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REPORT

of the

COUNCIL OF WOMEN CIVIL SERVANTS

(APPROVAL No. 202 C.S.)

1940.

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Names and Addresses of Officers.

Chairman:

MISS D. IBBERSON, Assistance Board, Thames House, S.W.1.

Vice-Chairman:

Miss A. H. M. Kilroy, Board of Trade, Gt. George Street, S.W.1.

Hon. Treasurer:

Miss C. M. Ellis, H.M. Inspector of Taxes, Shepherd's Bush District, Broadway Chambers, W.6.

Hon. Secretary:

DR. C. M. McDowell, Civil Service Commission, 6, Burlington Gardens, W.1.

Hon. Assistant Secretary:

MISS M. A. STOCKS, Ministry of Labour, Montagu House, Whitehall, S.W.1.

Executive Committee.

Miss R. M. Glen, O.B.E., Staple Hall, Stone House Court, Houndsditch, S.E.3.

Miss A. W. Hastings, H.M.I. Factories, 3A, Cleveland Road, W.13.

MISS W. M. IRVING, H.M.I. Factories, Wigan, Lancs.

Miss A. H. M. Kilroy, Board of Trade, Gt. George Street, S.W.1.

Miss S. E. Lehfeldt, 12, Queen Anne Terrace, Cambridge.

Dr. C. M. McDowell, Civil Service Commission, 6, Burlington Gardens, S.W.1.

Miss A. M. Rothbarth, 30, Quex Road, N.W.6.

MISS E. A. SHARP, Ministry of Health, Whitehall, S.W.1.

Co-opted Members.

Miss A. L. Anderson, Board of Education, Shallow Waters, Riverside, Staines, Middlesex.

Miss H. M. Nichols, Money Order Dept., G.P.O., London, N.7. Mrs. A. M. Reisner, 24, Ranulf Road, N.W.2.

Standing Sub-Committees.

Finance.

MISS C. M. ELLIS, Convener.

MISS ROGERS.

Mrs. Gulland.

DR. HORNER.

MISS M. CLAYTON.

MISS E. ANDERSON.

Journalistic.

MISS IRVING. MISS J. HOPE-WALLACE, Convener. MISS TAFF.

Recruitment.

Miss W. M. Fox, Convener.

Miss Shuckburgh.

MISS E. ANDERSON.

Miss Irving. Miss Goodfellow.

Hospitality.

MISS B. GREEN, Convener.

MISS E. ANDERSON.
MISS LEHFELDT.

Miss Rothbarth.

Standing Sub-Committees-contd.

Pav. MISS W. M. SMITH, Convener.

MISS E. T. HYSLOP. MISS O. M. E. PRICE. MISS K. R. ANDREW. MISS M. DARLOW. MISS D. C. KELLY. MISS E. H. PRATT. MISS M. A. STOCKS. MISS D. B. FLETCHER. MISS A. G. PERRY. MISS N. M. HARRIS. MISS M. PRICE.

All officers are ex-officio members of the standing Sub-Committees.

Committee of Representatives.

Admiralty	-	-	Miss K. Lewis
Agriculture, Ministry of	-	-	MISS PRATT
British Museum	-3030	-3	MISS E. SENIOR
British Museum (Natural History)	-	-	Miss D. E. Trewavas
C.S. Commission	-	-	MISS McDowell
Control, Board of	-	-	MISS McFarlane
Education Doubles			MISS BASTABLE
Education, Board of			Miss Shuckburgh
,, ,, (Victoria and Alber	t Mus	eum)	MISS M. CLAYTON
Foreign Office	-	- '	Miss Lunn
ALCOHOLD THE RESIDENCE OF THE PARTY OF THE P			Miss Black
Health, Ministry of		-	MISS WILSON
Welsh Board of Health -	_	_	MISS S. EVANS
Home Office	_	-	Miss D. Johnson
,, ,, (Factory Dept.) -	-	-	MISS H. MOSELEY
Office of High Commissioner for	India	_	MISS C. H. BOSE
Inland Revenue, Board of -		_	Miss le Huquet
		(MISS REES
Labour, Ministry of	-		Mrs. Reisner
			MISS TAIT
Land Registry	_		MISS KIRKBY-GOMES
National Physical Labaratory	_	_	Mrs. Haughton
Pensions, Ministry of	-	-	MISS HYSLOP
Post Office (A.G.D.)	-	-	Miss Keith
" " (M.O.D.)	-	_	Miss Nichols
,, ,, (S.B.D.)		_ 38 88	MISS HUDSON
Public Trustee Office	-	_	MISS AYRES
Solicitor General's Department	-	_	MISS C. K. BRIDGEWATER
Trade, Board of	-	_	Miss Kilroy
Transport, Ministry of	_	_	MISS JOHNSTON
Unemployment Assistance Board	_	-	MISS GLEN
War Office	_	_	MISS D. B. FLETCHER
Office of Works	-	- 37	MISS JENKINS
Scottish I	Denai	rtme	
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Department of Agriculture -	٠,		MISS McLEOD
General Board of Control (Scotlan			Miss K. Fraser, M.D.
Scottish Education Dept	-	-	Miss C. G. O'Connor

Dept. of Health for Scotland -MISS D. SPENCE ALLAN National Library of Scotland MISS A. CALDERWOOD Scottish Juvenile Welfare MISS H. R. HARRISON H.M. Register House, Edinburgh -MISS G. G. MACGREGOR

Note.—All Members of the Executive Committee and all Regional Secretaries are ex-officio Members of the Committee of Representatives.

Names and Addresses of Regional Officers.

London and South-Eastern Region.

Chairman: Miss A. W. HASTINGS, 3A, Cleveland Road, W.13.

Region I.

Secretary: Miss R. BASTABLE, 64, Briarwood Road, S.W.4.

Admiralty, Air Ministry, Ministry of Agriculture, Assistance Board, Board of Control, Crown Agent for the Colonies, Board of Education, High Commissioner for India, H.M. Land Registry, Ministry of Labour, House of Lords, National Physical Laboratory, Department of Overseas Trade, Ministry of Pensions, Public Record Office, Department of Scientific and Industrial Research, Ministry of Transport, War Office and Associate Members.

Region II.

Secretary: Miss W. M. IRVING, H.M.I. Factories, Wigan, Lancs. British Museum, Civil Service Commission, Foreign Office, Ministry of Health, Home Office, Board of Inland Revenue, National Savings Committee, Patent Office, Post Office and Board of Trade.

South Midlands and Eastern Region.

Chairman: Miss I. M. S. KEELY, 8, Stoneygate Road, Leicester.

Secretary:

South-Western and Wales Region. Chairman: Miss G. CRAVEN, The Grange, Woodland Road, Bristol. Secretary: Miss TIVY, Oaklands, West Hill, Wraxhall, Somerset.

West Midlands Region.

Chairman: Miss A. L. SKINNER, Ministry of Labour, 281-9, Corporation Street, Birmingham, 4.

Secretary: Miss F. E. JONES, N. Midlands Divisional Office, Castle Mount, Cavendish Crescent North, The Park, Nottingham.

North-Western Region (Manchester).

Chairman: Miss E. SCHOFIELD, Lever Grange, Bradford Rd., Bolton. Secretary: Miss F. M. CANDY, Ministry of Labour, Sunlight House, Quay Street, Manchester.

North-Western Region (Liverpool).

Chairman: Miss E. DINGLE, Assistance Board, 21, Canning Street. Liverpool 8.

Secretary: Miss I. L. BONNER. 25 Alexandra Drive, Sefton Park, Liverpool, 17.

Yorkshire and East Midlands Region.

Chairman: Mrs. E. M. PARKER, Ministry of Labour, Quebec Chambers, Quebec Street, Leeds 1.

Secretary: Miss G. M. BEAUMONT, Employment Exchange, Bingley.

Northern Region.

Chairman: Miss M. M. STABLER, Ministry of Labour Exchange Buildings, Queen Street, Newcastle-on-Tyne

Secretary: Miss M. A. STRATON, Ministry of Labour, Exchange Buildings, Queen Street, Newcastle-on-Tyne 1.

Scottish Region.

Chairman: MISS D. SPENCE ALLAN, 19, Rose Street, Edinburgh. Secretary: Miss A. T. MOYES, Ministry of Labour, 44, Drumsheugh Gardens, Edinburgh 3.

Council of Women Civil Servants.

REPORT, 1939-1940.

27, Marshal Street, S.W.1.

Membership.

The Council now numbers 517 members and 48 associate members.

ANNUAL GENERAL MEETING.

The seventeenth Annual General Meeting of the Council was held at 3 p.m. on Saturday, 13th May, 1939, at King's College of Household Science. Over 50 members were present and 62 proxy votes were presented.

Apologies for absence were received from: Misses Brunt, Keely, Kirkby-Gomes, Rogers and Senior.

- 1. Minutes. After the word "equal" was altered to "unequal" in the last line of paragraph 3, page 2, the minutes of the last meeting were agreed and signed.
- 2. The Chairman's Speech.—The Chairman stated that during the year the Council had lost two able and devoted officers. Apart from her personal regrets at Dr. Horner's resignation from the Vice-Chairmanship, she knew that Dr. Horner's personal and social qualities, as well as her experience of Association work outside the Council would be greatly missed. She was to be succeeded by Miss Kilroy of the Board of Trade, one of the senior women Principals in the Service. It has also been necessary to accept Miss Tait's resignation after four and a half years of loyal and devoted work, during which as Secretary she had carried a particularly heavy burden. The Council was, however, fortunate in having Dr. McDowell as her successor.

The year had been one of steady advance in many directions. Two women, Misses Power and Whyte, had been promoted to the rank of Assistant Secretary, and Miss Rogers was the first woman in the Inland Revenue Department to be given a district. The Chairman said that she would have something to say later about the grade of Intelligence Officer in the Department of Overseas Trade, meanwhile she must record that Miss Edwards of that Department had been specially asked for as Secretary to the recent trade mission to Rumania. Not only had the American trade delegation to America had a woman secretary, Miss Lupton, but Miss Kilroy, the newly elected Vice-Chairman, had played an important part in the negotiations leading up to the Anglo-American Trade Agreement. For the first time the Ministry of Agriculture had

appointed a woman Veterinary Officer, who in her previous employment with a Local Authority had received pay equal to that of her men colleagues, but who now received unequal pay.

The rate at which women had entered the Civil Service through the examination for the Administrative Class since the revision of the regulations, had been maintained, with seven successful candidates. The proportion of successful to unsuccessful candidates was as high as in the case of men.

The Chairman added that the reputation of women in the service had been enhanced by the fact that Miss Emily Anderson of the Foreign Office, a well-known member of the Council, had recently had published an edition of the Mozart letters which was an outstanding work of scholarship.

The work of the Committee "F" Review Committee had gone on steadily but quietly. Not the least important of its results was the creation on the Staff Side of National Whitley of a much extended knowledge of the employment of women in the Service. The Assoication of Officers of Taxes had brought to the bar of the Committee the question whether women should be excluded from the collection service and had in consequence decided to represent to the official side of the Department Whitley Council that the service should be open to both sexes. Although the announcement that administrative posts in the Colonial and Dominions Offices would be thrown upen to women had been made in the House, it was known that the decision had been taken largely as a result of the Committee's deliberations. The Committee had concerned itself with the admissibility of women to the grade of Intelligence Officer in the Department of Overseas Trade. Two deputations from the Committee had been received by the Department, and had been accompanied and greatly assisted by the Chairman of the Staff Side of the Department of Overseas Trade Whitley Council. A memorandum on the subject has also been submitted.

The way in which the unequal pay agreement had been carried out had been extremely encouraging. The Institution of Professional Civil Servants reported a number of unforeseen improvements in revised women's salary scales, notably as regards increments. Grade III Scientific Assistants, for example received equal increments with men although they proceeded to a lower maximum. The provision that women's salaries must at maximum be at least 80 per cent of those of men of the same rank had not been treated as fixing a "ceiling," better ratios having been obtained in some cases. The agreement had, in fact, been implemented with goodwill.

It was with the utmost regret that she had learnt of Mr. Llewellyn's retirement from the Chairmanship of the National Whitley Council Staff Side. He had always felt keenly the justice of women's claims to equality and had earnestly sought to further them. In his speech at a dinner given in his honour by the Executive, he had paid tribute to the trouble taken by the Council to persuade their men colleagues of the merits of their case, and the Chairman was convinced that the preparation of really first class memoranda would always have an immense effect

and would remain one of the Council's most effective methods of procedure. Mr. Day, Mr. Llewellyn's successor, could be relied upon to give loyal help to the women of the Service.

Owing to the difficulty of securing nominations there had been some delay in the setting up of the Equal Pay sub-committee, which had decided to hold quarterly meetings and hoped to begin its labours by surveying the question of family allowances. The Chairman suggested that, after a year's trial, the question should be reviewed as to whether it was the best machinery for its purpose which the Council could devise.

A member of the Council had submitted a resolution on equal pay to the Legal Society in the Land Registry, and although its discussion had been postponed, the raising of the question had marked a step forward.

The Annual General Meeting of the 1st Division Association had considered a resolution submitted by Mrs. Reisner to abolish the marriage bar in respect of women eligible for membership. The motion had been almost unanimously supported and was remitted to the Executive Committee for further consideration. The Civil Service Clerical Association had considered the question of the marriage bar at their Annual General Meeting and decided to take a ballot on the subject amongst both men and women members.

The Council's Memorandum on the Marriage Bar drawn up for the Staff Side of the Committee "F" Review Committee had been considered and the Committee had decided to restrict themselves to criticisms of the method in which the present procedure was operated.

The Chairman said that during the year she had continued to sit on the Women's Voluntary Services Committee in a personal capacity. She would be glad to put any members who so desired into touch with their local organizations. The usefulness of trained civil servants in helping with office organization would be very great indeed.

The Chairman said that she had enjoyed many contacts with members of the regions during the past year, and was grateful for the courtesy and cordiality with which she had been everywhere received. She was convinced that the Council's membership was increasing in richness and variety.

It was usual for a retiring Chairman to refer to the general position of women in the Service. The Chairman felt that the time was not yet come when women could hope for full equality. Equality of achievement was the fruit of equality of opportunity, and this was so recent that the fruit itself could not yet be gathered. A body of young civil servants was growing up who had the advantage of equal opportunity, and chances of far wider experience than the majority of the present senior members. If sometimes senior women civil servants felt that less than justice was being done them they should take heart from the consideration of the position of these younger members for whose success they had done the labouring. These young members in their turn by seizing their opportunities and doing good work caused an improvement in the whole position, which was reflected in increased opportunities being given to the older women also. She herself was conscious of a

great debt to the Council which represented a fine body of women—generous, loyal and capable. Even in the present times of great international problems, she was convinced that the work that the Council was doing was in no sense trivial, but was the very symbol of democratic freedom.

- 3. Secretary's Report.—This had been circulated, and Miss Tait proposed and Mrs. Parker seconded its adoption. The motion was carried.
- 4. Treasurer's Report.—'The Treasurer drew the meeting's attention to the statement of accounts which had previously been circulated. The increase of £19 on the balance in hand was very satisfactory. She pointed out, however, that individual items, both of receipt and expenditure might be appropriate to an earlier year. The subscription to the Civil Service Statistical and Research Bureau covered two years, and another item of extraordinary expenditure was the supplementary account from the Office of Works which had wiped out the profit on the reception held in November, 1937. By the end of the year 90 per cent. of the 1938 subscriptions had been paid, and up to the date of the meeting all but 27 of the current year's subscriptions had been received. There had been an increase in the number of Banker's Orders used, the total being 170. Miss Webb moved and Miss Dingle seconded the adoption of the Financial Statement which was carried unanimously.
- 5. Amendments to the Constitution.—The Chairman explained that apart from the draft Constitution which had been circulated, two amendments had been proposed by the Regions. Liverpool had submitted an amendment which was so important that it could only be regarded as an amendment to the Constitution. As it had not been submitted within the prescribed time limit she had been unable to accept it. The Scottish Region's amendment had been submitted and circulated to the membership under the rules laid down, and with Miss Moyes' agreement she proposed to put it to the vote along with the amended Constitution, clause by clause, and that each section should be voted upon in turn.

Miss Glen then moved, and Dr. McDowell seconded the first amendment that "Unestablished women Civil Servants, who if, established, would be eligible for membership, shall be admissible as members at the discretion of the Committee of Representatives." The Executive felt that the reason why a similar suggestion had been rejected at the previous Annual General Meeting was because the arguments in favour of it had not been set out for the consideration of members. This omission had now been remedied by the explanatory note which had been circulated with the draft. Miss Glen stressed that the amendment which she proposed would not involve the automatic admission to the Council of any and every woman temporarily employed in the higher ranks of the Civil Service.

Mrs. Parker said that this proposal was ill-advised and would not benefit the Council. The small accession of members which would result would better be obtained by recruiting established women, and the presence of unestablished women might weaken the Council's position

in negotiation. Miss Moyes agreed and pointed out that it might be that at some future time the Council might wish to oppose the holding of posts by temporary women; if it admitted them to membership its hands would be tied. In any case she did not like the discretionary clause. Miss Candy insisted that the cataloguers in the British Museum should be encouraged above all to press for establishment. Miss Skinner also opposed the proposal, although she felt that many members would welcome such unestablished women in a special category of membership. In response to a request from Miss Schofield for a clearer statement of the advantages to be gained from the admission of such groups as the Executive had in mind, Miss Glen pointed out that the women in question were of similar calibre to the present membership and that such an extension of the Council's field of recruitment would be on the one hand a source of strength to the Council and on the other hand would obviously be advantageous to a group of women who needed the Council's help. Mrs. Reisner said that unestablished women were often in departments where they were isolated from most other women in the Service. and that the Council would serve as a valuable link with them. There was a recent Treasury Circular which laid down that women retained on marriage for the period of an emergency would be employed on a temporary basis. Under these circumstances it was possible that present members would have to resign from the Council during a continuous period of service. Miss Pease recalled that the Council had been set up to represent the interests of established women Civil Servants, and considered that a departure from this principle would be a retrograde step. She considered that it would for example involve a loss of status. At the same time she thought that the Council should offer a helping hand to these outside people. She favoured the idea of instituting a special Associate membership category for unestablished people. Miss Hastings supported Miss Skinner's suggestion that a special category of membership for unestablished women would perhaps be acceptable to both sides. The amendment was then put to the meeting and lost by 32 votes to 50. The Chairman promised that the Executive would consider Miss Skinner's suggestion.

Miss Glen explained that the only amendments to part III were the substitution of "grades" for "branches," and the transposition of paragraphs 2 and 3. Dr. McDowell seconded these amendments,

which were carried unanimously.

Miss Glen said that parts IV and V had been redrafted with the aim of making clear the relationship which had in actual practice grown up between the Executive and the Committee of Representatives, and referred members to the explanatory note which had been circulated. Miss Moyes proposed that in view of the large size of the Committee and the Executive's power of co-option the Committee of Representatives should not have power to co-opt. So far as she knew, this power had never been used. There being no seconder the motion fell.

On Mrs. Parker's motion, it was agreed that the words "of the Council" should be inserted after "General Meeting" in line 3 of

paragraph 2, section IV.

Miss Pease said that she was not clear as to the significance of the use of the word "managed" in line 2 pf paragraph 1, section IV. She

was strongly opposed to any limitation of the influence of the Regions as represented on the Committee of Representatives, and felt that the new wording might have this effect. The Chair man explained that the word had been used advisedly so as to make clear the supervisory function of the Committee of Representatives. It was obvious that the day to day work of the Council could not be carried on by a body meeting only three times a year. She would, however, take a separate vote on the first sentence of the proposed part IV, if Miss Pease so desired. Miss Glen's motion in favour of the wording in the draft was seconded by Dr. McDowell and carried without further discussion.

The following amendment was proposed by Miss Moyes on behalf of the Scottish Region:—

"Section 5.—(a) After the words in paragraph 1 'to carry on the ordinary work of the Council,' there shall be inserted the following sentence: 'The Executive shall have power where the need for urgent action arises in the intervals between meetings of the Committee of Representatives to take action upon any matters coming within the objects of the Council, provided that a full statement explanatory of the action taken is submitted at the next meeting of the Committee of Representatives.'

"(b) Omit 'and to the Committee of Representatives' at the end of the Section."

Miss Moyes suggested that the proposed new sentence should follow the first sentence of V in the Executive draft. The Scottish Region were very conscious of the splendid work done by the Executive and felt that their task would be made easier by this more precise definition of their powers and responsibilities, which was designed to prevent criticism based on a misapprehension of the Executive's powers. Miss Skinner considered that the amendment was unnecesary. There was no evidence to show that the Executive had ever been circumscribed by the fact that their power to act on urgent questions, subject to a later report to the Committee or Representatives, was implied rather than explicitly set forth in the old Constitution. The amendment was defeated.

Miss Glen then proposed and Dr. McDowell seconded that the Executive's redraft of paragraph 1 of section V be adopted. This was carried.

Miss Glen explained that no further changes were proposed in section V except for the two final paragraphs, which dealt with subcommittees, including provision for the appointment of the chairman, and the giving of voting power to convenors who were ex-officio members of the Executive.

Miss Dingle proposed and Mrs. Parker seconded that sub-committee convenors, not otherwise members of the Executive, should have no voting power, as under the present Constitution. This proposal was carried. The remainder of section V of the Executive's draft as amended by Miss Dingle's motion was carried.

Miss Glen proposed and Dr. McDowell seconded the adoption of the redraft of section VI. This now made provision for the filling of vacancies for officers at other meetings of the Committee of Rep-

resentatives besides the one immediately after the Annual General Meeting. The motion was carried.

On Miss Glen's motion with Dr. McDowell seconding, paragraph 1 of the redraft of section VII was adopted. Miss Glen then explained that the only change in the rest of the rule was the provision that a Special General Meeting should deal only with business of which written notice

that the only change in the rest of the rule was the provision that a Special General Meeting should deal only with business of which written notice had been given. Dr. McDowell seconded, and the motion was carried.

On Miss Glen's suggestion, seconded by Miss Irving, it was agreed that the remainder of the Executive's redraft of the Contsitution should be dealt with as a whole. Miss Glen proposed the adoption of the remaining sections, Dr. McDowell seconded and the adoption was carried.

- 6. On behalf of the South-Western and Wales Region Miss Tivy proposed "that the Annual General Meeting shall be held on a Sunday." She thought that many more members from the Provinces would attend if they could do so without losing a day's annual leave and could also take advantage of the excursion facilities often available on a Sunday. Miss Pease suggested, and Dr. McDowell was disposed to agree, that there would be difficulty in obtaining accommodation for a Sunday meeting. Miss Glen considered that any gain in attendance from the Provinces would be off-set by a considerably greater decline in the attendance of members in London, and Miss Straton pointed out that owing to poorer train services, members would have to leave early, possibly before all the business was completed. The motion was defeated.
- 7. On behalf of the Executive Dr. Horner proposed "that in the event of a state of emergency arising full powers shall be vested in the Executive Committee to act as it considers best in the interests of the Council." She said that the previous autumn the Institution of Professional Civil Servants had passed a resolution delegating power to the Honorary officers for so long as the state of emergency lasted. The Institution had, however, restricted the application of this resolution so that a similar one would need to be passed on the occurrence of any fresh emergency. The present resolution was designed to avoid this difficulty. She was sure that everyone present would recognise the impracticability of any attempt to carry on the business of the Council in the normal way should hostilities break out, especially as the Committee of Representatives would in all probability be unable to meet. The expression "at that time serving" which had followed "Executive Committee" in the form of the resolution circulated on the Agenda had been deleted. Miss Lehfeldt seconded the motion.

Miss Pease said that it should be made clear that the state of emergency envisaged would arise only in the event of war or threat of war, and the Executive agreed that the word "national" should be inserted before "emergency." Mrs. Parker and Miss MacWilliam both pointed out that there would perhaps be difficulty in obtaining a quorum, and the resolution did not specifically provide that the rules about the quorum should be suspended. Miss Schofield suggested that this difficulty could be met by the appointment of an emergency sub-committee, which would be within the Executive's power under the resolution

Miss Power said that it was generally known that the present plan involved two stages, during the first of which the Executive would be able to make plans for the later stage of disposal of staff if it should be reached.

The Chairman suggested that, if the meeting so desired, a statement could be inserted in the minutes to the effect that the motion was to be construed as giving the Executive power to suspend the quorum rule if that should prove necessary. This was unanimously agreed.

8. Election of Auditor.—Mrs. Parker proposed and Miss Power seconded, that Miss Chapman's election as auditor at the last Annual General Meeting be confirmed. This was carried unanimously.

Miss Ellis said that Miss Chapman had kindly consented to act as auditor again. In nominating her she wished to express appreciation of her services. This was endorsed by Miss Smyth, and Miss Chapman was unanimously appointed.

- 9. Other Business.—(a) Miss Moyes said that the Scottish Region had asked her to thank the member who so kindly contributed the helpful and informative article to the Bulletin on the progress of aggregation in the Ministry of Labour.
- (b) Miss Pease suggested that an earlier circulation of the minutes of the Annual General Meeting would be appreciated, as under the present system members had forgotten the details of what had taken place by the time they received the minutes. The Chairman said that she welcomed the proposal, and the Hon. Secretary was instructed to circulate them as soon as possible after the meeting.
- (c) Dr. Horner drew the attention of the meeting to the recently issued Treasury Circular 11/1939 dealing with the recall and retention of Civil Servants for the period of an emergency. She pointed out that women marrying during an emergency, or married women recalled, were to be treated less advantageously than officers retired or retiring on grounds of age. It was unanimously agreed that the Executive should consider the matter as one of urgency and take any action deemed to be necessary.
- (d) Miss Pease said that she had opposed the Executive on many questions during the meeting and had more than once tried the Chair's indulgence, but now she wished to express the thanks of all the members for the way the meeting had been conducted, especially to the Chairman. She was sure that the Council was conscious of a tremendous debt to Miss Ibberson, and she was very sorry to hear that this was to be the last Annual General Meeting under her Chairmanship. Mrs. Parker seconded the vote of thanks and asked that the meeting's appreciation of Miss Ibberson's Chairmanship should be recorded in the minutes. The resolution was carried with applause.

Miss Ibberson thanked the meeting and said that she wished to stress that if women were to achieve equality within the service they must combat the allegation that they were only interested in affairs affecting women, and show themselves capable of full co-operation with their colleagues within the grade associations of which they were members.

THE HON. SECRETARY'S REPORT FOR THE YEAR 1939-1940.

This report deals only with the main events of the year. Fuller accounts of the Council's activities will be found in the Quarterly Bulletins.

In spite of the general dislocation caused by the outbreak of war the activities of the Council have been maintained. The Council is indebted to the many members who have given time and thought to its work at a time when pressure of private and official business is very heavy. There is as great need for the Council's vigilance now as at any time of its history, changes are taking place rapidly and care is necessary if ground which was won with much difficulty is not to be undermined. The co-operation of all members, and especially of those in the new or expanding departments, is asked in bringing to the officers' notice any war-time practice or event which might create unfavourable analogies or otherwise weaken the present position.

Owing to the outbreak of war the September meeting of the Executive Committee was cancelled by the officers, and they also felt that the general uncertainty prevailing made it inadvisable to summon the Committee of Representatives to its usual October meeeting. The majority of the members of the Executive Committee were, however, in favour of a holding a short meeting on the evening of 11th October, when the Executive undertook the responsibilities vested in it by the emergency resolution passed at the Annual General Meeting of 1939. (" In the event of a state of national emergency arising, full powers shall be vested in the Executive Committee to act as it considers best in the interests of the Council.") At this meeting it was decided that the best course open to the Executive for carrying on the Council's work during the war was to continue its usual monthly meetings for as long as it should prove possible. Should circumstances arise to make meetings impossible, plenary powers should be considered vested in the Officers. Up to the date of writing this report, early February, the monthly meetings have continued. It has been found necessary at these war-time meetings to use the power to suspend the quorum rule which was given to the Executive by the 1939 Annual General Meeting.

At its meeting on 11th October the Executive Committee thought it best that regional members of the Committee of Representatives should themselves decide whether or not the Committee of Representatives should be convened in the near future. All the members of the Committee living outside London were asked whether they thought that an autumn meeting should be held, and they were given a choice of two dates, Saturday 25th November and Sunday 26th November. The replies showed concern for the preservation of the democratic machinery of the Council, but the majority were against convening an autumn meeting. At the December meeting of the Executive the question of summoning the usual January meeting of the Committee of Representatives was discussed. The business in hand seemed of insufficient

urgency to warrant convening busy people to London, especially in view of the existing discomforts of travel. The Executive thought it advisable, however, that the date of the Annual General Meeting, with the accompanying meeting of the Committee of Representatives, should be brought forward from May to March 9th.

During the year the Council lost the services of Mrs. Gulland on the Journalistic Sub-Committee. Mrs. Gulland had been a member of this sub-committee since its inception and her experience and sound advice will be greatly missed. Miss C. M. Brunt resigned from the Secretaryship of the South Midlands and Eastern Region soon after war broke out owing to her time being much occupied by Red Cross work, and Miss Williams resigned from the secretaryship of the West Midlands Region on her transfer to Nottingham. The Council takes this opportunity of recording its appreciation of the services of these members. Special mention should be made of the resignation from the Executive and retirement from the Civil Service of Miss D. Smyth, one of the stalwarts of the Council, a former Hon. Secretary, and a long established member of the Executive Committee whose generous help will be greatly missed.

The Council has learnt with regret of the death of two highly esteemed members of the Council, Miss L. J. Connell, formerly Secretary, and later Chairman of the Yorkshire and East Midlands Group, and Miss A. M. Farmer of the Factory Inspectorate.

The Council still continue to rent its office room at 27, Marsham Street from Women's Service Trust, although there was some fear in September and again in December that it would have to relinquish its tenancy. With the evacuation of Women's Service from the building it became extremely inconvenient for the Council's letters to be addressed there, and Miss Attale, with great public spirit, allowed her private address to be used.

Committee of Representatives.

One meeting only has been held since the last Secretary's Report, the meeting of 13th May, 1939. At that meeting Miss A. M. Kilroy was elected Vice-Chairman of the Council in succession to Dr. Stuart Horner. It was decided that in future the list of higher paid posts in the Civil Service held by women should be printed biennially in the September Bulletin. Various matters which were to go before the Annual General Meeting, immediately following, were discussed.

Elections made to the Committee of Representatives during the year will be found on page 6 of the July Bulletin.

Equal Pay.

The Standing Sub-Committee on Pay, in common with the other sub-committees has held no meetings since the war. Before then it was engaged in consideration of the Family Endowment Society's pamphlet and intended to collect information on family allowances. The most important business before its last meeting on 21st July—the

question of the salaries of legal women in the Civil Service—was fully reported in the September Bulletin.

A minor victory has since been gained by the legal women. The Treasury first offered the legal officers terms which unhappily continued the £12 increment at the start of the women's scale. Attention was drawn to the scales for Home Office Factory Inspectors where the men and women in the lowest grade have equal pay and those in the second grade have equal increments, and the legal women were urged to press for similar undifferentiated increments at the beginning of their scale. The point was put to the Treasury, and while the Treasury has not conceded the whole point it has gone some way towards it by proposing for the women's scale only three £12 increments followed by £18 ones, instead of seven £12 increments. The women were also granted concessions on the maxima and minima of their scales wherever concessions were given in the corresponding men's scales.

It is interesiting to note that women doctors have been enrolled in the R.A.M.C. with the same salary and under the same conditions as men except that they are not enlisted under King's Regulations.

At its meeting in December, the Executive Committee decided that the Report of the Committee on Sex Differentiation in Pay and the covering letter which the Treasury had issued with it should be printed by the Council and a copy sent to every member. The Chairman has kindly offered to get out a statement summarizing the gains which have resulted to women directly from this report, and this, too, will be sent to all members.

The dependency enquiry, which it was hoped that the Civil Service Equal Pay Committee would inaugurate in the autumn of 1939 and in which the Council had intended to join, has been postponed owing to the war. Meanwhile Miss Tait has kindly helped the Council to obtain from Sweden literature relating to the Swedish enquiry upon dependency among men and women teachers which resulted in the granting of equal pay. She has translated these documents and the translations have been sent to the Civil Service Statistical Research Bureau who were interesting themselves in the Equal Pay Committee's dependency enquiry. They have had the translations duplicated and copies were sent to all members of the Council's Executive Committee and Sub-Committee on Pay.

Marriage Bar.

Treasury Circular 11/39, published in April, 1939, laid down conditions under which married women Civil Servants might be recalled to or remain in the Service during the period of a national emergency. These conditions are very much inferior in every respect (leave, pay, period of employment) to those offered to officers returning to the Service from retirement and officers remaining after retiring age. Neither the National Staff Side nor the Council has succeeded in obtaining more equitable terms for married women. The Executive came to the conclusion that the Treasury's paramount aim in drawing up the conditions was to ensure that rentention on marriage should remain exceptional.

Various members of the Council had unhappy experiences of the working of Treasury Circular 11/39, the conditions of appointment not being made known to some until after they had accepted appointment. The Council suggested to the Treasury that there was need for some statement setting out in full the terms of temporary retention which departments could issue to all the people concerned at an early stage in the negotiations. The Treasury's reply was that it had no evidence of such a need, but if the Council had in mind any particular department they should communicate directly with it.

With a view to helping members to understand the situation we got out a statement of the present position as regards the marriage of women Civil Servants which was circulated to all members of the Council early in December.

Two applications by women Inspectors of Taxes for retention on marriage have been refused. In both cases temporary retention was offered. One member had $13\frac{1}{2}$ years service and one 7 years. The Executive discussed the cases at its meeting in January and decided that as they were strong cases and constituted important precedents they ought to be contested. The Chairman of the Board of Inland Revenue was asked to receive a small deputation. The Association of H.M. Inspectors of Taxes who also had the cases under consideration were informed of the Council's intention and it was learned that they too were to approach the Director of Establishments on the matter. The Council's deputation (the Chairman, Miss Rogers and Mrs. Arnott) was received by Mr. Bradford, a member of the Board of Inland Revenue and Director of Establishments, on 9th February, and a deputation from the Association of Inspectors of Taxes is to be received on 15th February. Meanwhile the Council's deputation it to put in a memorandum to the Board.

Aggregation.

There is welcome news from the Board of Education in the aggregation recently of still another of the women inspectors; we understand that now only three women remain unaggregated.

Committee "F" Review Committee.

The work of the Committee up to the outbreak of war has been fully reported in the June and September Bulletins. This work has been suspended since the war. There is therefore need for special vigilance on subjects with which the Committee would ordinarily deal. It was agreed by the Executive that the Council's members on this Committee, the Chairman and Mrs. Reisner, should watch the matter and also keep in touch with Miss Sweet. It was also agreed that the Council should continue to press for the admission of women to the administrative grade in the Defence Departments.

War-Time Appointments and Salaries.

Owing to their number and diversity and the fact that each Department makes its appointments independently it is very difficult to collect

information about these. The Treasury has informed the Council of the ranges of salary and conditions attaching to the grades of temporary Principal and temporary Assistant Principal. The Council has approached the various new departments with a view to discovering how many appointments have been made and what salaries have been offered to men and women. There is cause for concern in this field, for whereas the men temporarily employed in each group are being offered fixed salaries at or above the minima or the scales of the corresponding established men, the women are in each case being offered fixed salaries below the minima of the established women's scales. The salaries offered to the women are about 80 per cent. of these offered to the men.

Amendments to the Constitution and Rules of the Council.

At the meetings of the Executive Committee in November and December the possibility of reducing the Council's annual subscription during war-time was discussed. The Hon. Treasurer estimated that the saving effected this year by not holding two of the meetings of the Committee of Representatives was 1s. 6d. per member. Over a period of four or five years the average surplus of income over expenses was £22, or about 1s. per member. It was agreed that the question of a reduced annual subscription should be put forward for discussion at the 1940 Annual General Meeting and the Hon. Treasurer was asked to prepare a statement to put before the meeting. At the February meeting support was found for a proposal that the Annual Subscription should be differentiated on a salary basis, members with salaries at or below £450 paying 7s. 6d. and those with salaries above £450, 10s.

An amendment to this effect will come before the Annual General Meeting.

The Hon. Treasurer pointed out that no provision was made in rules regarding the disposal of surplus balance in the event of the Council closing down. It was finally agreed that discussion of this could most conveniently be left until the occasion arose.

The Executive has been concerned as to the position of the Council in regard to women retained or recruited for temporary service. Members who have married and been re-engaged on a temporary basis without any break in service have to give up full membership of the Council under the present rules. Women appointed in a temporary capacity to work side by side with established staff are barred from membership of the Council to the disadvantage of both the Council and themselves. A proposal from the Liverpool branch of the North Western Region that the Council should open its doors to these groups will be considered at the Annual General Meeting.

FINANCIAL REPORT FOR THE YEAR TO 31st DECEMBER, 1939.

The surplus of receipts over expenditure for the year is £60.

There has been some saving owing to the fact that, on account of the Emergency, one meeting of the Council of Representatives was not held. This has accounted for about £11 of the increase.

The total subscriptions for the year paid up to 31st December, 1939, represent 89 per cent. of the total due for the year. £22 arrears have been recovered.

C. M. ELLIS,

Hon. Treasurer.

REPORTS OF SUB-COMMITTEES.

Journalistic Sub-Committee.—There have been some changes in the personnel of this sub-committee. Owing to pressure of work Miss Power felt obliged to resign, and her resignation was most reluctantly accepted; Miss Tait, who has always been especially interested in the Bulletin, as a former convener of the sub-committee and as Hon. Secretary has been appointed a member. Mrs. Gulland resigned later in the year, and owing to the variety in the hours of work of members it has not been found possible to arrange a meeting since war broke out. The Bulletins issued in September was composed by correspondence.

Marriage Bar Sub-Committee.—There has been one meeting of the Marriage Bar Sub-Committee since the date of the last Annual Report, which was primarily concerned with the application of two women tax inspectors for retention on marriage. Fuller reports have appeared in past Bulletins. There has been no meeting since the outbreak of war.

Equal Pay Sub-Committee.—The Standing Sub-Committee on Pay, in common with other sub-committees, has held no meetings since the outbreak of war. Up to that time it had been engaged in examining schemes of family allowances and in collecting information on differentiated scales of pay applied to new appointments in the Civil Service.

At its last meeting on 21st July, 1939, the sub-committee discussed the salaries of legal women in the Civil Service. A memorandum on the women's case was prepared for the Civil Service Legal Association for consideration with the general question of legal salaries which was

(Continued on Page 22.)

COUNCIL OF WOMEN

Statement of Receipts and Expenditure

RECEIPTS.

			£	s.	d.	£	s.	d.
To Balances brought forward 1st	Jan.,	1939						
Bank			19	7	8			
Cash		•	2	14	1			
Post Office	·		64	4	5			
Augusta de la principa de la composição						86	6	2
" Subscriptions paid:—								
Arrears	1936			10	0			
,,	1937		7	0	0			
,,	1938		14	15	6			
Current year,	1939		230	7	11			
In advance	1940		4	0	6			
,,	1941			2	0			
						256	15	11
" Tea Money (Annual General Me	eeting)				2	14	4
,, Publications			• •				1	2
" Donations							1	0
" Contra re Dinner							19	0
" Post Office Savings Bank Interes	t					1	19	3

£348 16 10

C. M. ELLIS, Hon. Treasurer.

CIVIL SERVANTS.

for year to 31st December, 1939.

EXPENDITURE.			
£ s, d.	£	s.	d.
By Rent	20	0	0
,, Typewriting and Duplicating	4	16	8
,, Printing	40	0	0'
"Stationery	12	16	0
" Postage and Telephones	20	0	81
"Salary of Secretarial Assistant	52	0	0
"Expenses of Annual General Meeting	4	17	0
"Delegates' Fares	29	19	11
"Subscriptions	12	2	0
"Incidentals	1	12	0
" Contra re dinner		19	0
" Income Tax on Post Office Savings Bank			
Interest		5	6
" Purchase of Publications	3	1	11
	£202	10	81/2
"Balance in Bank at 31st December, 1939 72 5 5	£202	10	02
"Receipts credited after 31st Dec., 1939 1 0 0			30
£73 5 5			
Less expenses paid after 31st Dec., 1939 18 6 7			
54 18 10			
,, Petty Cash $37\frac{1}{2}$			
$\frac{1}{\sqrt{2}}$	55	2	51/2
" Deposit, Post Office Savings Bank	91	3	8
	£,348	16	10

I have examined the above account with the records and vouchers of the Council of Women Civil Servants and am satisfied that it is correct.

(Signed) IRENE G. CHAPMAN,
Incorporated Accountant, Hon. Auditor.

going to arbitration in the autumn. In the result, a minor victory has been gained, by the grant of concessions on the maxima and minima of the women's scales whenever concessions were given in the corresponding men's scales.

REPORTS OF REGIONAL SECRETARIES.

South Western and Wales Region.

The only meeting held this year took place on 19th August, in the Hon. Secretary's garden at Wraxhall.

In addition to the ordinary business arising out of a report on the Annual General Meeting and Quarterly Bulletins, an extremely interesting talk was given by Miss Fletcher (Home Office Factory Department) on "The Colour Problem." Her experiences gained during the two years she had spent in Liverpool as social worker amongst the coloured people provided material of unusual interest.

Owing to the scattered area which the Region covers and difficulties of travelling facilities, no further meetings were held.

The Region regrets to report the loss of several members through transfers, including Miss Tall, Miss Fletcher, Miss Sugden and Miss Bardsley.

EVELYN L. TIVY,

Regional Secretary.

North Western Region (Manchester).

Three business meetings were held during 1939, all of which were in the early part of the year. After September it was felt that the black-out conditions and pressure of work made assembly over a large area rather difficult. Attendance was good at all the meetings, though it is usually found in this division that social events appeal more to members than business meetings.

A most successful week-end was spent at Stratford-on-Avon during July. A large party assembled at the Washington Irving Hotel for dinner on the Saturday. We were joined by members from the North Western (Liverpool) Group, Leeds Group and the Midlands Group and nearly all departments were represented; it was fortunate that the number of members who offered their cars were sufficient to transport the whole of the party. The majority of the party went on after dinner to the Stratford-on-Avon theatre and enjoyed an excellent production of "Coriolanus." Next day, the party split into small groups and made their own way home, many of them through the Chilterns and the delightful country of Worcestershire and Shropshire. The week-end provided an occasion for many reunions between old colleagues and the atmosphere was a most happy one.

During December, an attempt was made to thwart the effect of the blackout by arranging a party to see a performance of Cochran's "Lights Up." A smaller number than usual attended, and as it was a wet afternoon there was not quite so much evident enjoyment among the party.

This region welcomed the suggestion of the executive that the meeting of the Committee of Representatives due in the autumn should be postponed. With the pressure of work which is inevitable under war-time conditions, it becomes increasingly difficult to make arrangements for members to meet and long journeys become more onerous. On the other hand, we feel that problems may arise, as the result of the war, in which members are vitally concerned, and we hope that it will be possible to continue our meetings, even though they may be few and far between, during the present year.

F. M. CANDY,

Regional Secretary.

North-Western Region (Liverpool).

Since the 1939 Annual General Meeting we have held several meetings as follows:—

May 24th, 1939. A meeting was held to receive an account of the proceedings of the A.G.M.

In July four members of the Liverpool Group joined members of the Manchester Group in a very enjoyable week-end at Stratford-on-Avon.

On the outbreak of war activities were temporarily suspended, but the Group were glad to welcome a number of Council members who have been evacuated to Southport.

A joint meeting of Liverpool and Southport members was held in the Ministry of Labour Committee Room, Prince of Wales Hotel, Southport, on 27th January, 1940, and at this meeting the business of the forthcoming Annual General Meeting was discussed. A further meeting to discuss this business was held at the Adelphi Hotel, Liverpool on 2nd March. Both these meetings were followed by tea and Liverpool and Southport members much appreciated the opportunity of meeting each other.

ELIZABETH DINGLE,

Regional Secretary.

Yorkshire and East Midlands Region.

The outbreak of war has resulted in considerable pressure of official duties on the Council members remaining in this Region, and in consequence it has not been possible to hold the customary meetings during the winter months; provisional arrangements made earlier for a Theatre Party in September, 1939, had to be cancelled.

Several members were transferred at the beginning of the war to Nottingham, where the Ministry of Labour opened a Divisional Office on the creation of additional administrative Divisions and the revision of territorial boundaries.

The Group members anticipated an increase in membership when various Government Departments transferred some sections of

work to a famous inland spa in Yorkshire, but so far the notification of any transfers to the Region has not been received.

A meeting will be held in the Employment Exchange, Eastgate, Leeds, on Tuesday, April 9th, 1940, to hear an account of the Annual Council Meeting held in London on March, 9th, 1940, which was attended by the Regional Chairman and Miss M. E. Matthews of the Ministry of Labour.

Northern Region.

Only one meeting has been held during the year owing to the war and consequent difficulty in travelling.

Miss Tann, who had been Chairman of the Northern Region for some years, had to resign this position on being transferred to London last autumn. Miss Stabler was elected in her place.

One new member has joined during the year and it is hoped that two more will join shortly. Now that the subscription is to be reduced for the lower paid members it may be possible to recruit some more of the potential members in the region.

The only other activity during the year was the summer outing, which took place on 10th June. The expedition was to the Roman Station of Corstipilium near Corbridge, and it proved full of interest even to those of us whose antiquarian knowledge was scanty. Excavation is still going on and as the digging had stopped for the weekend we did a little gleaning and were rewarded by finding tiny pieces of pottery and glass.

M. A. STRATON,

Regional Secretary.

Scottish Region.

The disturbed conditions after the outbreak of war made it impracticable to hold any meetings of the Region, but in November the experiment was tried of holding an informal social afternoon meeting. Twenty members were present and it was decided that it would be both pleasant and useful to hold meetings from time to time. It was also agreed to resume the practice of having a member to give a talk.

At an afternoon meeting on 27th January, Miss Mackie, who acts as Secretary to the Scottish Advisory Committee on Women's Voluntary Services, gave a fascinating account of the very varied activities of her Committee.

On 27th February, a successful evening meeting was held, twenty-one members being present. At the conclusion of the business Miss E. I. Young, M.A., B.Sc., H.M.I. Scottish Education Department, gave an outline of her duties, not the least responsible of these being in connection with Apprenticeship Schemes in which, in an astonishing range of trades, further education and technical instruction are provided by Evening Continuation Classes.

One matter in which members have shown a keeen interest was the cancelling of the examination of the Tax Inspector Group, after

the written examination had been held. The question was referred to the Executive. The decision to notify the candidates the results of the written examination was, it was felt, an advance on the previous very unsatisfactory position.

In spite of the resignation of four senior members the membership of the Region has increased by two.

Dr. Kate Fraser has been re-elected Chairman and the Secretary has agreed to continue in office for the next few months.

A. T. MOYES,

Regional Secretary.



CONSTITUTION AND RULES

AS PASSED AT THE ANNUAL GENERAL MEETING, 1940.

I.-TITLE.

Council of Women Civil Servants.

II.-MEMBERSHIP.

All established Women Civil Servants in the Administrative, Professional, and Executive Classes, and in such departmental grades as may be ruled by the Committee of Representatives to be of comparable status, shall be eligible for membership of the Council.

Women who are not established shall be admitted to membership at the discretion of the Executive Committee, but only for the duration of hostilities and the ensuing six months.

It shall also be open to the Committee of Representatives to admit to membership women in analogous grades who are permanently in Crown employment, other than His Majesty's Civil Service.

Women Civil Servants who, previous to their retirement, were members shall be invited on or after retirement to become Associates of the Council. Such Associates shall be invited to functions of the Council, other than business meetings, and shall receive copies of the Annual Report, and may receive copies of the Bulletin, but they shall not be eligible to serve on the Committees of the Council, nor may they be present or vote at any meeting of the Council or any Committee thereof.

III.—OBJECTS.

- 1.—To provide a means of communication between women in the higher grades of the Civil Service.
- 2.—To work for equality in regard to opportunity, status and pay as between men and women in the Civil Service.
- 3.—To provide an organisation by which the views of members may be ascertained and expressed, and action taken where it is deemed advisable.

IV.—COMMITTEE OF REPRESENTATIVES.

The affairs of the Council shall, except as otherwise provided in these Rules, be managed by a Committee of Representatives, who shall be responsible to the Council. This Committee shall consist of the Officers, Members of the Executive Committee (see Rule V.), and Regional Secretaries (see Rule VIII.), and of two Representatives from each Department having not less than twenty or more than 100 members. Departments with less than twenty members

shall be entitled to one representative only, and Departments with over a hundred members to one additional representative in respect of each additional hundred or fraction of a hundred members.

The representatives of each Department on the Committee shall be formally elected by the members in that Department from among their number after an Annual General Meeting of the Council. The Executive Committee shall nominate a member in each department to arrange for the holding of these elections. A representative shall serve for three years, and shall be eligible for re-election. Where a vacancy occurs more than six months prior to an election, another representative shall be elected in the same way, and shall serve on the Committee for the remainder of her predecessor's period of office. When, however, a vacancy occurs within six months prior to the election, the retiring member shall be asked to nominate a deputy to serve on the Committee for the intervening period.

The Committee of Representatives shall have power to co-opt, either temporarily or for its term of office, any member or members of the Council.

The quorum for meetings of this Committee shall be one-third of the members.

The Committee shall meet not less than three times a year. Special meetings may be summoned at the discretion of the officers, or at the written request of six members of the Committee, or 24 members of the Council. Members unable to attend may send as deputy another member, who shall be entitled to vote.

V.

Between meetings of the Committee of Representatives, the work of the Council shall be carried on by a smaller Committee, to be known as the Executive Committee, who shall be elected by, and responsible to, the Committee of Representatives.

The members shall be elected annually at the first meeting of the Committee of Representatives after the Annual General Meeting by means of a written nomination and a written ballot.

The Executive Committee shall consist of ten elected members, in addition to the officers, and shall meet ordinarily once a month.

The Executive Committee shall have power to co-opt four members.

The quorum shall be five, of whom at least three shall be elected members.

The Executive Committee shall have power to elect such Sub-Committees, standing and other, as they consider necessary for the work of the Council, and they shall appoint the conveners of these Committees. The Chairman, Vice-Chairman and Secretary shall be ex-officio members of all Sub-Committees. The Chairman of the

Council, or, in her absence, a Vice-Chairman, shall preside when present. Conveners not otherwise members of the Executive Committee shall become so ex-officio, but shall not have voting power.

Sub-Committees shall report or make recommendations to the Executive Committee, but they shall have no power to take executive action, except with the express authority of the Executive Committee.

VI.

The officers of the Council shall consist of Chairman, two Vice-Chairmen, Hon. Treasurer, Hon. Secretary, and Hon. Assistant Secretary. They shall be elected every three years at the first meeting of the Committee of Representatives after an Annual General Meeting from among the members of the Council, though not necessarily from the elected representatives forming the Committee. Vacancies shall be filled at the next meeting of the Committee of Representatives. They shall be eligible for re-election, and written nominations shall be sent to the Hon. Secretary before the meeting at which the election is to take place.

VII.

A General Meeting of the Council shall be called at least once a year, at which the Annual Report of the Executive Committee, in the form approved by the Committee of Representatives, shall be presented. Written notices of proposals to be brought forward at the Annual General Meeting shall be forwarded to the Hon. Secretary at least five weeks before the Annual General Meeting, and the agenda of the Annual General Meeting shall be sent to every Regional Secretary not less than three weeks before the meeting is held, for the consideration of the members of Regional Groups.

A Special General Meeting of the Council may be called by the Executive Committee, and shall be called on receipt of the written request of the Committee of Representatives or of forty members of the Council. The business of the Special Meeting shall be confined to the business of which written notice has been given to members. Such notice shall be given as long as possible before the date of the meeting.

Members unable to attend a General Meeting may record their votes on any matters coming before the meeting by means of proxy votes. Such proxy voting papers shall be handed to the Hon. Secretary before the meeting begins.

The quorum for any General Meeting shall be forty members.

VIII.

The Council shall keep in touch with members throughout the country through Regional Secretaries.

These Secretaries shall be elected by the members in the Region concerned, and shall hold office for three years, and be eligible for re-election.

If no appointment is made within a reasonable time, the Committee of Representatives shall proceed to appoint.

The travelling expenses of Regional Secretaries, or their deputies, attending meetings of the Committee of Representatives shall be defrayed by the Council.

It shall be open to the members of each Region to elect such officers as they may desire.

IX.

The financial year of the Council shall date from January 1st to December 31st.

The annual subscription payable by each member of the Council to the Hon. Treasurer on 1st January shall be 10/- for members whose annual salary on 1st January equals or exceeds £300; 5/- for members whose salary is less than £300.

A member who joins after June 1st shall be allowed to pay half the annual subscription.

In the case of Associate Members, the amount of the annual subscription shall be 3/6.

If annual subscriptions have not been paid by September 1st, the name and address of the member may be sent by the Treasurer to the Secretary of the Region where the member is residing, in order that the Regional Secretary may apply to the member for her subscription.

The Council's statement of Receipts and Expenditure shall be examined by a responsible auditor elected by the members at the Annual General Meeting.

If a member has failed to pay her subscription for two consecutive years, it shall be open to the Executive Committee of the Council, after twenty-one days' notice has been sent by the Treasurer to the last address notified by the member, to decide whether her membership has lapsed.

X.

The Executive Committee shall have power to arrange for paid secretarial assistance.

XI.—AMENDMENT OF CONSTITUTION AND RULES.

. The Constitution and Rules shall be amended only by a motion or motions passed at a General Meeting.

Written notices of proposals to modify the Constitution and Rules shall be given to all members a reasonable time which shall be not less than three weeks before they are brought forward at a General Meeting.



Council of Women Civil Servants.

LIST OF MEMBERS, May, 1940.

In this List the following abbreviations are used:-

A.G.D. .. Accountant-General's Department.

A.B. .. Assistance Board.

B. of E. .. Board of Education.

G.P.O. .. General Post Office.

L.T.S. .. London Telephone Service.

M. of H... .. Ministry of Health.

M. of L... .. Ministry of Labour.

M.O.D. .. Money Order Department.

S.B.D. .. Savings Bank Department.

ADMIRALTY.

Lewis, K. M., 11, Queen's Parade, Bath.

MINISTRY OF AGRICULTURE.

Green, M. L., Royal Botanic Gardens, Kew, Surrey.
Pratt, E. H., O.B.E., Ministry of Agriculture, 10, Whitehall Place, S.W.1.
Skene-Smith, R., Ministry of Agriculture, 10, Whitehall Place, S.W.1.
Thursby-Pelham, D. E., Ministry of Agriculture and Fisheries, Fisheries
Laboratory, Lowestoft.
Wakefield, E. M., Royal Botanic Gardens, Kew, Surrey.

DEPARTMENT OF AGRICULTURE (SCOTLAND).

Macleod, M. M., York Buildings, Queen Street, Edinburgh.

AIR MINISTRY.

Bradfield, F. B., Royal Aircraft Establishment, S. Farnborough, Hants. Phillips, P., 10 Dept. G2, Royal Aircraft Establishment, S. Farnborough, Hants.

ASSISTANCE BOARD.

Begg, J. B., A.B., 24, Harland Street, Glasgow, W.4. Craik, E., 53, London Road, Reading, Berkshire. Darlow, M., M.B.E., A.B., Thames House, S.W.1. Dingle, E., A.B., 21, Canning Street, Liverpool, 8. Fox, W. M., A.B., Thames House, S.W.1. Gardner, E. M., Arcade Chambers, Stafford Street, Hanley, Stoke-on-Glenn, R., M., O.B.E., Staple Hall, Stone House Court, Houndsditch. Grainger, B. M., A.B., 194-202, Old Kent Road, S.E.1. Gray, A. J., A.B., 65, Renfield Street, Glasgow, C.2. Harvey, M. L., A.B., 9, Gore Street, Manchester, 1.
Hope-Wallace, J., A.B., Thames House, S.W.1.
Humphries, M. J., A.B., Royal Liver Buildings, Liverpool. Ibberson, D., A.B., Thames House, S.W.1. Inglis, J. M. B., A.B., 65, Renfield Street, Glasgow. Levy, S. E., A.B., 9, Fallowfield Road, Liverpool. Mackie, D., A.B., Southport. Nanson, M. E., A.B., Thames House, S.W.1. Smith, E. L., S.B., 9, Gore Street, Manchester, 1. Thom, F. M., A.B., 59, Great King Street, Edinburgh, 3. Williams, M. C., A.B., 9, Gore Street, Manchester, 1.

BRITISH MUSEUM.

Senior, E., 17B, Canonbury Square, N.1.

BRITISH MUSEUM (Natural History).

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NATIONAL LIBRARY OF SCOTLAND.

Calderwood, A., National Library of Scotland, Parliament House, Edinburgh 1.

HOUSE OF LORDS.

Court, M. F. D., 85, Chelsea Gardens, S.W.1.

NATIONAL PHYSICAL LABORATORY.

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Bell, E. G., M.O.D., G.P.O., Manor Gardens, N.7.
Blake, A. D., M.O.D., G.P.O., N.7.
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Wood, F. M., M.B.E. (late Department of Overseas Trade), 19, Ashcombe Gardens, Weston-super-Mare.
Younger, A., O.B.E., (late M. of L.), 3, Osborne Terrace, Edinburgh.

Note.—The Hon. Secretary will welcome any corrections or additions to the above list for inclusion in subsequent reports.

FORM OF BEQUEST.

I bequeath to the Council of Women Civil Servants
the sum of *...

to be paid to the Treasurer for the time being of the said
Council of Women Civil Servants, free of all deductions
whatsoever, the receipt of the said Treasurer to be an effectual
discharge of same.





