence allowance for himself and half such rates for each member of his household over 3 years of age whose travelling expenses are payable under para. 4 above.

(b) When the loading of furniture is completed too late for the journey to the new station to begin the same day or when the furniture is in transit, and the employee and his family are, therefore, forced to occupy temporary furnished accommodation, subsistence allowance at the rates in the preceding paragraph (normal or half rates as the case may be) may be granted for the necessary period which should not normally exceed three nights.

(c) If the furniture is delayed in transit so that temporary accommodation is necessarily occupied for longer than three

nights an allowance, based on the actual expenses, may be granted in respect of a period subsequent to the initial three nights but not in any case exceeding the nightly rates payable for the first 3 nights.

Subsistence and Lodging Allowance at the New Station

6. (a) Employees both married and single, who have not obtained accommodation in advance under para. 3 may receive subsistence allowance at normal rates for a period of up to 28 nights from the date of transfer whilst hotel accommodation is necessarily occupied during a search for lodgings. Claims should be supported by receipted hotel bills.

(b) (i) On expiry of 28 nights or when lodgings have been obtained, whichever is the earlier, a married householder only, who has left his family at the old station, may be granted a lodging allowance at the normal rate until he is joined by his family at the new station. Such employees will not at present be required to move their families from the old station immediately on being transferred, but lodging allowance will be paid only where the employee satisfies the Department that it is the intention of himself and his family to be re-united at his new station as soon as possible.

From time to time the employee may be called upon to produce evidence that he is continuing his endeavours to obtain suitable family accommodation. The Department reserves the right to cease payment of lodging allowance at any time on giving three months' notice, if the housing situation justifies it.

(ii) A married man or other employee with equivalent responsibilities for dependants who normally lives in furnished accommodation and necessarily leaves his dependants in such accommodation at the old station, while he is seeking family accommodation at the new station, may be allowed lodging allowance for not more than twelve months. (Except for the period of payments the provisions of para. 6 (b) (i) above apply.)

(iii) On the expiry of 28 nights or when lodgings have been obtained, whichever is the earlier, a married man who, during the present abnormal housing conditions and as a result of the transfer, decides to close his house at the old station and to send his family to some place other than the new station, may be granted lodging allowance. The allowance will be reviewed every three months and payment will not be made beyond twelve months.

(iv) Before an allowance is authorised under sub-para. 6 (b) (iii) the employee must certify that he will continue to make a vigorous search for family accommodation at the new station and show to the satisfaction of L.5 that the family accommodation, furnished or unfurnished, cannot be obtained at the new station and that he is maintaining his family elsewhere. If it can be clearly demonstrated that the family is being maintained as a separate household, even though under the same roof with relatives, lodging allowance will be payable. Where, however, the employee is unable to satisfy L.5 that a separate household is being maintained, his allowance will be limited to two-thirds of the normal lodging allowance.

(v) A married man who normally lives in furnished accommodation who sends his family to some other place on transfer may be dealt with under the provision of sub-para. 6 (b) (iii) and (iv) for up to 2 months or in exceptional cases up to 6 months at the discretion of L.5.

(vi) Allowance under sub-para. 6 (b) (iii) to (v) will not be payable to a single employee with responsibilities equivalent to those of a married man.

(c) During search for accommodation a married employee who is joined by his wife in an hotel may continue to receive a subsistence allowance until the expiry of 28 nights from the date of transfer or on the occupation of other accommodation, whichever is earlier. Thereafter he will be eligible to receive only a furnished rent allowance. Where the employee remains with his wife in hotel accommodation after the 28th night, one-third of the combined charge for food and accommodation will be regarded as the rent element, in assessing the furnished rent allowance.

(d) Except as provided in sub-para. 6 (e) a single employee is not entitled to any lodging allowance at the new station, but see sub-paras. 10 (e) and (f) as regards payment of furnished rent allowance.

(e) A single employee whose claim to have responsibilities equivalent to those of a married employee is agreed by the Department because, for instance, he is supporting an aged parent who was living with him at the old station may be granted lodging allowance as for a married employee, subject to his furnishing a certificate that his dependants are prepared to move to the new station when the employee makes a home there. The lodging allowance will cease on the marriage of the employee.

Travelling Expenses in Lieu of Lodging Allowance

7. Where the new station is more than 9 miles radial distance from the old station, a married employee who elects to travel daily rather than live apart from his family may be paid his excess travelling expenses within the limits of the lodging allowance otherwise payable. Employees benefiting under this paragraph must give an undertaking that they will move their household as soon as the housing situation permits.

Return Visit to Superintend Removal

8. An employee who has proceeded to his new station on transfer in advance of his family, and who finds it necessary to make a return visit to his old station to superintend removal, will be allowed his travelling expenses for such a return visit. Subsistence allowance will not be payable. Paid leave at time rate for a return visit to superintend removal of furniture will be allowed only where such leave, together with any taken for the purpose of a preliminary visit to a new station, does not exceed 3 days in all.

Removal and Storage of Furniture and Effects

9. (a) The cost of removal of ordinary household furniture and effects belonging to the employee or dependent members of his household at the date of removal will be allowed within reasonable limits; but if removal of an article of a special character (e.g., concert piano) involves special arrangements being made, the extra expense of such arrangements must be borne by the employee. Livestock or animals other than domestic pets will not be conveyed at public expense.

(b) Pedal cycles belonging to the employee or to dependent members of his household may be transported at public expense, but not motor cars or motor cycles except with the prior approval of L.5.

(c) An employee who by reason of the current housing situation carries out the removal piece-meal may be refunded the full cost if the Department is satisfied that, having regard to his individual circumstances, he acted in a reasonable manner. This rule will apply in particular in those cases where most of an employee's furniture was moved to store as a result of the transfer and where such articles as cots, perambulators, cutlery, easy-chairs and wireless sets are required for use in furnished rooms.

(d) An employee who has been warned of transfer may be

allowed to move his family and furniture in advance, subject to the prior agreement of L.5. Such a move will be treated in a similar manner to that where an employee accompanies his family and furniture. Lodging allowance will be granted to a married employee at the old station until he joins his family at the new station.

(e) Where the employee or his wife owns a motor car or motor cycle with or without sidecar and it is driven to the new station by either of them, an allowance may be paid of $1\frac{1}{2}d.$ a mile plus an extra $1d.$ a mile for one passenger, or $2d.$ a mile for two or more passengers, excluding the driver, whose travelling expenses would be payable under paragraph 4.

(f) If the time necessarily occupied by a journey by private vehicle from the old to the new station is in itself such as would qualify the employee for subsistence allowance under the Code of Industrial Travelling Rules subsistence allowance may be granted as under para. 5 above within the amount which would have been payable if the journey had been made by rail.

(g) Three competitive tenders must be obtained and submitted with claims for removal expenses. Employees are at liberty to accept other than the lowest tender but must meet the extra cost involved. The tenders will be subject to the conditions under which removals are ordinarily undertaken by contractors and should not cover special services (e.g., the taking down or putting up of fixtures, relaying or fitting of floor coverings) for which separate arrangements should be made. The number of vanloads (a vanload may be taken as 700 cubic feet, weight two tons) to be removed must be estimated in the tenders and shown in the removal account. Where the removal is to a distance of 60 miles or more one of the tenders must be that of the Railway Executive or a firm of contractors nominated by them, and in considering the tenders submitted, the Department will take into account the reduced railway fares available for the family in cases where this type of tender is accepted.

(h) Charges for the storage of such articles of furniture and effects as are removable at the public expense under the terms of this paragraph may be paid, concurrently with, and in addition to, any other allowance payable under these regulations.

(j) Similarly charges may be refunded in respect of the storage of any balance of such furniture stored by an employee

during the occupation of temporary unfurnished accommodation whilst the search for more suitable accommodation continues.

(k) Such charges will be met in full where the rent at the new station exceeds that paid at the old station. In other cases payment will be restricted to the amount by which the rent at the new station plus the storage charges exceeds the rent paid at the old station.

(l) The extra cost of insurance of furniture in transit will be allowed up to the value for which it is ordinarily insured by the employee. The extra cost of insurance of furniture in store may also be allowed, where storage charges are allowable by the Department.

Excess Rent Allowances

10. (a) Allowances under this paragraph will be reviewed and re-assessed where necessary every six months, or on change of accommodation. They are subject to withdrawal after six months' notice has been given.

(b) Excess rent allowances may be paid in the following circumstances to married employees who have been joined by their family at the new station. An allowance may be paid in respect of either unfurnished accommodation (rented or purchased), or furnished accommodation.

(i) An unfurnished rent allowance may be paid to a married employee who moves from unfurnished accommodation at the old station to unfurnished accommodation at the new station, whether direct or after a period spent in temporary furnished accommodation, when the unfurnished rent at the new station is in excess of the unfurnished rent at the old station and also of the "standard" rent shown in the table in sub-para. 10. The amount of the allowance will be the excess over the higher of the two amounts (old rent or "standard" rent) within a weekly limit of 50 per cent. of the appropriate rate of lodging allowance.

(ii) A furnished rent allowance will be paid to a married employee who moves from unfurnished accommodation at the old station to temporary furnished accommodation at the new station, if the rent of the furnished accommodation exceeds both the unfurnished rent at the old station and the "standard" rent shown in sub-para. 10. The allowance will be the furnished rent, less the unfurnished rent or the "standard" rent, whichever is the greater, subject to the appropriate

weekly rate of lodging allowance not being exceeded. The allowance may be continued as long as the Department is satisfied that the employee cannot obtain unfurnished accommodation.

- (iii) Where a married employee moves from a station at which he was in receipt of an excess rent allowance and the rent on which that allowance was based was higher than the standard rent, any allowance at the new station will be based on that higher rent (i.e., the rent paid at the first station from which the employee was transferred).
- (iv) Where a married employee moves from furnished to unfurnished accommodation at the new station, and there is any rent liability for the temporary furnished accommodation subsequent to the occupation of the unfurnished accommodation, he will be entitled to overlapping rent allowance subject to the terms of sub-para. 3 (a) (ii). The cost of transfer of tenancy, where this terminates the liability, will be met by the Department.
- (c) The calculation of rent for the purposes of sub-para. 10 (a) and (b) will be on the following basis:—
- (i) *Furnished rent at the new station.* The furnished rent will include rates where these are payable by the employee but will exclude any charge for heating, lighting or services.
- (ii) *Unfurnished accommodation.* The rent of unfurnished accommodation leased or rented by the employee will include rates but will exclude any element for heating, lighting or services.
- (iii) *Property owned by the employee.* The rent of property owned by the employee will be taken as 4 per cent. of the purchase price, plus rates, comprehensive insurance on the house structure and any tithe, ground rent or similar payment. The purchase price will be the actual price paid by the employee.
- (iv) Where an employee sells his house at the old station, the rent of that house will be taken as 4 per cent. of the selling price plus rates, house insurance, etc.
- (v) If any part of the accommodation is sublet an appropriate deduction will be made when calculations of rents are made for the purpose of sub-paras. 10 (a) and (b). The employee must report any such sub-letting and should produce for inspection any written agreement relating to the sub-letting.

(d) In the calculation of excess rent allowances an employee's "standard" rent will initially be reckoned according to his wages at the date of removal, by reference to the following table:—

<i>Weekly Wages or average earnings (excluding overtime)</i>	<i>Standard Rent (Weekly)</i>
Up to 80s.	20 per cent of wages
81s. to 100s.	17s.
101s. to 120s.	19s.
121s. to 140s.	21s.
141s. to 160s.	23s.
161s. to 180s.	25s.
181s. to 200s.	27s.

For reassessments under sub-para. 10 (a) the allowance will be reckoned on the basis of his wages at the date of reassessment.

(e) The only rent allowance payable to a single householder who, on transfer, occupies unfurnished accommodation at the new station, will be an allowance (if any) payable under sub-para. 3 (e).

(f) If, however, he occupies furnished accommodation at the new station whilst seeking unfurnished accommodation, and it is shown to the satisfaction of L.5 that unfurnished accommodation cannot be obtained, a rent allowance may be paid up to a maximum period of 12 months. The allowance will be the amount with a limit of 21s. a week by which the furnished rent (excluding any charge for heating, lighting and services) at the new station exceeds the unfurnished rent at the old station.

(g) A single householder who moves from temporary furnished accommodation to unfurnished accommodation at the new station may be refunded any unavoidable continuing commitment in respect of the furnished accommodation within the limit of 21s. a week for a period not normally exceeding four weeks. The cost of transfer of tenancy may also be met, provided the rent liability is thus terminated.

(h) A married employee who normally lives in furnished accommodation and whose rent at the new station exceeds that paid at the old and exceeds the "standard" rent of a married householder on the same wages may be paid excess rent allowance on the following basis:—

(i) For not more than 6 months, the smaller of the two excesses within lodging allowance limit.

(ii) Thereafter for a further period not exceeding 6 months, a half of the excess rent as calculated above within a limit of half of lodging allowance.

When the excess rent is between a quarter and a half of the rate of lodging allowance, a quarter of lodging allowance will be paid.

When the excess rent is not more than a quarter of the rate of lodging allowance, the full excess rent will be paid.

The payment of excess rent allowance which exceeds a quarter of the rate of lodging allowance is conditional on an employee satisfying the Department that he is looking for and intends to remove to cheaper accommodation as soon as possible. It will be paid only when furnished accommodation is occupied at the new station.

Continuing Commitments at Old Station

11. (a) Unavoidable continuing commitments for rent at the old station may be met within lodging allowance limits for married employees and within a limit of 21s. a week for single employees for a period not normally exceeding three months from the date of transfer or, in the case of married employees, after the family have moved.

(b) If an employee sublets any part of the accommodation the fact must be declared. An appropriate deduction will be made when the allowance is calculated or reassessed. The written agreement relative to the sub-letting must accompany any claim for an allowance under this para.

(c) For the purpose of this para. the rent of an employee's own house will be calculated as laid down in para. 10. The cost of transfer of a tenancy, where this terminates the liability, may be met by the Department.

(d) Where on the employee's transfer his family remains at the old station, any allowance in issue there in respect of excess rent, continuing rent commitment or storage charge, may continue for a period not exceeding three months. Where the employee is unable, on terms reasonable to himself, to terminate his liability in respect of the excess rent or storage charge within that period of three months, the allowance in respect of those items may, subject to review at six monthly intervals, and to the approval of L.5 be further continued, within a maximum of 21s. a week. This extension does not apply to continuing rent commitments.

(e) Allowances under this para. may be paid concurrently with, and in addition to, any other transfer allowances for which the employee may be eligible.

Cleaning Stored Furniture

12. Where an employee's furniture has been moved to store at public expense and has been in store for two years or more, expenses incurred in respect of unpacking, cleaning, and repacking the furniture may be paid at intervals of not less than one year. Repayments will not exceed £5 on any one occasion.

Loss on Season Tickets and School Fees

13. (a) Allowance will be made for the unexpired value of a transferred employee's railway or bus season ticket, for the remainder of the quarter current at the time of transfer where the amount is irrecoverable from the transport undertaking concerned.

(b) Day school fees of children whose travelling expenses are payable under paragraph 4, will be allowed for the remainder of the term current at the time of the removal of the family to the new district (but only in so far as double payment for the same term may be involved by the scholar entering a new school). Similarly an allowance will be made for school fees paid in lieu of notice, or fines for not proceeding with the education of the child at the old school where such payment is enforced. Payment under this paragraph will be subject to the production by the employee of satisfactory evidence that he has used his best endeavours to reduce his liability.

Tenancy Agreement and Agent's Fees

14. A transferred employee who was a householder immediately prior to transfer and who rents furnished or unfurnished accommodation at the new station will be allowed the cost of the tenancy agreement and of house-agents' fees, where necessarily paid, within a total limit of £10. This allowance will be paid on one occasion only except in so far as the limit of £10 was not reached on the first occasion. For the time being single employees who obtain furnished or unfurnished accommodation on other than a board and lodging basis at the new station will be allowed the cost of a tenancy agreement within the limit of £10.

Legal Expenses of House Purchase and Sale

15. (a) Where the unfurnished accommodation at the new station first occupied by a transferred employee (and where he was a householder immediately before transfer) is obtained by purchase, the employee will be granted a contribution

(with a maximum of £125) of 85 per cent. of the necessary legal expenses, including any expenses in connection with mortgage or loan, i.e., solicitors' fees, stamp duty, one survey fee and incidental legal expenses.

(b) When, in consequence of transfer, an employee's house occupied by him at the old station immediately prior to transfer, is sold, the employee will be granted a contribution (with a maximum of £40) of 85 per cent. of the necessary legal expenses, but not house agents' fees.

(c) These grants apply only to cases in which the purchase or sale may be regarded as a necessary consequence of transfer in the public interest of employees who are already householders. No compensation will be allowed in respect of loss on the sale of the house consequent upon transfer. The grant towards legal expenses on sale of house will not be paid in respect of a house purchased at a temporary station.

Expense of Test of Drains

16. Where a transferred employee who was a householder immediately prior to transfer buys, or rents for a period of not less than one year an unfurnished house at a new station, the expense of one test of drains will be allowed in respect of the selected house.

Miscellaneous Expenses of Transferred Householders

17. (a) Miscellaneous items of expenditure incurred by employees who were householders immediately prior to transfer, e.g., alteration and depreciation of fittings, taking down and putting up of fixtures, relaying of floor coverings, conversion of wireless receivers and other electrical apparatus, cleaning of house, advertising, telephone rents in lieu of notice, etc., for which provision is not otherwise made in these regulations, will be met by a flat rate allowance related to the employee's wages at the date of transfer as follows:—

<i>Weekly Wages or average earnings (excluding overtime)</i>	<i>Allowance</i>
Up to 100s.	£10
101s. to 180s.	£15
Over 180s.	£22 10s.

For this purpose three or more main rooms, plus bathroom, etc., will be regarded as a house.

(b) Where the new accommodation comprises a single room, the allowance will be £2 10s. In other cases, where the new accommodation is less than the minimum constituting a house as defined in sub-para. 17 (a), the allowance in that sub-para. will be reduced by 50 per cent.

(c) The amount of the allowance will be determined on the employee's wages in his old post at the date of transfer (not the date of removal of furniture) ; where the transfer is consequent upon promotion the employee's wages prior to that promotion will be the determining factor.

(d) An employee recalled to his permanent station who has had his furniture in store during transfer and who returns to his original accommodation is not eligible for allowance of miscellaneous expenses under this paragraph.

Employees Transferred since 3rd September, 1939, who are Forced to Move at the New Station

18. An employee who has been transferred since 3rd September, 1939, and who is forced by legal process to move from unfurnished accommodation in which he has been living with his family to other accommodation, whether furnished or unfurnished, at the same station, may if L.5 is satisfied as to the merits of the case, be granted such removal expenses and allowances (other than subsistence allowance) as would be paid if the employee were transferred from one station to another. This rule may also be applied where the Department's legal adviser recommends that legal process to dispossess the employee should not be resisted. All applications under this paragraph must be made to L.5 (through the normal channels) at the earliest possible stage.

Assistance to Employees involved in Legal Action to Retain or Regain Family Accommodation

19. (a) (i) Assistance may be given to an employee who is involved in a legal action to retain family accommodation at his temporary station or at his permanent station to which he has been transferred since 3rd September, 1939, or who on recall to his permanent station takes action to obtain possession of his house at that station provided that the house was occupied by him immediately prior to his temporary transfer. Provided that before the action is brought or defended as the case may be, the Department's legal adviser agrees that it is a reasonable one to bring or defend (i.e., that it has a reasonable chance of success) the Department may make a contribution of 75 per cent. of the legal expenses incurred subject to a payment limit of £20.

(ii) Employees must make their own arrangements to fight actions but should seek official advice at an early stage. No financial assistance can be given to an employee

incurring legal expenses in the circumstances mentioned unless he has been officially advised in advance that the action is considered a reasonable one to bring or defend. If he has failed to seek official advice, or proceeds in spite of discouraging advice, the financial responsibility must be entirely his whatever the results of the action.

(b) An employee on recall to permanent station who induces his tenant to leave his house without recourse to legal action may be granted a contribution (with a maximum of £20) of 75 per cent. of any expenses incurred, provided that the agreement which it is proposed to make with the tenant has the prior approval of L.5.

Trips Home for Transferred Employees

20. (a) Married employees and unmarried employees in receipt of allowances at the same rates who are separated from their families as the result of a permanent transfer will be allowed free return passes at the rate of nine in each calendar year for travel between the new station and the home at a former station. The passes may be used by the employee or his wife. They will not be granted more frequently than once a month, except with the prior approval of L.5.

(b) If the family has moved to a place other than the new station the cost of free travel to be borne by the Department will be limited to the amount of the return fare between the new station and the home at the old station.

(c) The following rules will apply to employees entitled to free passes under sub-para. 20 (a) on being joined by their families at the new station :—

(i) If during the current calendar year they have not received as many as three such passes, they may be granted the balance to make up that number.

(ii) If three or more such passes have been issued during the period, one additional such pass may, subject to the prior approval of L.5, be issued where it is necessary for the employee or his wife to return to the old station to transact important business in connection with the home at that station. Applications for an additional pass should be made through the normal channels well in advance of the date of the journey.

(d) Employees who on transfer are accompanied by their wives will be eligible for the additional pass mentioned in sub-para. 20 (c) (ii) in similar circumstances.

(e) Single employees who are permanently transferred may be allowed three free passes during the first year of transfer only, if they were living with their parents at the time of such transfer and it involves separation from them. If the family has moved the provisions of sub-para. 20 (b) will apply.

Applications for Advances

21. If an employee desires an advance in respect of removal expenses he should make application through the normal channels.

Claims

22. Claims from employees under these regulations should be rendered in the first instance to heads of establishments and must be submitted within 3 months of the expense being incurred.

Supporting vouchers must be submitted with claims, except for such items as subsistence allowances.

Form of undertaking to be given by unestablished Industrial Employees for application of the full benefits of the permanent transfer terms.

In connection with my transfer to.....
I undertake (unless anything unforeseen occurs serious enough to warrant the Department releasing me from this undertaking), that I will serve at that station if required by the Department, for a period of at least two years from the date of this transfer.

I understand that this undertaking is given without prejudice to the Department's right to dispense with my services at any time.

Signature

Grade

Establishment

Date