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*The National Association of
Women Civil Servants*

GENERAL REPORT
*for twelve months ended December 31st,
1935*



Pamphlet

Office :

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The National Association of Women Civil Servants

ANNUAL REPORT TWELVE MONTHS
ENDED DECEMBER 31st, 1935

General.

THE year under review was not remarkable for any spectacular achievements, either on the part of the Association or in any sphere of Civil Service activity. It is regrettable that we are not yet able to claim any definite progress in regard to the Government attitude towards the two big issues of equal pay and the counting of service prior to establishment for Superannuation purposes. On the other hand, we have to congratulate ourselves on the increased number of women promoted to the Executive Class and on the appointment of women to a number of grades which have hitherto been closed to them. Perhaps one of the most significant achievements during the year was the work in connection with the aggregation and fair field report in the Post Office. The decision at the end of the year to recommend the adoption of the policy of aggregation and the removal of existing barriers on the promotion of women from the Clerical to the Executive Class marks a distinct advance in the position of women in the employ of the Post Office.

During the year it was also satisfactory to note the appointment of a woman for the first time to the position of Assistant Prison Commissioner.

EQUALITY OF OPPORTUNITY

Consular and Diplomatic Services.

Despite the efforts of Members of Parliament to draw some definite statement from the Government as to their intentions regarding the recommendations of the Report on the admission of women to the Consular and Diplomatic Services, there was by the end of the year no indication either as to the date of publication of this Report, or as to the views of the Government in regard to its recommendations, the fact of extreme pressure at the Foreign Office being alleged as an excuse for the delay. The Parliamentary questions and answers on this subject were published from time to time in *Opportunity*.

Women in Establishment Branches.

The Association made recommendations in a number of Departments urging promotion of a woman officer to a position of responsibility in Establishment Division as contemplated in paragraph 13 of the Report of Committee "F"; but at the end of the year there was little definite success to record.

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Reporting Staff at the House of Commons.

The Clerk of the House stated in a letter to the Association dated October 23rd that women would not be debarred from appointment to the Reporting Staff in the House, provided that they had the necessary qualifications.

Departmental Developments.

Foreign Office. In December the Departmental Whitley Council reached an agreement to apply aggregation in all Departments, and to frame a common seniority list for the Clerical Classes. The Official Side gave welcome evidence of its adherence to the principle of equal opportunity in the recent promotion of a woman Higher Clerical Officer to the grade of Senior Examiner in the Passport Office, this being the first instance of a woman appointed to any position of responsibility in that Office.

Ministry of Health. The activities of the special sub-committee set up by the Departmental Council to review progress in connection with Committee "F" were mainly confined to the preparation of a common seniority list. Agreement between the N.A.W.C.S. and the mixed organizations has not been possible, and it is probable that a majority and minority report will finally be issued.

Post Office. Throughout the year the Departmental Whitley Council was occupied with the task of ensuring the practical application, in this large and complex Department, of the recommendations of the Committee on Women's Questions (Committee "F"). A special Committee was set up for the purpose and the N.A.W.C.S. was allotted two seats upon it; it was, however, found necessary to sub-divide the work. The main Committee itself dealt with the removal of reservations in non-clerical sections of the Department; but it proved impossible to secure agreement between the various staff organizations concerned. The N.A.W.C.S. sought to secure the removal of all existing reservations, but its representatives were out-voted except as far as the removal of reservations in the Investigation Branch of the Department is concerned, and in the Superintendents of Traffic in the Telephone and Telegraph Services. As at December 31st no meeting with the Official Side of this Committee had been held.

Other aspects of the question were delegated to sub-committees. In the case of the Clerical Sub-Committee although agreement was finally arrived at between Official and Staff representatives on a formula for the application of aggregation and the removal of existing barriers in the Clerical Departments, the work of the Association representatives was by no means easy. Agreement proved impossible between the representatives of the three organizations comprising the Staff Side (i.e. N.A.W.C.S., C.S.C.A. and Society of Civil Servants), and the unusual step was taken early in the year of meeting the Official Side as a divided Staff Side. Formulæ were submitted by the three organizations to the Official Side, and it was requested that the Official Side should itself adapt these formulæ as far as possible and submit a draft embodying such of the proposals as met with Official approval. The draft which finally emerged from the Official Side was definitely in line with the recommendations made by the N.A.W.C.S. The C.S.C.A. made little effort to amend the Official draft, maintaining that the Official draft must be regarded as in the nature of an Industrial Court decision. The Staff Side as a whole, however, agreed to improve upon the Official formula as to the grades now designated as Superintendents of Women Staff in the S.B.D., M.O.D., L.T.S. and the A.G.D. The formula finally available as at the end of the year indicates success in regard to the first three of these posts. The formula as it obtained at December 31st is as follows :

POST OFFICE DEPARTMENTAL WHITLEY COUNCIL COMMITTEE ON WOMEN'S QUESTIONS

CLERICAL SUB-COMMITTEE

GENERAL AGREEMENT ON AGGREGATION

1. The principle of "a fair field and no favour" as between men and women shall be applied to the Clerical, Executive and Administrative establishments of the Post Office.

2. From the first of the month following ratification of this Sub-Committee's Report by the Departmental Whitley Council, all posts in the Clerical, Executive and Administrative classes in the Post Office, whether filled by promotion or otherwise, shall (with any exceptions which may be proposed or continued after discussion with local staff representatives, and approved after review by this Sub-Committee), be open to men and women alike; and one complement will be recorded for each grade, with no sex designation. Deputy Superintendents will remain on their existing scale of pay, but their posts will be merged with those for Accountants in the Accountant-General's Department and with those for Principal Clerks in the Savings Bank and Money Order Departments to form a common grade. The posts for Women Superintendents in the Clerical-Executive Establishments of the London Telephone Service, Savings Bank and Money Order Departments, will, without alteration in the scales of pay, be merged in, and form a common grade with, the posts for men Superintendents in the London Telephone Service, and the posts for Assistant Controllers in the Savings Bank and Money Order Departments respectively. New scales of pay will be fixed, as necessity arises, for other posts hitherto reserved for one sex or the other.

3. Steps shall be taken as soon as possible in each Department of the Post Office, in consultation with the local staff representatives (see clause (5)) with a view to establishing aggregation, that is the intermixture of men and women in such a way as to make officers of both sexes effectively eligible by training and experience for all posts covered by clause (2), with such exceptions as may be approved under that clause. This process, which will inevitably be gradual, must lead to the employment of women in branches and on duties hitherto reserved to men, and vice versa, but, subject to any exceptions which may be approved under clause (2), no numerical proportions of men and women to be employed in each branch or on each group of duties shall be prescribed. Attention should be paid to the principle of aggregation in allocating new recruits to branches, in forming new branches and in staffing new blocks of work. In the process of applying aggregation to the existing staffs regard shall be paid to the efficiency of the work, to the principle of widening the experience and opportunities of men and women, especially of those who are likely soonest to benefit thereby, and to the wishes of individual officers. Subject to the first two considerations, voluntary exchanges of duty between men and women should be encouraged, but on the other hand regard should be paid to the wishes of any individual officers who may be left on separate seniority lists (see clause (4)) and who may demur to being transferred to a branch staffed mainly by the other sex, any such officers being, however, given to understand that they may, if their wishes are met, thereby limit their prospects of promotion.

4. Steps should be taken as soon as possible in each Department of the Post Office, in consultation with the local staff representatives (see

clause (5)), to establish common seniority lists for men and women of the same grade to such extent and on such basis as may be agreed locally. Such lists shall in any case be established for men and women Clerks appointed to their present Departments since January 1st, 1928, whose seniority ranks as from a date subsequent to January 1st, 1928, and for men and women appointed to other grades after some date to be specified in each Department. This date should be the earliest which can be chosen by local agreement; different dates may be specified for different grades. Men and women appointed before the agreed dates may be left on separate seniority lists, but both men and women within the respective range or ranges of promotion shall be considered together on their merits for all promotions to posts covered by clause (2).

5. The application of this Agreement to Provincial Engineering Offices and to District Managers' Offices will be dealt with by the appropriate Central Whitley Committees for those Offices; and the procedure for its application to Surveyors' Offices will be considered by the Clerical Committee of the D.W.C. In other cases its application should be effected by means of the local Whitley Committees, either directly, or if preferred, by means of *ad hoc* Committees representative of the grades concerned.

6. Any question of doubt or difficulty arising out of this Agreement shall be referred to this Sub-Committee so long as it remains in being, and subsequently to the Clerical Committee of the Departmental Whitley Council.

7. The position reached in the matter of aggregation will be reviewed after four years.

Signed for the Official Side, J. Y. BELL (*Chairman*).

Signed for the Staff Side, A. J. T. DAY (*Vice-Chairman*).

The other Sub-Committee, dealing with the Manipulative Grades, was not of direct interest to members of the N.A.W.C.S., and the Association did not secure representation on it. It was, however, given a seat on the *ad hoc* Committee appointed to consider the removal of reservations in the Engineering grades of the Department, and was able to take a leading part in the discussion of this subject. A meeting of this specially convened Committee was held during the year, representative of the Official and Staff interests concerned, together with representatives of the Non-Engineering Council. The Official Side made it clear that it saw no good reason for altering the present position, and it was agreed that no further consideration of the matter shall take place until a full case for removal of reservations had been stated by the N.A.W.C.S.

Public Trustee Office. It is satisfactory to note that women Clerical Officers received their fair share of the recently created higher posts. This development is more fully reported on page 11 under the heading "Up-grading."

PROMOTION REPRESENTATIONS

Following the decision of the Treasury and the Civil Service Commissioners to offer a number of appointments to qualified but unsuccessful candidates at the 1934 Clerical examination, representations were made by the Association to the then Financial Secretary to the Treasury. A letter was sent on July 2nd calling attention to the need for more liberal promotions from the women's sub-Clerical grades. The usual acknowledgment only was received, and later Mr. Rhys Davies put a question to the Minister on this point. Mr.

Rhys Davies asked the Financial Secretary "Whether he was aware of the dissatisfaction among Typists, Shorthand Typists and Writing Assistants at the large number of candidates called up from the last Clerical examination, whether he would safeguard the position of the women's grades." Mr. Duff Cooper replied that not only the grades mentioned but also "S" Class Clerks were eligible for promotion to the Clerical Classes, and that the increased number of appointments from the last competition were due to the needs of the Service. He also pointed out that of 15,000 appointments to the Clerical Classes in the last seven years, only 5,000 had been filled from the open competition; but did not add that the bulk of these 10,000 promotions had not fallen to women.

Following the results of the 1935 examination it again became necessary to approach the Treasury, and a letter was sent to Sir James Rae on December 13th urging the claims of the women's grades. A reply was received assuring the Association that in filling vacancies in Clerical Class complements Departments will continue to give due consideration to the claims to promotion of members of the sub-Clerical classes. The Association views in regard to the large number of candidates called up from the Clerical examinations of 1934 and 1935 were also made known to the Civil Service Commissioners. The Commissioners were strongly urged to limit the number of Clerical Officers declared successful from the examinations and not to deviate from their present policy of holding one examination per year. The Association was given to understand that an opposite point of view was being urged by the Staff Side of the National Whitley Council and that the question of holding two examinations per annum was at present actively engaging the consideration of the Commissioners.

Departmental Activities.

The representations made centrally to the Treasury were followed up where necessary by the Branches as shown below:

Ministry of Agriculture and Fisheries. Representations were made direct to the Department in regard to the promotion of Typists to the Clerical Class. The views of the Association had been constantly put to the Official Side through the Departmental Council, but towards the end of the year the Branch felt that more effective action was necessary and the Director of Establishments had been approached. The Association was assured at the end of the year that facilities would be afforded for an interview.

Board of Customs and Excise. At the end of 1934 the Branch had approached the Department with regard to the inadequate number of promotions to the Executive Grade from the ranks of women Clerical Officers. It is satisfactory to note that early in 1935 two women Clerical Officers (Treasury Class) were promoted to the Executive Grade. In this Department, as the Association has no seat on the Departmental Council, it is necessary to make representations direct to the Official Side.

Ministry of Health. The Branch in this Department took a very active part in the functioning of the Departmental Whitley Council during the year, and one of the principal activities of this Council was to ensure the promotion of officers already serving in the Department as against the appointment of open recruits. The Association was solely charged with the task of ensuring that the women secured their rightful share of promotions and takes some satisfaction in the fact that at the end of the year there had been some forty women promoted to the Clerical Class. The Branch has also been keen to watch opportunities for promotion to the Higher Clerical and Executive Classes.

Ministry of Labour. The Branch takes credit for the improved promotions among women Officers. Thirteen women Clerical Officers were promoted H.C.O., two to Executive Officer and one woman H.C.O. was promoted to H.E.O., and four H.C.O.'s to Staff Clerks. This was a considerable advance on previous years, no doubt due to the continued pressure which had for many years been brought to bear in the Department by the Association. The promotion of the woman H.C.O. to H.E.O. grade was the first of its kind since Reorganization.

Mines Department. The Association representative was active on the Departmental Council in pressing the claims of women for promotion. It is satisfactory to be able to record that although the number of women employed in the Department is only small, three promotions were made to the Clerical Class and one to the Higher Clerical Class.

Ministry of Pensions. In this Department the Association's efforts in regard to promotions were largely confined to representations on the Staff Side of the Departmental Whitley Councils. The promotions avenue for women in this Ministry is still a very grave problem.

Post Office. In the Post Office the increase of work in a number of Headquarters Departments occasioned very heavy pressure among existing staff, and as a temporary measure in one Sub-Department a number of women who had retired on marriage were recalled for work in a temporary capacity. Approaches were made both to the Controller of the Sub-Department concerned, and also to the Personnel Department urging that all complements should be filled, and that vacancies arising on the Clerical Class should be filled by promotion of Writing Assistants and Typists. The Association obtained assurances that the employment of the temporary staff was only provisional and that arrangements were being made to increase the number of promotions. The figures of promotions in the Post Office for 1935 show some improvement on the position as at the end of the previous year. It should also be noted that the Association was instrumental in securing an improvement in the rates paid to the temporary officers.

Ministry of Transport. The Association was active on the Staff Side of the Departmental Council in calling for the setting up of special promotions boards, with a view to filling a number of vacancies from the existing staff. The decision to appoint a number of open recruits was resented by the Branch in view of the large number of senior women fitted for promotion. Representations were accordingly made to the Department, with the result that promotions boards were constituted and a panel of suitable officers was drawn up and a number of promotions subsequently made.

Office of Works. For some years dissatisfaction had been growing among senior members of the Typing Grades. Letters had been addressed to the Director of Establishments from the Association and the matter had also been taken up by other organizations through the Whitley Council. In the summer matters came to a head with the imminence of a number of vacancies. One of the Assistant Secretaries was approached with a request that he should receive representatives of the Association. An interview was arranged at the end of August and a promise obtained that the claims of the senior women in connection with promotion should be specially reviewed. Following an interval of some months a special promotions board was set up and all the senior women were specially considered. The N.A.W.C.S. representative though not a member of the Whitley Council was permitted to appear before the Promotions Board in support of the nominations which had been submitted by her Branch. The results of the reviews were not available at the end of the year.

Promotion Figures.

PROMOTIONS, ETC., TO CERTAIN GRADES		Year ended March 31st.	
		1935	1934
(a)	Writing Assistants promoted to Clerical Class (General and Departmental)	488	489
(b)	(i) Established Shorthand Typists and Clerk Shorthand Typists promoted to Clerical Classes (General and Departmental) ...	87	78
	(ii) Established Typists and Clerk Typists promoted to Clerical Classes (General and Departmental)	41	37
	(iii) Appointments to Superintendent of Typist Grades	16	27
(c)	Promotions of "S" Class Clerks to the General and Departmental Clerical Classes	1,128	449
(d)	General and Departmental Clerical Officers promoted to Executive Grades (General and Departmental)		
	Men	185	76
	Women	6	3
(e)	Appointments to Higher Clerical Grade		
	Men	213	138
	Women	34	39

The Trial Period.

At the last Annual Delegates' Conference in March a resolution was passed pledging the Association to work towards the removal of the trial period for Writing Assistants and members of the Typing Grades on promotion to C.O. rank. Following the passing of this resolution, strong representations were made to the Treasury. Simultaneously negotiations were proceeding on one of the National Whitley Council Sub-Committees on this issue, and shortly afterwards the Association was advised that the Treasury had decided to meet the case in part. The request for the complete abolition of the trial period was not acceded to but it was agreed that Writing Assistants and Typists who passed their trial period successfully should back-date their incremental date on the Clerical scale to the date of the commencement of the trial period.

REMUNERATION

Equal Pay.

Following the meeting in the House of Commons in December of 1934 the Parliamentary Committee was reorganized. A small number of representatives of non-Parliamentary organizations were specially invited to sit on this Committee. Among the representatives were Miss Appleby, President of the N.A.W.C.S., Miss Ford, President of the Council of Women Civil Servants, and Mr. Llewellyn, Chairman of the Staff Side of the National Whitley Council. The Committee was presided over by Colonel Clifton Brown, M.P., who had the support and close co-operation of Major Hills, M.P. The Committee at an early meeting decided to initiate a Debate in the House; enough Members of Parliament signified their interest in the question to ensure time being set aside for the discussion, and the Debate took place on the motion for the Parliamentary adjournment on June 7th, 1935. The case for equal pay in the Civil Service was ably put by Major Hills, Lady Astor, Mr. Lansbury, and Mr. West. Colonel Clifton Brown, Sir Percy Harris, Mrs. Tate and Miss Rathbone

spoke in favour of the general principle of equal pay, and it was clear that the principle evoked support from all Parties in the House. No opposition was forthcoming until the reply was made officially from the Government benches. Mr. Hudson, speaking as Parliamentary Secretary for the Ministry of Labour, produced figures which, in his opinion, went to show that inequality of pay as between women and men had no bearing on the growing number of women securing employment. Mr. Duff Cooper, speaking as Financial Secretary to the Treasury, made it clear that he had no intention of applying equal pay in the Civil Service, even though the cost might be small, stating that he could not recommend this additional commitment until he became convinced of the necessity of the case. His main argument was to the effect that women did not render service equal to that of their male colleagues. The heavier sick leave of women and the potential loss of service owing to the incidence of the marriage bar, in his opinion, meant that women would never in the aggregate be worth the same payment as men, but both these points were treated very superficially, with no attempt at proof by reference to statistics. A summary of the Debate, giving Mr. Duff Cooper's speech in full, and substantial extracts from the other speeches, was immediately prepared by the N.A.W.C.S. and circulated to every member for information, while the refutation of Mr. Duff Cooper's arguments was undertaken in the July issue of *Opportunity*.

Mr. Duff Cooper's statements were greatly resented, not only by women in the Civil Service but by women generally, and also by a number of the Members of Parliament present during the Debate. A special leaflet setting out the fallacies in Mr. Duff Cooper's conclusions was drawn up by a committee of women's societies working in close touch with the Parliamentary Committee, and was widely circulated by this Association and other bodies. The leaflet has been appreciated by the Committees and Officers of many women's societies outside the range of those concerned in compiling it.

The Parliamentary Committee then planned a deputation to the Financial Secretary with a view to refuting the statements made in the House and endeavouring to secure some assurances on the subject of equal pay. The deputation was to be preceded by a mass meeting of Civil Servants and others. Unfortunately, these plans did not mature, owing to the sudden occurrence of the general election. Arrangements were hastily postponed and the opportunity was taken of approaching candidates for Parliament and the Headquarters of the various Parties as to their views on equal pay. The Association Officers had an interview with Lord Stonehaven, the Chairman of the Conservative Party, and letters were received from the Headquarters of the other Parties in relation to the application of equal pay in the Civil Service. The views expressed were, however, non-committal.

Refund of the Half-cut.

Members in all grades have appreciated the wisdom of the Association action in the previous year when the much debated question of consolidation was under review. The refund of the half-cut which was made following the Budget announcement of 1935 has raised the level of Civil Service salaries slightly above the recommendations made in the Report of the Tomlin Commission, and has had the merit of affording a degree of definite stability to the salaries of all grades.

Consolidated Rates for Increments and Allowances.

Following the application of full consolidation the Treasury found it possible to consider the consolidation of increments and allowances. The

scheme for the consolidation of increments has had the effect of shortening the women Clerical Officers' scale and making some slight improvements at a number of the incremental points.

At the end of the year agreement was arrived at on the National Whitley Council with regard to the consolidation of increases on promotion. The amounts of the increases payable under Award of the Industrial Court number 1481 have been consolidated as follows :

Old basic increase	New consolidated increase
£10	£12
£15	£18
£20	£25

In a letter to the Association the Treasury had previously announced the effects of consolidation on special allowances and increases due in respect of the Typing Grades as follows :

" The consolidation of allowances of 2s. and 4s. payable to Copying Typists substituting on Shorthand work became 3s. and 6s. respectively. Allowances of 3s. payable to some members of the Typing Grades who act in the supervisory capacity have been consolidated at 4s. and the more usual supervisory allowance of 5s. became under consolidation 6s."

Superintendents of Typists' Scales.

At the end of 1934 the Association had re-submitted to the Treasury its proposals for an improvement in the pay scales of the Superintendent of Typists' Grades. This claim had been held over pending the settlement of the claims of the basic grades. The Association was invited to send representatives to the Treasury in February to state a case on behalf of the Superintendents and Chief Superintendents, the Treasury making it clear that it could not come to any final decision unless a claim were also submitted by the Association which shared representation with the N.A.W.C.S. in respect of these grades. At the time of the deputation the Association claim was the only one before the Treasury ; but some months later the Association was given to understand that the C.S.C.A. had also forwarded a claim in respect of these grades. From the point of view of the staffs concerned the advantages of prior consultation between the two organizations might appear obvious and despite the previous attitude of the C.S.C.A. it was suggested to them by us, in a letter dated August 7th, that co-operation for the purposes of negotiating the Superintendents' claim would be advisable. The reply of the C.S.C.A. was to this effect :

" I am afraid that we on our side cannot agree that such co-operation would in any way further the interests of either Typists or Superintendents. Indeed, our experience leads us to the conclusion that the reverse would be the case."

In approaching the Treasury again on the matter in the autumn we were informed that consideration of the claims was being held up pending a revision of the formula governing the proportion of Superintendent to basic staffs.

Dictaphonists.

Repeated applications have been made to the Treasury in respect of the remuneration of Dictaphonists. The Treasury reply has been that the Dictaphonists form part of the Copying Typist Class, and that as they were specially mentioned in the statement of case made by one of the organizations before the Industrial Court at the time of the Copying Typist pay claim, the Court

has already given its ruling on the Dictaphonists' case. When the Association disputed this view and asked that the case might be remitted to the Industrial Court, the reply was that as the Dictaphonists were part of the Copying Class this was not possible. The Association thereupon attempted to obtain a hearing from the Court in the first instance of the claim that the case should be heard by the Court; but the rules governing the setting up of arbitration machinery for the Civil Service are not sufficiently clear to admit of this course being taken.

House of Commons Typists' Allowance.

Representations were made early in the year to the Stationery Office in regard to the allowance payable to Copying Typists attached to the Reporting Department. Whilst these staffs had been temporary a fairly substantial allowance had been payable in respect of their special qualifications and night attendances. On their securing establishment the Department reduced the allowance as the staff proceeded up the incremental scale. The Association claim was that the allowance should be as originally fixed and not be diminished by incremental progression. After some correspondence the Department finally proposed that the allowance should be fixed at the sum of 10s. (incl.) irrespective of incremental progression. This did not meet the members' claim in full, but has safeguarded the allowance against further diminution.

Clerk-Typists and Clerk-Shorthand Typists.

Correspondence with the Treasury has taken place in regard to the hours of Clerk-Typists and Clerk-Shorthand Typists. The Association originally claimed that these should normally be seven per day. The Treasury refused to consider this claim and maintained that hours for Typists and Shorthand Typists outside the London area were more normally eight per day than seven per day. The official view was that Clerk-Typists' and Clerk-Shorthand Typists' hours should conform to those normally applying to the Departmental Grades with whom they worked. Meanwhile the organization representing the majority of Clerk-Typists and Clerk-Shorthand Typists in the Board of Trade secured the permission of the Treasury and the Board of Trade to take the case of the grades in this one Department to the Industrial Court, on the understanding that the decision given on this case would have an influence on the hours of the grades generally. The Court awarded against the claim for increased remuneration, but ruled that hours of Clerk-Typists and Clerk-Shorthand Typists should conform to those generally laid down for the Typing Grades. Following this Award the Association has approached the Treasury with a request that the hours of Clerk-Typists and Clerk-Shorthand Typists in other Departments should be reduced where appropriate and that the London area should be defined as being the London Telephone rather than the London Postal Area.

A number of other local claims submitted by the Association have by agreement developed into grading claims.

SUPERANNUATION

Following the issue of the Report of the Superannuation Committee early in the year, the Association approached the Treasury on the question of Typing Grade allowances being assessable for superannuation purposes. It was regretted that these allowances were included in the list of non-assessable emoluments, whereas allowances generally were reckonable. The Treasury

reply indicated that other organizations had been prepared to agree with their proposal and that they were not prepared to reopen the issue.

On the occasion of the presentation of the new Superannuation Bill to Parliament, the Executive Committee decided not to express any opinion on the proposals to cover new entrants by the terms of the 1909 Act. The Executive considered that it had not received a sufficient mandate from the members to authorize it to brief Members of Parliament on the issue. As soon as the Bill received the Royal Assent (June 27th) arrangements were made to have the details of the new scheme set out in concrete form for the information of members. The Association memorandum was widely circulated among members, and expressions of appreciation from all Branches were sent to Head Office.

The Treasury instructions regarding the medical examination of women officers whose health necessitated investigation were carefully considered. It was noted that with the exception of Departments which employed women Medical Officers the general rule was to expect women to undergo medical examination by a specified male doctor. The Treasury was asked to allow those women who wished it to be examined by a woman Medical Officer. A further circular was then issued by the Treasury, meeting to some extent the point put by the Association, but still refusing any concession to women employed in Departments which employed a medical staff but no women Medical Officers.

The Question of Unestablished Service.

One of the clauses of the new Superannuation Bill dealt with this question. It provided that officers who entered the established service after the passing of the Bill might reckon half their temporary service subsequent to this date for Superannuation purposes. Nothing was said in the Bill as to the temporary service of officers already established. The Association considered that the opportunity of having the temporary service issue raised on the Superannuation Bill should not be lost. Approaches were made to Members of Parliament of all parties and in the Committee stage amendments were moved by friendly Members of Parliament which would have had the effect of making the back-service clause retrospective so as to include existing civil servants. Unfortunately this policy had not been supported by the Staff Side of the National Whitley Council, and in replying to those Members of Parliament who moved the amendments, the Financial Secretary made great play of the fact that the bulk of the Civil Service organizations had accepted the Bill as it stood and did not wish to propose any amendments. Under these circumstances the amendments were defeated.

On March 1st representations were made to the Treasury on the question of increasing the gratuity payable to officers retired on age grounds, who were unable to secure establishment by reason of their age. The Association asked that the recommendation in paragraph 769 of the Tomlin Report might be applied to these officers. The Treasury reply was to the effect that the recommendation in question could only have been accepted if the contributory pensions scheme recommended by the Commission had been adopted generally throughout the Service.

UP-GRADING

Public Trustee Office.

During the year there has been some settlement of the protracted discussions on the up-grading of a large number of posts in the Public Trustee Office. Following a joint deputation from the two Associations representing the

Clerical Grades, some years ago a Grading Committee had been set up by the Departmental Council. The Committee had finally recommended the up-grading of some 80 posts from the Clerical to the Executive Class. Full investigation by Treasury officials took place and finally in November it was announced that 22 new posts would be created, 13 were to be Executive and 9 Higher Clerical. There were one or two other adjustments in higher posts. The Association Branch made it clear that whilst it welcomed this improvement in the number of higher posts it still did not regard the question as satisfactorily disposed of. The Public Trustee has announced that investigation into certain blocks of work has still to be made, and the Branch hopes that there may be a further number of higher posts notified later. The Association was asked to make nominations as to candidates to be promoted to these new posts and a list was submitted through the Whitley Council. Of the promotions finally made 13 were women and 9 men.

Savings Bank Department.

Owing to the transfer of the previous Controller and the regrettable illness of the present one, negotiations with regard to the up-grading of work were somewhat delayed. However, interviews took place with the Official Side, and it was admitted that a case had been made out for up-grading some of the work proposed by the Association, and if the Treasury can be induced to view the matter favourably promotion prospects for the Clerical Grade will be improved. It is expected that the new posts will be Higher Clerical rather than Executive.

Board of Trade.

The Association approached the Department early in the year with regard to an improvement in salary for Clerk-Typists employed in the Notice Section. It was considered that much of the work was superior to that normally required of Clerk-Typists and that the whole of the 8 officers employed should be placed on a scale equivalent to that of the Shorthand Writers. Later an interview took place between Association representatives and Departmental officials. Following that interview it was intimated to the Association that the Department were prepared to recommend the up-grading of three of the posts, two to be on an established basis and the third to be held by an unestablished officer. All posts to be of the rank of Departmental Clerk. This proposal was finally accepted by the Association and has now been put into operation.

General Register Office.

Some years ago the Association approached the Department with a view to increasing the remuneration of certain of the Copying Typists who were employed on highly responsible checking work. At that time the Department met the claim by paying a 5s. allowance, but the offer was not regarded as satisfactory by the Association. In 1935, therefore, a further claim was submitted for the payment to the officers in question of remuneration equivalent to that of Clerical Officers. A full and detailed case was submitted by the Association and it is understood that the case has met with sympathetic consideration from the Department and has now been remitted to the Treasury.

Typing Superintendents and Chief Superintendents.

Again the Association has had to submit claims for an improved number of higher posts in the Typing Sections of a number of Departments. In the Ministry of Transport, Inland Revenue Department, Ministry of Health,

Ministry of Labour, Law Courts and Sub-Departments of the Post Office, successful claims have been prosecuted. At the close of the year claims were under consideration for the creation of Chief Superintendships in two Sub-Departments of the Post Office.

Equipment and Accommodation.

In most Branches equipment and accommodation questions have been handled through the Whitley machinery. In the Post Office and the Inland Revenue Department the Association does not represent the Typing Grades on the Whitley Council and, therefore, it has been necessary to approach the Department direct. A claim was submitted early in 1935 for improved accommodation and equipment for the Typing Section of the Personnel Department (Post Office) and this was followed by assurances from the Department, in letters dated February 26th and April 1st, that steps were being taken to meet the Association request. Since then considerable improvements have been made and others are still pending. More satisfactory accommodation has been provided and improved furniture is gradually being introduced.

In the Inland Revenue Department lighting arrangements have been considerably improved following Association representations.

The Association has also had occasion to approach the Stationery Office with regard to the very poor quality of equipment provided in Typing Sections. Paper, carbons and ribbons in many cases have been unsuitable. Promises of investigation have been made by the Stationery Office.

SPECIAL TYPING PROBLEMS

(a) Recruitment.

The Tomlin Commission made certain recommendations regarding future recruitment to the Typing Grades and a special Sub-Committee of the Whitley Council dealt with these recommendations. As the Association was not invited to nominate for the Sub-Committee, its recommendations were sent direct to the Treasury and the Association was invited to meet officials of the Treasury to discuss the Official proposals. The Association has throughout strongly opposed the recommendations of the Report to lower the age of recruitment to the Copying Grade and it has moreover sought to make entrance to the Shorthand Grade more a test of qualifications as a Shorthand Writer than the present examination arrangements allow for. The Whitley Council Sub-Committee (Staff Side) agreed with the Official proposals for the lowering of the age of recruitment and in the Report which was subsequently issued this recommendation was embodied. The Whitley Sub-Committee made no attempt to alter the examination system for the Shorthand Grade. No attempt was made by the Staff Side to make permanent the system introduced in January of 1933 when candidates were examined in the Departments, rather than in a central examination room. The old fee for the examination for the Shorthand Grade has been retained and the policy has been introduced of throwing open the Shorthand examination in provincial areas to candidates not in the Civil Service. This proposal if ultimately applied may react to the disadvantage of present members of the Typing Grades. Indeed it is difficult to see that the Typing Recruitment Report embodies any recommendations which are likely to prove of advantage to the Typing Grades.

In its correspondence with the Treasury the Association made it plain that it could not welcome these proposals, and that it was anxious to see the age

of recruitment retained at 18 and 19 respectively, and the passage from the Copying Grade to the Shorthand Grade made smoother.

In subsequent correspondence with the Civil Service Commissioners the Association put forward the proposal that the time for transcription of the Shorthand passages in both the Shorthand and the Typing Grade examinations should be lengthened. The Commissioners have been interested in this proposal and have asked for substantiating evidence as to the arrangements made in the Society of Arts and Chamber of Commerce examinations. This information has been forwarded to the Commissioners and their final decision is awaited.

One of the reasons why the Association objected to the lowering of the age of recruitment was its opposition to the introduction into the Civil Service of officers removed from their home towns at the low rates of pay appropriate to junior staff. The Official Side had proposed that Typists appointed to the Service below the age of 17 should be appointed at a salary of 30s. per week, this figure to rise to 33s. on the candidates attaining age 17. The Staff Side of the Whitley Council had not agreed these figures and the C.S.C.A. asked the N.A.W.C.S. to support its claim for a starting pay no lower than that appropriate to age 18. The N.A.W.C.S. pointed out that in its opinion a lowering of the age limit would be bound to have some effect on the starting pay of Copying Typists and used the opportunity to stress the need for inter-Association consultation on matters affecting both organizations. It decided to make application to the Industrial Court for a hearing of the issue of no lowering of the salary for Typists recruited below the age of 18. The case was heard by the Industrial Court in December, and its decision given immediately afterwards confirmed the Association's apprehensions. The starting pay for Typists recruited below the age of 17 is to be 30s., at 17 it will rise to 32s., and at 17½ to 34s.

(b) Shorthand Examinations.

There was general dissatisfaction expressed among members of the Association who had qualified at the spring examination for the Shorthand grade but had failed to obtain appointment. The Association made repeated representations both to the Civil Service Commissioners and to the Treasury urging the calling up of all qualified candidates and it is satisfactory to be able to report that these representations were acceded to and all qualified candidates notified of their appointment before the autumn examination was held.

(c) Treasury Proposals for a Typing Grades Committee.

In March the Association received a letter from the Treasury suggesting the setting up of a Typing Grades Committee for negotiation purposes between the Treasury on the one side and the two organizations catering for the Typing Grades on the other side. The reasons set forth in the Treasury letters are significant and read as follows:

"... Whatever may be the position as regards the making of representations, it does not appear to us to be a practicable proposition that as regards these grades we should attempt the almost impossible task of negotiating with two independent organizations, neither of which, taken separately, is fully representative. . . . Experience of double negotiation and double arbitration has convinced me that the present procedure is unbusinesslike, cumbrous and unnecessarily expensive of valuable time, and that it ought not to be allowed to continue. . . . In the case of the 'S' Class the Associations concerned have of their own volition formed

the 'S' Class Joint Committee. I would suggest that there is need for a similar body—such as a Typing Grades Joint Committee—on the Typing side, to cover both the Civil Service Clerical Association and the National Association of Women Civil Servants. . . . I am not of course wedded to it if other means can be adopted for applying the principle of joint recognition in a businesslike way."

The letter in question was signed by Mr. W. R. Fraser on behalf of the Treasury.

The Executive Committee was not slow to see the advantage of the proposals contained in the Treasury letter and fully concurred with the opinion of the Treasury that if negotiations in regard to matters affecting the Typing Grades are to be conducted on a businesslike basis it will ultimately be necessary for these to be conducted in accordance with usual Civil Service procedure. These views of the Executive Committee were communicated to the Treasury. We have subsequently been informed that the other organization referred to in the Treasury letter has not as yet been prepared to adopt the Treasury proposals.

(d) Ratio of Basic to Supervising Staff.

In its many approaches to Departments in regard to the need for the creation of new higher posts in the Typing Sections, the Association has frequently been confronted with the necessity for some clarification of the old formula governing the proportion of higher to lower posts. The original circular dealing with the matter was dated 1916 and this original circular had been modified to some extent by later discussions on the Reorganization Committee of the National Whitley Council. When it later became known that a Sub-Committee of the National Whitley Council was dealing with this question, the N.A.W.C.S. drew up a memorandum with the object of more clearly defining the conditions under which a Chief Superintendent should be appointed and making watertight the one-in-ten rule regarding the appointment of Superintendents. In its proposals the Association has been prepared to admit of some elasticity, but proposed that in all Headquarter Offices the number of Superintendents to basic staff shall bear the relation of one to ten and that Chief Superintendents should not be included in assessing the number of Superintendents.

With regard to the position of Chief Superintendents, it was proposed that these officers should be given the control of provincial staffs, and reference was made to the Association claim for a Senior Chief Superintendentship or Controllership in the larger Departments. At the end of the year it had been intimated that an opportunity would be given to the Association of discussing with the Treasury the proposals which had emanated from the Whitley Council Sub-Committee.

WRITING ASSISTANT PROBLEMS

The main issue facing the Writing Assistant Grade at the commencement of 1935 was the Treasury threat to down-grade much of the Clerical Class work to Writing Assistants, and to super-impose a sub-Writing Assistant Grade on the Service. The Executive Committee lost no time in ensuring that these proposals should receive wide publicity. Women's organizations were advised of the Treasury proposals to extend the all-women's routine grade and to increase to this extent the sex differentiation within the Service. A meeting of London members which was held in February was addressed by Major

Hills, M.P., and was attended by a keen and anxious body of members. The hall was packed to overflowing, and interest generally was aroused throughout the Departments in the stand being taken by the Association. The meeting was useful, not only in calling public attention to the Treasury menace, but also in making known not only to our own members but to others in the sub-Clerical Grades something of the full significance behind these seemingly innocuous proposals. At our Conference the following month the Association accepted the bold counter policy of the complete abolition of the Writing Assistant Grade, and the merging into the Clerical Classes of present members of this class. The Association views both in regard to the proposals of the Treasury and also on its own proposals for the abolition of the grade were communicated in a well-considered statement to the Financial Secretary.

It was pointed out that the actual position of the Writing Assistants was not as satisfactory as it had seemed to the Royal Commission who had visualized the promotion of capable Writing Assistants after some seven years' established service.

"The Association," it was stated, "is seriously alarmed at the terms of the Treasury Memorandum on the future organization of the work in Treasury Clerical Departments. The Association cannot entertain the view that an extension of the range of duties, even when accompanied by the proposed revised scale of salary, adequately compensates for the loss or reduction of the expectation of promotion into the higher grade.

"In all the circumstances, therefore, it is the desire of this Association that the Writing Assistant Grade should be forthwith abolished and its members assimilated into the Clerical Classes. In putting forward this proposal, the Association is not unmindful of the inherent difficulties which were stated before the Royal Commission by official witnesses; nor does it overlook the growth, ever since the date of the Royal Commission's Report, of mechanized processes in connection with work previously regarded as clerical. It does not appear to this Association, however, that the mechanization of certain processes necessarily transfers them into the category of routine work. Some of the machines require a high standard of intelligence for their efficient operation; while there are cases in which the work of machine operators could be more satisfactorily performed if they possessed a general knowledge of the wider clerical duties of which the machine-operating forms a subsidiary part. . . .

"... The Association is . . . unable to understand why the difficulties in the way of assigning these duties to Clerical Officers of both sexes in their early years of service should be regarded as insuperable, especially as the performance of such duties, in conjunction with others, would give a valuable training ground to young officers during their period of training. The relative number of persons employed in the Writing Assistant Grade and in the Treasury and Departmental Clerical Classes do not suggest that the amalgamation of the two groups would throw an unreasonably high proportion of lower-grade duties upon the enlarged Clerical Classes. . . ."

At the end of the year there has been no indication as to what the Treasury attitude in regard to the matter will finally be.

The Association has been vigilant in furthering the cause of Writing Assistants as regards promotion to the Clerical Classes. Reference has already been made above to the action taken by representation to the Treasury, the Civil Service Commissioners and the Departments. We can feel that the result of our pressure has been felt in the Departments and that there has been a tendency to pay more regard to the claims of Writing Assistants.

The Association activities in the Post Office will also benefit the Writing

Assistant Grade during coming years. Its unflinching efforts to ensure the breaking down of all reservations in the Clerical Class cannot but increase the number of vacancies in the Clerical Classes for which Post Office Writing Assistants will in future be eligible.

ESTABLISHMENT OF TEMPORARY STAFF

(a) 1932 Staffs.

One or two matters, arising out of the earlier of the two Temporary Staff Reports, have been dealt with during the year. On October 1st, 1935, Copying Typists who were at their maximum at the time of establishment received their first increment on the established scale. During the same month arrangements were made to deal with the exception from unemployment insurance of unestablished officers who had failed to secure establishment on age grounds.

The concession of the Treasury in regard to an extension of leave for the "S" Class men raised a *prima facie* claim for an extension of leave in the case of women who were affected by the 1932 Report. The Association endeavoured to secure an understanding from the Treasury that the period allowed under the 1932 Report to count for Superannuation purposes should also be taken into consideration in assessing the qualifying period for the additional leave in the Writing Assistant Grade. This proposal the Treasury was not prepared to accede to. The Association thereupon submitted a claim to the Treasury that all members of the Typing and Writing Assistant Grades should have their leave increased to equal that given to the "S" Class men. Here again the Treasury proved adamant. Their reply was to the effect that the men's case was a special case and that their increased leave was given in view of their long periods of prior service.

(b) 1934 Report.

Position of ex-Temporary Shorthand Writers. As soon as the results of the May Shorthand Writers' examination became known, instances appeared of ex-temporary Shorthand Writers who had not been successful in this examination being taken off their shorthand duties and reverted to the Copying Typist Class. Where these reversions were due to the appointment of a qualified Shorthand Writer no complaint arose, but as in a number of Departments where reversions took place temporary Shorthand Writers were still employed who had made no efforts to secure establishment of any sort, considerable dissatisfaction was evinced among the staffs concerned. The Association accordingly approached the Treasury and urged that ex-temporary Shorthand Writers should not be reverted to Copying Grade duties so long as temporary Shorthand Writers were still employed in the Department. These proposals of the Association were followed up by similar proposals from other organizations and joint consultation took place between the Treasury on the one side and the four organizations concerned on the other. Following these consultations the Treasury agreed that the officers concerned should resume their Shorthand duties and remuneration until the results of the November examination became available.

The ex-Temporary Women Clerks. The position of the officers whose establishment derives from the 1934 Report has been the subject of repeated representations by the Association. Most of those concerned who are members of the Association were established in the Post Office, and the Department has been urged to accord Writing Assistant grading to the staffs in question. The Department made it plain that the question was one for Treasury decision.

The Treasury in their turn have made it clear that they are not as yet prepared to give a general instruction for the establishment of these staffs as Writing Assistants. The matter has been raised at the instance of the Association on the Clerical Committee of the Post Office Departmental Council. The Official Side undertook to have the matter specially reconsidered, but by the close of the year there was still no indication of a settlement of the question.

Engagement of Temporary Staffs.

The Association has had occasion to approach the Treasury on the question of the recruitment of temporary Shorthand Writers, and on the age of recruitment of Copying Typists. It has been submitted that no more recruitment of temporary Shorthand Writers should take place. It is the view of the Association that such temporary shorthand work as might arise could adequately be undertaken by Copying Typists, in view of the fact that nearly all Copying Typists are qualified Shorthand Writers at the time of their appointment to the Civil Service. The Association also urged the Treasury to advise Departments not to engage temporary Typists who might be over the age for establishment. At the same time the position of members wishing to transfer to the provinces was brought to the attention of the Treasury. In a letter dated November 4th the Treasury informed the Association

"That they have communicated to Departments their views to the effect that the engagement of temporary Typists and temporary Shorthand Typists should be avoided as far as possible, all vacancies within the permanent complement being notified to the Civil Service Commissioners. They have added that in cases where it is necessary to engage temporary Typists, etc., these should be well within the age limits laid down for recruitment to the established grade, and should be warned to take the examination as soon as possible if they desire other than purely casual employment. . . . My information is to the effect that the Civil Service Commissioners have not failed to advertise either the existence of the provincial transfer list, or to search for suitable candidates when provincial vacancies are reported to them."

"(Signed) W. R. FRASER."

Medical Examination of Certain 1934 Candidates.

Immediately following the declaration of the modified Typists' examination, it became necessary to approach the Civil Service Commissioners with regard to the interpretation of that section of the Report dealing with the medical examination of candidates. In a letter dated June the Commissioners informed the Association that "they would be prepared to dispense with the medical examination where the candidates' Government service has been continuous (or practically continuous) from June 1931, provided the health record as a whole was regarded by the Commissioners as satisfactory."

The usual arrangements with regard to the waiving of the specialist fee were made.

Representations were made during the year to the Treasury in regard to the position of the few staffs still in the Service who were not eligible to take the modified examinations, and who are over age for normal establishment. The position of these officers and of those who have failed the medical examination but, because of comparative shortness of service, have not been given medical reject terms, is one which the Association will have to face when it is possible to estimate the final extent of this problem, that is, when the results of the forthcoming modified examination become known.

STATIONERY OFFICE STAFFS

Early in the year the Stationery Office Branch Committee gave special consideration to the position of the Supervising staffs who, it will be remembered, were the only staff permitted to remain in the Department and at the same time become established, following the Report of the 1932 Committee. In view of the fact that various Departmental claims had either been settled by negotiations or as a result of Industrial Court decision, the Branch considered that no further delay should elapse in referring to the Department the claim for improved remuneration for the Superintending Grades. A case was submitted involving improved remuneration for the grades concerned, and an interview took place between representatives of the Association and the Second Secretary some months later. The Department made it clear that in their view delay would arise by dealing with the case as an Association case and that this delay would be obviated if the Association put the case through the Departmental Council. The Official Side pointed out that the Association claim would have repercussions on other grades in the Department, and that in their view it would more conveniently be dealt with on the Whitley Council. With some reluctance the Branch agreed to remit the case to the Staff Side of the Whitley Council; a special meeting was convened, attended by the General Secretary of the Association. At this Committee it was agreed to set up a small sub-committee to prepare the case of the Supervisors and to consider at the same time the submission of a case for the basic grades. It is understood that the Committee has prepared its recommendations but that the statement of case was not ready for submission to the Official Side at the end of the time covered by our Report. The Branch has, in the meanwhile, been successful in securing a few up-gradings from Grade IV to Grade III and a number of promotions have taken place.

INDIVIDUAL CASES

As usual Headquarters have dealt with a number of individual cases where advice and assistance has been required. As is perhaps inevitable a large proportion of these cases are those of members who are not attached to Departmental Branches and so are deprived of the opportunities of consultation with Branch Secretaries. Particularly those members who reside in provincial areas where as yet the Association has not been able to establish any branch, seek guidance from Headquarters officials on numbers of points affecting their official status. The cases dealt with have ranged themselves mainly under the following headings:

Advice in regard to promotion opportunities, and assistance in regard to pass over for promotion.

Transfer cases, queries regarding superannuation matters and assistance in regard to retirement on sickness and age grounds.

The number of queries arising in connection with the new Superannuation Act has been much lighter than was originally anticipated. The lucid explanation set out in the Association memorandum has been advanced as the reason for this.

GENERAL ASSOCIATION POSITION

Membership.

The number of new members enrolled during the year was 684. The Association membership at the close of the year was 6,170. It is satisfactory to be able to record that the majority of Branches show an increase in

Association subscriptions as compared with last year's figures. The growth of Association membership is slow but steady.

Representation on Whitley Bodies.

There has been little change during the year in the Association representation on local Departmental Councils. The Association is indebted to representatives who have given of their time and energies to act on its behalf in the following Departments:

Agriculture and Fisheries	...	Miss D. McKenzie.
Education	...	Misses Hill* and Parker.
Export Credits	...	Miss Major.
Foreign Office	...	Misses Ormiston and Tinkler.*
General Register Office	...	Miss Farman.
Health	...	Misses Anderson, Chapman, and Batten*
Labour	...	Miss James.
„ Kew Office Committee	...	Miss James.
Mines	...	Miss Mitchell.
Pensions	...	{ Miss Caldcleugh.* Miss Jackson, Clerks. Miss Bastain, Writing Assistants. Miss Element, Typists.
Post Office	...	Misses Evans and Lawrie.
Clerical Sub-Committee	...	Misses Evans, O. H. Jones* and Price.
A.G.D. Office Committee	...	Misses Worsfold and Endersbee.
L.T.S. Committee	...	Miss Cooke.
M.O.D. Committee	...	Misses Lawrie and Thwaites.
S.B.D. Committee	...	Miss E. McFarlane.
Committee on Women's Questions	...	Misses Argyle* and Evans.
Public Trustee Office	...	{ Miss Dingle, Clerks. Miss Browne, Typing Grades.
Transport	...	Miss Gunning.
Treasury	...	Miss H. Painting.
Stationery Office	...	Misses Edwards and Brown.
War Savings Committee	...	Misses Geer* and Gilchrist.
Edinburgh Branch	...	{ Miss Campbell, Dept. of Health. Miss McAuslane, Post Office. Miss Miller, Scottish Education.

* Members of Higher Women Officers' Association.

Conference of Association Whitley Representatives.

In May a meeting was held of Association representatives on a number of the Departmental Councils, with a view to ensuring more concerted action on the part of Association representatives generally. Discussion at this meeting mainly centred round progress made in regard to the application of the Report of Committee "F." It was agreed that Conferences of representatives should be held at quarterly intervals. At a later Conference held in the autumn discussion took place on promotion procedure.

Committee Representation.

The following figures indicate the attendance of Executive Committee members at the various meetings which have been held during the year:

President	...	Miss Appleby	...	22
Vice-Presidents	...	{ Miss Bastain	...	19
		{ Miss Swire	...	21
Hon. Treasurer	...	Miss Davidge	...	14
		{ Miss Curran*	...	4
		{ Miss Haliday**	...	11
		Miss Edgington	...	21
		Miss Element*	...	5
		Miss Fowler†	...	4
		Miss Gale*	...	4
		Miss Godwin	...	17
		Miss Goode**	...	12
		Miss Harding	...	22
		Miss Hinchy	...	12
		Miss Holmes**	...	6
Elected Representatives (including Grade Committee representatives)	...	{ Miss Horsfall*	...	3
		{ Miss Coe**	...	12
		Miss James*	...	6
		Miss Lawrie	...	18
		Miss Orr*	...	6
		Miss Parker	...	12
		Miss Pitt**	...	12
		Miss Price	...	18
		Miss Russell	...	10
		Miss Smith†	...	5
		Miss Tinworth**	...	12
		Miss Tucker*	...	4
		Miss Worsfold	...	15
Higher Women Officers' Association	...	{ Miss Lyle	...	4
		{ Miss Orchard	...	7
		{ Miss Dodd***	...	9
		{ Miss Cohen***	...	15

Possible number of attendances, 22.

* Member for first three months only.

** Member from April.

*** Seats shared. † Co-opted.

The Grade Committees.

Useful work in regard to the formation of the Association policy on matters of special interest to the various grades has been undertaken during the year on the four Grade Committees. Attendance at the Clerical and Typing Committees has been consistently satisfactory. The Writing Assistants Committee has suffered from the success of the Association's efforts to secure more promotions from the grade. Some of the keenest of the Association workers have been among those to secure promotion. The Superintendents Committee has met quarterly.

Collectors' Meetings.

With a view to enlightening the newly appointed collectors in regard to matters of Association policy and on Service questions generally, a series of meetings for Collectors has been held during the winter and autumn months. The subjects discussed at the meetings have been:

The Association History, The Association and Whitleyism, and The Association Policy for the Various Grades.

New Branches.

It is satisfactory to be able to report the definite establishment of branches for the Taxes and Collections Service, and for the Board of Trade. Hitherto members employed in these services have been connected with the Association by means of groups. This has made representations to the Department on behalf of the whole membership in these Departments somewhat difficult, and the establishment of Branch Committees functioning on normal lines marks a definite advance in regard to the perfection of Association machinery in these two Departments.

Representation on Outside Bodies.

League of Nations Union. The Association has maintained its connection with the Women's Committee of the L.N.U. during the year. Miss L. Godfrey has acted for a further twelve months as the Association representative and our grateful thanks are due to Miss Godfrey for her services. Meetings have been held principally during the day-time and Miss Godfrey has attended these meetings at no light inconvenience to herself. The Women's Committee took a prominent part in the work of the National Peace Declaration and the Association gave publicity to the work of the Declaration Committee through the pages of *Opportunity*. In response to an appeal for funds a donation of £10 was forwarded to the Declaration Committee from Headquarters funds.

Workers' Educational Association. Miss Godwin has again undertaken useful work for the Association by her attendance at the Women's Committee of the W.E.A.

British Women's Hospitality Committee. The Executive Committee received the resignation of Miss Hinchy as their representative on the British Women's Hospitality Committee with great regret. On her appointment as Assistant Inspector to the Insurance Department, Ministry of Health, Miss Hinchy was transferred to the North of England and she has had to discontinue her many Association activities. Miss Hinchy's place on the Hospitality Committee has been taken by Miss Robbie of the Higher Women Officers' Association.

"Opportunity."

The Editor and Sub-Committee wish to thank all members and friends of the Association who contributed to the pages of *Opportunity* during the year, and who thus imparted to the paper a variety and interest which it could not otherwise have had.

In view of this varied appeal, it is a matter for regret that the circulation, although satisfactorily maintained at the usual level, did not show any substantial increase. In default of such increase, it was necessary to consider seriously the expense entailed by the Sub-Committee's policy of steady improvement and enlargement of the paper, and with great reluctance some of the more costly features of this policy had to be curtailed (temporarily, it is hoped) during the latter part of the year.

The serious business of upholding the policy and general outlook of the Association in the eyes of readers both outside and inside its ranks, which is the chief reason for the existence of *Opportunity*, was duly maintained not only through the editorial columns but also by means of contributed articles on subjects of Service or equalitarian interest. In response to a request, a series of seven articles specially written "For the New Member" was published

during the course of the year. Its object was to give simple explanations of fundamental matters of Service organization and Association principles, for the guidance of newcomers; but unfortunately no information seems to be available from Branches as to the success or otherwise of this experiment.

Largely for financial reasons, the number of supplements containing detailed special information was confined to two, which appeared in January and April. Topical information in a less extended form was, however, given throughout the year in the body of the paper; while local news and notes were published on behalf of all Branches which considered it worth while to submit them.

The correspondence columns, as in previous years, were strangely neglected, and throughout the entire year there was but one letter from within the Association. Holiday articles suffered an astonishing decline, being reduced to two, and it appears that the editorial request that they might be accompanied, where possible, by snapshots may have had a generally deterrent effect which was neither intended nor foreseen and which is much deplored. As some compensation for this deficiency, reports were published of six of the Association outings, written by representatives of the respective groups of members.

Book reviews throughout the year, and criticisms of Civil Service plays during the season of drama, have become established features of *Opportunity*, and were duly maintained in 1935. In addition, reports of horticultural and other shows in the Departments, notes of the activities of Social Service Associations, and miscellaneous items of local or general interest were published from time to time as occasion arose and space permitted.

Pictorial illustrations included three cartoons and seven photographs, some of the latter being editorial and others submitted by members. In June the series of cross-word puzzle competitions, which had continued since November 1933, was brought to an end, and in October there began a non-competitive series of acrostics, very kindly contributed by a member of the Association.

The only change in the make-up of the paper during the year was the adoption of varying sizes of type for different items, and it is hoped that this innovation, by breaking the monotony of the pages, has made the journal easier and more attractive to read. Here again, however, responsible criticism through Branch Secretaries, which in this and other matters would have been invaluable to the Sub-Committee, has been conspicuous by its absence.

Benefit Claims.

The claims on the Fund this year have been unusually light so that as will be seen from the Balance Sheet it has been possible to add substantially to the reserve funds. In view of the fact that ever since the inauguration of the Benefit Fund there has been a substantial surplus of income over expenditure each year, the Executive Committee has agreed to recommend to the Delegates the addition of a further benefit by the provision of leaving gratuities for members dismissed from the Service on age grounds, without pension.

Benevolent Fund.

As will be seen from the Balance Sheet the sum donated from the Branches has increased this year. Fewer cases have been dealt with during the year and no applications have been turned down; several members in financial difficulties have been helped with loans.

The Executive Committee has had under consideration the question of altering the rules of the Benefit Fund to enable those members who retire on age grounds without pension to receive grants which it is not possible to allow from the Benevolent Fund.

Several Branches who did not contribute to the Fund in 1934 did so in 1935, and the Executive Committee wishes to thank those Branches and individual members who have subscribed to the Fund, particularly the Post Office Savings Bank Branch, which inaugurated a concert and handed £13 to the Fund.

Medical Facilities.

By courtesy of the National Federation of Professional Workers the Association has been able to continue its specialist service for the use of members. The service has grown extensively of late years and it can roughly be said to cover all parts of the country.

Library and Banking Facilities.

The number of members who used the Library facilities during the year showed an increase on last year's figures. The number who applied for "Boots" forms was 656; W. H. Smith's Library has now been added to the scheme, and arrangements made for enrolling members under the Times Book Club Scheme. Members have continued to avail themselves of the free service supplied by the five big Banks to Association members.

Diaries and Calendars.

The sale of Diaries and Calendars has been up to the usual standard. The Association is indebted to the members who acted as the Diary Committee, and were responsible for the publication of this year's Diary.

The Association Banner.

Arrangements were made during the year for the production of the Association Banner. Designed in the Association colours the Banner bears the Association emblem and has already proved a useful asset at public meetings.

Holiday Book.

It was decided during the summer months that steps should be taken to produce a Holiday Book for the 1936 season. A small committee was set up to assist in its preparation. It was decided that the Book should contain only addresses which were specially recommended by the membership, and that no efforts should be made to secure advertisements on a wholesale basis. Members were invited in a circular sent out in the autumn months to submit recommended addresses, and it is satisfactory to be able to report that the response of the membership has made possible the production of a Book for the 1936 season.

Social Activities.

Nearly 900 members attended the outings during 1935—a considerable increase on 1934. The most popular proved to be those arranged to Limehouse, Canterbury, the Docks, Cambridge, Oxford and the Croydon Air Port. It was decided to ask branches to arrange their own outings for places like Lloyd's, the Old Bailey, Drapers' Hall, etc., as in these cases the numbers are limited and it was found that all members wishing to go could not be taken by Head Office.

The Executive Committee wishes to thank those individual members who acted as guides on the outings.

The Annual Dinner.

Apart from the normal social events, mention must be made of the very successful annual dinner held in conjunction with the Conference in the spring. Some 300 members and their friends again attended the Dinner and the Association was fortunate in having as guests Sir Donald Banks, Colonel Clifton Brown, M.P., and Miss Violet Markham, a member of the Unemployment Assistance Board. In addition, a number of the principal officials of the larger Departments also honoured the Association by accepting invitations. The annual dinner has now become one of the regular features of the Association social activities and has always been pronounced an outstanding success.

Shopping List.

The shopping list has again been in great request among the new members. A number of new firms have been added to the list and necessary alterations have been made from time to time.

In Conclusion.

The Executive Committee would again take this opportunity of conveying to the Branch Officers, Committee members and Collectors, and also to those who have served on Headquarters Sub-Committees, their grateful appreciation for the splendid work which has been done during the year. The day-to-day work of interesting newcomers in the Association activities and in taking forward minor cases for the consideration of Departmental officials must of necessity be left to the Branch Officers to undertake. Without a loyal and devoted band of workers it would be impossible for the Association to function and there is no doubt that the continued success and growing activity of the organization is due very largely to the splendid support displayed in all the various branches.

DOROTHY EVANS, *General Secretary.*

HONORARY TREASURER'S REPORT

The Treasurer has pleasure in presenting the Balance Sheet for the year 1935, together with the Income and Expenditure Accounts of the General Fund, the Equal Pay Reserve Fund, the Benefit Fund and the Benevolent Fund.

The total assets of the Association show an increase of £354 3s. 6d. over those obtaining on December 31st, 1934. It will also be noted that the market value of the Stock held by the various funds was approximately £4,745 3s. 10d. on December 31st, 1935, which shows an appreciation of £368 13s. 4d. over the purchase price, viz., £4,376 10s. 6d.

In consequence of the instructions received from the Annual Conference of 1935 the Officers' Guarantee Fund was set up by the transfer of £303 3s. 11d. 3½ per cent. Conversion Stock from the General Fund. This amount of Stock represents the sum authorized for the setting up of the Fund together with the income accrued thereto during 1935, and the amount which is now set aside annually to maintain the Fund.

Equal Pay Reserve Fund.

The income and expenditure account of this fund shows considerable activity for the year. In view of the increased expenditure from this account the Trustees decided to transfer one half only of the dividends received on the 3½ per cent. War Stock to the General Account.

Benefit Fund.

This fund shows considerable excess of Income over Expenditure for the year. Claims have been few and, as the fund is now exempt from Income Tax, the expenses low. During the year £262 5s. (nominal value £250) was invested in 3 per cent. Conversion Stock.

Benevolent Fund.

There is also a good balance of Income over Expenditure in this account. The income from subscriptions is approximately 50 per cent. higher than that of the year 1934. An appreciable increase is also shown in the amount received as shopping commission.

£262 5s. od. (nominal value £250) was invested in 3 per cent. Conversion Stock during the year.

Branch Funds.

Balances in the hands of Branch Treasurers on December 31st, 1935, amounted to £268 17s. 4d. As in previous years Branches not requiring the full 15 per cent. of the subscriptions for working expenses forwarded the balance to Headquarters as subscriptions to the Benevolent Fund. £5 4s. 6d. was thus received.

The Treasurer desires to express her appreciation and thanks to the Branch Treasurers and other officers for their work and help during the year.

V. A. DAVIDGE,
Hon. Treasurer.

THE NATIONAL ASSOCIATION OF

Balance Sheet

CAPITAL AND RESERVES	
Balance per last Account	£ 1,200 0 0
Income over Expenditure for the year	£ 354 3 6
Total	£ 1,554 3 6
BALANCE SHEET	
As at 31st December 1935	
ASSETS	
General Fund	£ 1,200 0 0
Equal Pay Reserve Fund	£ 100 0 0
Benefit Fund	£ 200 0 0
Benevolent Fund	£ 54 3 6
Branch Funds	£ 268 17 4
Total	£ 1,822 17 4
LIABILITIES	
Capital	£ 1,554 3 6
Total	£ 1,554 3 6

The Treasurer has pleasure in presenting the Balance Sheet for the year 1935, together with the Income and Expenditure Accounts of the General Fund, the Equal Pay Reserve Fund, the Benefit Fund and the Benevolent Fund.

THE NATIONAL ASSOCIATION OF BALANCE SHEET

		CAPITAL AND LIABILITIES.			
		£ s. d.		£ s. d.	
BENEFIT FUND—					
Balance per last Account	...	1,285	14	6	
Add Excess of Income over Expenditure for the year	...	185	18	9	
		1,471 13 3			
BENEVOLENT FUND—					
Balance per last Account	...	393	12	9	
Add Excess of Income over Expenditure for the year	...	122	13	10	
		516 6 7			
EQUAL PAY RESERVE FUND—					
Balance per last Account	...	1,250	4	8	
Less Excess of Expenditure over Income for the year	...	38	1	0	
		1,212 3 8			
OFFICERS' GUARANTEE FUND—					
Transfer from General Fund	...	246	0	0	
Transfer from Income and Expenditure Account	...	70	0	0	
Interest on Investment	...	4	2	0	
		320 2 0			
GENERAL FUND—					
Balance per last Account	...	1,954	3	11	
Less Transfer to Officers' Guarantee Fund	...	246	0	0	
		1,708 3 11			
Less Excess of Expenditure over Income for the year	...	33	18	6	
		1,674 5 5			
Add Profit on Transfer of Investment	...	57	0	0	
		1,731 5 5			
Sundry Creditors	...	38	10	7	
		1,769 16 0			
		£5,290 1 6			

We have examined the above Balance Sheet with the Books and Vouchers of the Association and taken and valued by your officials. Subject to the foregoing observation, in our opinion such Balance affairs, according to the best of our information and the explanations given to us and as shown by

13-14 Dartmouth Street, Westminster, S.W.1.
19th February, 1936

WOMEN CIVIL SERVANTS

31st DECEMBER, 1935.

		ASSETS			
		£ s. d.		£ s. d.	
BENEFIT FUND—					
Cash at Bank	...	103	10	2	
Cash on Deposit (Post Office Savings Bank)	...	15	7	1	
Investments—£500 3½% War Stock...	...	500	0	0	
£150 3½% Conversion Stock	...	154	0	6	
£400 4½% Conversion Stock	...	436	10	6	
£250 3% Conversion Stock	...	262	5	0	
		*1,352 16 0			
		1,471 13 3			
* Value at 31st Dec., 1935, approx. £1,397.					
BENEVOLENT FUND—					
Cash at Bank	...	44	18	0	
Cash on Deposit (Post Office Savings Bank)	...	3	17	1	
Investments—£200 3½% Conversion Stock	...	205	6	6	
£250 3% Conversion Stock	...	262	5	0	
		*467 11 6			
		516 6 7			
* Value at 31st Dec., 1935, approx. £477 1 3.					
EQUAL PAY RESERVE FUND—					
Cash at Bank	...	12	3	8	
Investment—£1,200 3½% War Stock	...	*1,200	0	0	
		1,212 3 8			
* Value at 31st Dec., 1935, approx. £1,272 15 0.					
OFFICERS' GUARANTEE FUND—					
Transfer from General Account—*£303 3s. 11d. 3½% Conversion Stock...	...				320 2 0
		* Value at 31st Dec., 1935, approx. £326 14s. 0d.			
GENERAL FUND—					
Office Furniture:					
Per last Account	...	150	13	3	
Additions	...	25	12	6	
		176 5 9			
Less Depreciation at 10%	...	17	12	6	
		158 13 3			
SUNDRY DEBTORS	...				64 6 4
SUBSCRIPTIONS OUTSTANDING	...				33 6 2
INVESTMENTS—£300 3½% War Stock	...	300	0	0	
£350 13s. 6d. 4% Funding Loan	...	298	19	0	
£806 18s. 5d. 3½% Conversion Stock	...	700	4	0	
Less Transfer	...	303	3	11	
		503 14 6			
3½% Conversion Stock to Officers' Guarantee Fund...	...	263	2	0	
		437 2 0			
		*1,036 1 0			
* Value at 31st Dec., 1935, approx. £1,271 13s. 7d.					
STOCK OF BADGES	...				19 8 6
CASH AT BANK AND IN HAND—					
On Current Account	...	230	9	0	
Home Safe Deposit	...	226	1	4	
In Hand	...	1	10	5	
		458 0 9			
		1,769 16 0			
		£5,290 1 6			

have obtained all the information and explanations we have required. The stock of Badges has been Sheet is properly drawn up so as to exhibit a true and correct view of the state of the Association's the Books of the Association.

E. WATTS & Co.,
Chartered Accountants—Auditors.

THE NATIONAL ASSOCIATION OF INCOME AND EXPENDITURE ACCOUNT FOR

EXPENDITURE	£	s.	d.	£	s.	d.
To OVERHEAD EXPENSES—						
Rent, Gas and Electricity	225	11	8			
Telephone	19	5	11			
Salaries and National Insurance	963	11	6			
Transfer to Officers' Guarantee Fund	70	0	0			
Stationery and Printing	289	16	9			
Postage	144	16	3			
General Office Expenses	60	3	4			
Cheque Books	1	13	4			
Insurance	7	1	9			
Audit	10	10	0			
				1,792	10	6
„ EXPENSES OF PUBLICATIONS—						
Opportunity	484	15	3			
Other Publications and Reports	16	18	0			
Calendars	30	7	2			
Diaries	134	13	9			
				666	14	2
„ CONFERENCES, MEETINGS AND SOCIAL EVENTS—						
Association Conference	57	13	4			
Dinner	106	8	11			
Women's Freedom League Dinner	13	0				
Peace Declaration Meeting	1	5	0			
Rambling and Social Events	139	6	3			
				305	6	6
„ OFFICERS' AND COMMITTEE EXPENSES						
GRANTS TO BRANCHES FOR DEPARTMENTAL WHITLEY PURPOSES						
PROPAGANDA						
PRESS CUTTINGS						
PURCHASE OF TICKETS—						
Royal Academy	33	6	0			
Courtauld-Sargent Concerts	41	1	0			
				74	7	0
„ PURCHASE OF BADGES						
PURCHASE OF BANNER						
CIVIL SERVICE HORTICULTURAL FEDERATION PRESENTATION ROSE BOWL						
SUBSCRIPTIONS AND DONATIONS						
TRANSFER TO BENEFIT FUND	221	14	4			
INCOME TAX	22	11	0			
DEPRECIATION OF FURNITURE AT 10%	17	12	6			
„ BALANCE—Excess of Income over Expenditure, carried to Balance Sheet						
				£3,308	12	4

EQUAL PAY INCOME AND EXPENDITURE ACCOUNT FOR

EXPENDITURE	£	s.	d.
Donations	23	0	0
Statistical and Literary Work	9	9	0
Printing	17	7	9
Postage	7	16	9
Purchase of Tickets for Teachers' Equal Pay Meeting	1	5	0
Bank Charges	2	6	
Transfer to General Fund: Interest on War Loan	21	0	0
	£80	1	0

BENEFIT INCOME AND EXPENDITURE ACCOUNT FOR

EXPENDITURE	£	s.	d.
Printing	18	6	
Cheque Book	4	2	
Claims Paid	80	0	0
Balance, carried to Balance Sheet	185	18	9
	£267	1	5

WOMEN CIVIL SERVANTS THE YEAR ENDED 31st DECEMBER, 1935.

INCOME	£	s.	d.	£	s.	d.
By SUBSCRIPTIONS AND AFFILIATION FEES—						
Gross	2,691	9	10			
Less Deductions	349	8	7			
				2,342	1	3
„ RECEIPTS FOR OFFICE WORK, STATIONERY, ETC.—						
For Branches	26	7	9			
„ Insurance Commission	1	11	4			
				27	19	1
„ PROCEEDS OF PUBLICATIONS—						
Opportunity Subscriptions	246	4	0			
„ Advertisements	111	3	5			
Calendars	34	6	3			
Diaries	154	19	5			
Women in the Civil Service	1	8	0			
				548	1	1
„ PROCEEDS OF MEETINGS AND SOCIAL EVENTS—						
Dinner	62	8	0			
Rambling and Social Events	141	0	10			
Peace Declaration Meeting	1	4	0			
				204	12	1
„ SALE OF TICKETS—						
Royal Academy	32	16	0			
Courtauld-Sargent Concerts	41	1	0			
				73	17	0
„ SALE OF BADGES						
TRANSFER FROM EQUAL PAY RESERVE FUND—						
Interest on ar Loan						
INTEREST ON INVESTMENTS AND DEPOSIT						
„ BALANCE Excess of Expenditure over Income carried to Balance Sheet						
				21	0	0
				54	4	1
				33	18	6
				£3,308	12	4

RESERVE FUND THE YEAR ENDED 31st DECEMBER, 1935.

INCOME	£	s.	d.
Interest on War Stock	42	0	0
Balance, carried to Balance Sheet	38	1	0
	£80	1	0

FUND THE YEAR ENDED 31st DECEMBER, 1935.

INCOME	£	s.	d.
Interest on Investments and Deposit—Interest	4	12	1
Dividend	40	15	0
Transfer from General Fund (Proportion of Subscriptions)	221	14	4
	£267	1	5

BENEVOLENT FUND

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st DECEMBER, 1935.

EXPENDITURE		£	s.	d.
Grants		38	0	0
Cheque Book			4	2
Balance, carried to Balance Sheet		122	13	10

INCOME		£	s.	d.	£	s.	d.
SUBSCRIPTIONS—							
From Branches							
Board of Education		3	13	6			
Civil Service Commission		10	3				
Customs and Excise Department		5	0				
Foreign Office		2	10	0			
General Register Office		2	11	11			
G.P.O., A.G.D.		16	0				
L.T.S.		3	14	0			
M.O.D.		6	5	6			
S.B.D.		19	13	11			
Inland Revenue Department		6	4	0			
Land Registry		1	5	11			
Law Courts		2	12	2			
Ministry of Health		7	11	10			
Ministry of Labour, Kew		4	0	7			
S.E.D.O.		1	1	0			
Ministry of Pensions (C.O.'s and W.A.'s)		2	2	0			
H.Q. Typists		2	8	1			
Ministry of Transport		1	4	9			
Mines Department		1	5	10			
National Savings Committee		1	3	6			
Office of Works		12	8				
Public Trustee Office		9	14	6			
Stationery Office		4	3	10			
Taxes		2	9				
Treasury		5	0				
War Office		2	7				
Higher Women Officers' Association		10	10	0			
Individual received at Headquarters			95	6	1		
Loan Repayments			2	11	11		
Shopping Commission			18	10	0		
Interest on Deposit and Investment			33	6	11		
Receipts from House of Commons Outing Collection			10	17	1		
			6	0			
			95	6	1		
			2	11	11		
			18	10	0		
			33	6	11		
			10	17	1		
			6	0			
			160	18	0		

£160 18 0

£160 18 0

