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*The National Association of
Women Civil Servants*

GENERAL REPORT

*for nine months ending December 31st,
1932*



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Office :

31 MARSHAM STREET, WESTMINSTER, S.W.1

Pamphlet

The National Association of Women Civil Servants

GENERAL REPORT FOR NINE MONTHS
ENDING DECEMBER 31st, 1932

CIVIL SERVANTS have during the period under review shared to the full in the difficulties arising out of the financial situation of the country. Schemes for improvements in pay or conditions have had to be deferred in view of the repeated declarations of the Treasury that no applications involving increased expenditure would be considered, and Service organizations generally will have few substantial claims to record. In spite of these adverse conditions, however, the Association has flourished; the membership has been considerably increased, the branches have been gradually evolved on a workmanlike basis, and the constitution has been satisfactorily developed.

DEVELOPMENT OF ASSOCIATION

Membership.

Some 800 new members have been enrolled, mainly in the typing and writing assistant grades. As at December 31st the membership, including the affiliated members, was 5,523. Of these 5,023 are established officers and the balance of 500 are temporary clerks and typists. In the numbers of established officers are included those who have been assimilated to the permanent grades as from October 1st, but who, on account of age or health, are not yet entitled to pension or increased sick leave facilities. Such officers became entitled to all other conditions appertaining to the established grades as a result of the adoption of the Report of Committee "E," and can rightly be claimed, therefore, as part of the established membership.

The satisfactory conclusion of the establishment negotiations has been of inestimable value to the Association. As an organization representing the three grades of clerical officers, writing assistants and typists, its position has been definitely established. It also includes, by the affiliation of the Higher Women Officers' Association, executive and higher clerical officers and the higher ranks of those classes.

Branches.

There are now thirty-one branches. These have been established principally in Departments in London, Edinburgh and Manchester. In a number of other towns it has been possible to establish groups which function on a branch basis.

Edinburgh Branch.

This branch has now been established on a firm footing. Representatives of each grade attend Committee meetings, and much useful work

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is done on behalf of the members employed in the area. The branch has been able to link up individual members employed in the surrounding towns. The branch is fortunate in the keen and energetic officers who have served it so faithfully since its inception.

Manchester Branch.

The branch has continued to do good work in this area. The members are benefited greatly by the establishment of the temporary staffs.

Representative Capacity.

Soon after the formation of the Organization on its Joint Committee basis, an attempt was made by a rival Association to challenge its representative capacity, and efforts were made to persuade newly enrolled members and others who were intending to enrol that the Association was powerless to assist them as it was not "a recognized Association." The negotiations on the National Whitley Council with regard to the Tomlin Commission recommendations appeared to give colour to these assertions. Representations were accordingly made to responsible authorities and the Association was accorded seats on two of the negotiating committees; further, an undertaking was given that representations might be made officially to the Treasury on matters in which the members were specially interested. The following is the official statement:

"You may rest assured that the position of your Society will not be overlooked, and that where representation on a negotiating body is not practicable an opportunity will be afforded for the submission by the Society of their views on subjects of peculiar interest to their members."

The representative capacity of the Association in respect of women in the clerical classes has never been challenged as the Association inherited the previous rights of the Associations affiliated to the Federation in this respect. The question of membership in the other grades was dealt with in different ways according to the circumstances of the Departments concerned. In some cases, such as the Ministry of Transport, Board of Education, Ministry of Agriculture, Public Trustee Department, General Register Office, etc., no difficulties presented themselves: the majority of members of the typing grades enrolled with the Association and thus conferred on the Association the automatic right to represent the grade Departmentally. In other cases where the numbers of the staffs concerned were larger, the position has been more complicated. Thus in the Ministry of Labour the Association sought recognition at an early stage in respect of the established writing assistant and typing grades. By mutual understanding it was agreed that the claim should be held over until the establishment of the temporary staffs was complete, and at the moment figures are being submitted to the Department, which clearly indicate that the Association has in membership more women in the writing assistant grade and at least as many in the typing grade as can be found in any other Association in the Department. In the Post Office the question of recognition has been one of some difficulty as far as the newly recruited members were concerned. After some months of negotiation the Association has, however, been successful in obtaining recognition in respect of its typing members in four of the main Headquarters offices.

The claim that the Association should share recognition nationally on behalf of the established typing grades is at present being investigated by the Treasury.

It is important for members to note that they themselves can determine what Association shall secure recognition in respect of their grade. No Association holds the inalienable right to represent any one section of the Service and the Treasury and the Departments will always negotiate with the Association or Associations which between them represent the majority of the staffs concerned.

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GENERAL ACTIVITIES

Cost-of-Living Discussions.

Association members were involved in the all-Service agitation on the consolidation proposals of March to May. In many cases members were at first disposed to fall in with the general agitation broadcast throughout the Service in opposition to the Governmental proposals. The Executive was anxious that the fullest possible information should be supplied to the members on this all-important question and arranged a special meeting in the Livingstone Hall at which Mr. Llewellyn, the Chairman of the Staff Side, advanced reasons for supporting the anti-consolidation proposals. At the same time it was pointed out that there was danger in summarily rejecting the Government's proposals at a time when the cost of living was actually falling, and it was made clear that the Association members could not tolerate a further cut in salaries in September 1932. This Association was the first Organization in the Service publicly to question the desirability of the Staff Side policy. Following the Livingstone Hall meeting, a ballot of members was taken and the overwhelming majority of those who voted was in favour of accepting the Government proposals. This information was conveyed to the Government and the subsequent stabilization agreement proved the wisdom of the action taken.

Campaign for the Stoppage of Open Recruitment.

Following the decision of the Government to hold an open competitive examination for the clerical grade in September, consideration was given by the Writing Assistant and Typist Grade Committees to the effects of such competition on the prospects of promotion of the members of these grades. Suggestions were made that the Association should urge the Treasury to increase the age allowance for serving Civil Servants who were anxious to compete in the open competitive examination. The final view of the Grade Committees was, however, that the Association should take a firm stand against open recruitment with a view to limiting the number of candidates introduced into the Service as a result of open competition. The views of the Grade Committees were reported to the Executive Committee, and after reference to the Clerical Grade Committee it was decided that the Association policy should be one of opposition to open recruitment in the clerical and executive grades for a period of three years. In coming to this decision the Executive was mindful of the fact that higher appointments were not always being filled, that salary claims were being held up, and that stagnation was everywhere prevalent.

Following on the decision of the Executive Committee it was decided to seek parliamentary support for the Association policy. A number of members of Parliament expressed themselves as in sympathy with the Association's aims. Unfortunately only a comparatively small number of Association members took part in the active work in this connexion, so that if the results are not all that could be expected, blame must lie very largely at the door of the members. There is no doubt that the Government is committed to a policy of open recruitment and it is only by a widespread campaign on the part of those in the Service that any real opposition to the Treasury view can be made effective. Other Associations are merely initiating "full dress" debates on the National Whitley Council on this matter. In view of the declared policy of the Government such action seems valueless. The following facts as to the filling of vacancies during the year will be of interest:

PROMOTION, ETC., TO CERTAIN GRADES,
YEAR ENDED MARCH 31ST, 1932.

(a) Writing Assistants promoted to Clerical Classes (General and Departmental) 215

(b) (i) Established Shorthand Typists and Clerk Shorthand Typists promoted to Clerical Classes (General and Departmental) ...	112
(ii) Established Typists and Clerk Typists promoted to Clerical Classes (General and Departmental) ...	56
(iii) Appointments to the Superintendent of Typists Grade ...	13
(c) General and Departmental Clerical Officers promoted to Executive Grades (General and Departmental):	
Men ...	86
Women ...	6
(d) Appointments to Higher Clerical Grade:	
Men ...	154
Women ...	30
(e) Promotions of "P." and "P.U." Class Clerks to the General Clerical Class authorized during the year ...	109
(f) Promotions of "P." and "P.U." Class Clerks to the Departmental Clerical Classes authorized during the year ...	468

Down-grading Proposals.

Since the publication of the Tomlin Report the Executive Committee has viewed with very great apprehension proposals for down-grading sections of the work. When it became known that the National Whitley Council had set up a Committee to explore among other questions these down-grading proposals a memorandum embodying the Association views on the matter was prepared. At the same time the Association informed the Treasury of its very definite opposition to the proposals and requested that a deputation should be received, when the Association views might be elaborated. Before, however, it became necessary for further steps to be taken the report of Committee "B" became available and it was known that the Treasury did not propose to adopt the Tomlin Committee recommendations at this stage. The down-grading proposals of the Tomlin Commission were accompanied by suggestions for the raising of the maxima of certain grades and the Treasury let it be known that it was not prepared to entertain proposals which would involve an increase in the rates payable to any grade. From the Treasury point of view any economy effected by down-grading work would have been offset by the raising of the bar on wage improvement discussions. An agreement to raise the writing assistants' maximum, even though in itself an economy for the Treasury, would have been followed by almost irresistible demands for wage increases from ex-Service Civil Servants, from postal employees and from other sections of the Service. At the same time the Association cannot but be gratified to note that the dangerous down-grading proposals have been shelved, if only for the time being. The Association considers that both writing assistants and typists have a claim for improved salary scales without compromising the position by the down-grading of clerical work to the writing assistants. The prospects of promotion for writing assistants and typists to the clerical grade are already only too few, and to limit these by the reduction of clerical complements would have the effect of making the writing assistant grade almost a blind-alley occupation for women.

Committee "F."

One of the most satisfactory features of the Tomlin Report is the chapter devoted to the consideration of the position of women in the Service. Although the recommendations fall very short of the Association's aims, they nevertheless mark a distinct improvement on the present position. Soon after formation of the Association, steps were taken to approach the Treasury with regard to the carrying out of these recommendations. Similar representations were made by other bodies and the Government decided to set up a special *ad hoc* Committee composed of representatives of the National Staff Side and of representatives from this Association and from the Council of Women Civil Servants (Higher Grades). The President and Secretary were appointed as the Association representatives. The Official Side was composed of Treasury

and Departmental representatives. The whole of the Tomlin recommendations on the position of women, excluding the vitally important question of equal pay, has been remitted to the Committee. So far one meeting with the Official Side has been held and several Staff Side meetings have taken place. At the Official meeting it was made clear that the Government were prepared, in the main, to accept the Tomlin recommendations with reservations as to Departmental examination of the problem. The Association view is that with the possible exception of certain specialist grades, Departmental examination of the general reservation question is not necessary. It should be possible at this stage to agree that the general Service classes should be open alike to both sexes and that reservations as between men and women in all posts in the clerical, executive and administrative grades are unnecessary. The Association is also anxious to secure that aggregation should be carried out on a national rather than a departmental basis, so as to ensure that Departments do in fact employ women in all the sections staffed by clerical, executive and administrative officers.

Equal Pay.

It is regretted that it has not been possible to take any action on this vitally important question. The Executive Committee have had the matter under constant review, but have not thought the time opportune to initiate any active campaign on the issue. Association representatives have kept in close touch with other women's associations and members may rest assured that no opportunity of pursuing the matter farther will be allowed to escape. The effect of family allowances on equal pay has been raised from time to time and with a view to supplying branch officials with information on this matter, a meeting was arranged in December at which an address was given by Mr. Cohen of the Family Endowment Society.

Establishment.

The Association lost no time in making requests to the Treasury for the setting up of a Committee to consider the establishment proposals of the Tomlin Report. After what seemed to the members to be interminable delay the Association was invited in May to appoint two representatives to a specially convened Establishment Committee. Miss Element and the Secretary were appointed as the Association representatives. From its inception it was clear that the Staff Side of the Committee was not united. The Associations representing ex-Service men at the outset expressed disapproval of the Government's proposals for the establishment of this section of the temporary staffs. Inter-Association difficulties also tended to prevent the smooth working of the Committee. The representatives of this Association were determined to use every effort to ensure the speedy settlement of the problem, and in this they were supported by representatives of the Ministry of Labour Staff Association, and the Association of Officers of Taxes. It was generally agreed that the Report should be an Establishment Report and that the difficult questions of the final grading of the staff to be established should be left over for Departmental or Treasury consideration. Had these problems been tackled on the Committee it is more than likely that the Report would still be in draft form. It is for this reason that such problems, for instance, as the Stationery Office question, and the final grading of staff employed on clerical work in the area offices of the Ministry of Pensions, were not more fully gone into on the Staff Side.

The Report was finally signed in August and the issue of certificates of establishment commenced some three months later. A number of minor points arising out of the Report have been dealt with by officers of the Committee in conjunction with the Treasury. Among these points was a decision that the incremental date should be October 1st, 1932, and that over-age and medical rejected officers would be notified of their unestablished status. Discussions also took place with the Treasury on the vexed question of the date of the application of the hours worked by the permanent staff to the temporary women who were being estab-

lished. [This point is now satisfactorily settled in all the 42-hour week offices and is being taken up in respect of the 44-hour week Departments.]

The main outstanding point which arises from the Report is the position of those women who were debarred on account of age from establishment. This matter is not one for Committee "E," as the Treasury have declined to proceed farther in the matter. It is a question to be fought by the Association and steps are being taken to bring the position before Members of Parliament.

The position of the Stationery Office staffs has been taken up Departmentally and though considerable delay in the settlement of the problem has occurred it is possible to report that progress is being made. Supervisory staffs will be established in the Department on their present salaries as duplicator supervisors. The problem of securing proper Service grading for these staffs is one to be dealt with by the Association in the future. Other members of staff who have completed the necessary period of service will be transferred to writing assistant and typist appointments elsewhere.

Bridgeman Committee Evidence.

Acting in conjunction with the other Associations having members in the Post Office, application was made to the Bridgeman Committee that evidence should be given on behalf of the staffs concerned. It was agreed by the Departmental Associations that such separate evidence should be tendered and a statement was drawn up on behalf of the Post Office members and submitted to the Committee. Miss Perry and Miss Lawrie appeared before the Committee in support of the Evidence.

Ministry of Labour Appointments.

The Association has to express its appreciation of the action taken by the Ministry of Labour

- (a) In appointing a woman as Manager of the mixed Exchange at Shoreditch, and
- (b) In retaining a woman in one of the higher appointments of the Department after marriage.

Both these actions were challenged by the Staff Side of the Departmental Whitley Council representing the majority of other Associations in the Department. The Association point of view was put direct to the Department by means of a Deputation.

Superannuation.

Arising out of the discussions at last Conference consideration was given by the Executive Committee to the Government's proposals to give women Civil Servants the option to adopt the provisions of the 1909 Act and to bring new entrants under this Act. The announcement of the Government on this matter was made to the Superannuation Committee of the National Whitley Council in August. The Association welcomed the Government's intention to allow existing women Civil Servants the option of adopting the 1909 Act, but considered that this Act should not necessarily cover all new entrants. It was considered that the results of the option should determine under which Act new entrants should come. This view was conveyed to the Treasury and the following statement was received in reply:

Treasury Chambers,
October 22nd, 1932.

" I may say, however, that I consider your suggestion impracticable. It is only if and when it is decided to make a permanent alteration in the pension system applicable to women Civil Servants that any question can arise of allowing those women who entered the Service subject to the conditions of the old system an option to come under the new system.

" (Signed) JAMES RAE."

Office Accommodation.

Both Headquarters and branches have taken up from time to time the question of inadequate office accommodation. The necessity for an adequate supply of hot water, for proper heating and ventilation arrangements has been conveyed to the Establishment Branches of Departments. It is possible to report that in the main the Association representations have met with a partial measure of success.

Whitley Council Representation.

Association representatives have continued their active work on the Departmental Whitley Councils and the Office Committees, and the following are the names of those who have acted for the Association during the period under review:

Agriculture and Fisheries	Miss Moir.
Education	Misses McSweeney and Parker.
Export Credits	Miss Major.
Foreign Office	Miss Ormiston.
General Register Office	Miss Farman.
Health	Misses Anderson and Hinchy.
Labour	Miss Boston
Kew Office Committee	Misses Lashmar and Wynne.
Mines	Miss Mitchell.
	{ Miss Jackson, Clerks.
Pensions	{ Mrs. Sampson, Writing Assistants.
	{ Miss Element, Typists.
Acton Office Committee	Misses Element, Haskins and Pratt.
	{ Miss Dingle, Clerks.
Public Trustee Office	{ Miss Coker, Typing Grades.
Post Office	Misses Lashly and Lawrie.
Clerical Sub-Committee	Misses Lashly, Lawrie, Perry.
A.G.D. Office Committee	Misses Worsfold and Endersbee.
L.T.S. Office Committee	Misses McNamee and Close.
M.O.D. Office Committee	Misses Kent and Lawrie.
S.B.D. Office Committee	Miss E. Price.
Transport	Miss Gunning.
Stationery Office	Misses Edwards and Kingdon.
War Savings Committee	Misses Greer and Gilchrist.
	{ Miss Geddie, Dept. for Health.
Edinburgh Branch	{ Miss McAuslane, Post Office.
	{ Miss Samson, Scottish Education.
Manchester Branch	Miss Patterson.

GRADE ACTIVITIES

Clerical Grade.

Meetings of the Clerical Grade Committee have been held regularly and the attendance has been, on the whole, satisfactory. During the early part of the period considerable attention was given to the transference of women to the Customs Department. Information was circulated to the branches as to the openings and prospects in this office, and a considerable number of queries dealt with. As a result of the transfers which were then effected some 45 women were transferred to the Treasury Class and 150 women to the Departmental Class in the Department. This is the first time that women have been admitted in any considerable number to this Departmental Class. A letter has been addressed on behalf of the recently transferred members urging that their claims for executive appointments should be considered.

The Committee has followed closely the position on Committee "F," and much useful information has been supplied to the Secretary from the representatives in the various Departments.

The Committee has also given attention to the question of seniority on transfer and to the position arising in connexion with the Whitley decision to allow back-dating of seniority of promoted writing assistants and typists.

In the Post Office, Scottish Education Department, and Ministry of Health, representations have also been made with regard to the appointment of women to the executive grade.

Typing Grades.

The main Typing Grade Committees have been very well attended throughout the period in question and many matters have been reported where action was necessary in the different Departments. Membership in this grade has considerably increased throughout the period, and at the moment the Association is in negotiation with the Treasury with a view to the granting of recognition nationally on behalf of the grade. A memorandum for the improvement of the status of the whole grade has been drawn up for submission to the Treasury when the recognition issue is settled.

Negotiations have been conducted with certain Post Office Departments, the General Register Office, the Ministry of Transport and the Inland Revenue on the question of an increase in the number of permanent superintendentships, and the granting of additional allocated allowances. Satisfactory results have attended the representations made in three of the Departments concerned. The Association has also made representations on behalf of the members in three Departments with regard to the lack of promotion facilities for members of the grade. In each case members of the grade were promoted following the Association representations. In the case of the Law Courts it is satisfactory to be able to report that following repeated representations a member of the grade has for the first time been promoted to the special clerical grade of the Department.

The Committee kept closely in touch with the proceedings on Committee "E" and with regard to the typist test made certain recommendations which were forwarded to the Civil Service Commission and in general were accepted. In particular, it may be recorded that the Association advocated that the test should be given at 100 words per minute so as to ensure that there was no lowering of the standard of the shorthand grade; it advocated the test being held late in January or early February, and made representations in a number of Departments as to the method of giving the test. [It can now be recorded that the general view expressed in all Departments is one of satisfaction with regard to the whole arrangements for the test.]

The Committee also advocated the case of typists who passed the establishment examinations but failed on health grounds to secure establishment. It was represented to the Treasury that these officers should be given unestablished status in the same way as those dealt with by Committee "E." So far the Treasury have not accepted the Association view, but the matter will be further pursued.

Considerable attention has been given during the period under review to the question of transfer. Correspondence has taken place with the Civil Service Commission and the Treasury on the matter. The Association view is that more use should be made of the Civil Service Commission transfer list, and that there should be some recognized order of seniority by which candidates should be chosen for re-allocation to their home towns. At present Departments recruit their staff either by accepting transfers arising out of casual inquiries, or by applying to the Civil Service Commission. It is felt that some more uniform method should be adopted. The following are the figures of transfers effected by the Commission during the last twelve months from London to Scotland or Northern Ireland: Shorthand Typist, 1; Typists, 6.

Superintendents of Typists.

Separate representative meetings for the grade have been held during the nine months under review. Attention has been given to Depart-

mental claims for the appointment of additional superintendents, and action taken by the typing grade committee in this connexion has been well supported by the superintendents.

Early in the year it was decided to take up the question of the superintendents' leave. As there were not a majority of the grade in membership approaches were made to others who were not members but who were anxious for this matter to be taken up. Thus authorized to act on behalf of the majority the Committee addressed a letter to the Treasury. The reply, however, was to the effect that the time was not opportune for consideration of the question. The grade committee is now facing the question of a further approach in 1933.

Promotion facilities to the executive grade were considered by the Committee and correspondence with the Treasury has taken place on the matter. The official Treasury view is that members of the superintendent grade are eligible for consideration for executive appointments. Departments, however, appear to consider that such is not the case. Representations on behalf of members of the grade have been made in one or two Departments, and the matter is still being pursued.

Writing Assistant Grade.

The Temporary Clerks' Grade Committee has now been amalgamated with the Writing Assistant Grade Committee, and a strong Committee has resulted. The Committee has given much attention to the down-grading proposals of the Tomlin Report and to the question of improved promotion facilities for members of the grade. In this connexion an agreement has been arrived at between this Committee and the Typing Grade Committee as to the Association policy for promotion of members of the two grades. It was agreed that representatives appointed on Whitley Councils should press the claims to promotion of members of the writing assistant and typing grades in rough proportion to the numbers employed in these grades in the Department concerned.

Representations urging the promotion of members of the grade rather than the engagement of open recruits have been made.

In the Ministry of Labour the Association was represented on a Deputation to urge the claims of writing assistants and other sub-clerical grade members as against open recruits. It is satisfactory to be able to report that following these representations a very definite improvement in the promotion rate of writing assistants is noticeable. The Association now claims the majority of organized writing assistants in the Department.

In the Ministry of Health repeated representations were made on behalf of the members who had been called upon to revert after passing their probation for promotion to the clerical grade. The position in this connexion is still unsatisfactory.

It is satisfactory to note that some forty members of the grade were promoted to Departmental clerkships in the Ministry of Labour.

The National action on the open recruitment and down-grading questions has been of special interest to grade members.

REPRESENTATION ON OUTSIDE BODIES

Members will realize that since the Trades Disputes Act was passed it has not been possible for the Association to affiliate to outside organizations. This ban, however, does not extend to educational and similar bodies, and the Association has therefore been able to send Miss Godwin as its representative to the Women's Committee of the Workers' Educational Association, and Miss Grant to the Women's Committee of the League of Nations Union. A considerable number of members of the Association are members of the Institute of Public Administration, and the Association, through individual members, is able to keep in touch with the Joint Committee of Women in the Civil Service, which acts as

a link between officials of the women's societies inside and outside the Service, and supporters of the women's cause in the House of Commons.

MISCELLANEOUS

Magazine.

The *Opportunity* Sub-Committee has met regularly throughout the period. Its function is to keep the Editor supplied with a good selection of material for the magazine; but in this it has met with considerable difficulty, especially with regard to the "Outlook" paragraphs. These are intended to be a commentary on current Service affairs, Departmental as well as national; but they cannot fulfil their purpose unless there is a steady influx of Departmental news sent in by the branches, and this has not been the case. The position would be greatly relieved if branch committees would make it part of their regular business to consider whether they have any news to submit for inclusion in *Opportunity*, and it is hoped that this course will in future be adopted.

The supply of articles and general matter has improved, and has of late been fairly good, but the circle of contributors is still too narrow.

To encourage new talent, a series of competitions was inaugurated in October, a prize being offered each month for the best article on a given subject. The result of this experiment has been disappointing.

A special meeting of branch secretaries was held in October to consider ways of increasing the sales, to receive criticisms of the paper, and to consider means for its improvement. Several suggestions were made, and as many as possible of these have now been adopted. The demand for a larger number of light articles and poems will be met as far as space permits, provided that a supply of suitable material is forthcoming; but it is not possible at present to entertain any suggestion that involves increasing the size, and consequently the cost, of the paper.

In December the Executive Committee decided to reduce the annual subscription to *Opportunity* from 2s. to 1s. 10d. as from January 1933. It is hoped that the loss in revenue from individual subscriptions will be more than counterbalanced by an increase in the number of subscribers.

Specialist Services.

The specialist service inaugurated in the early part of 1932 has proved a distinct boon to many members of the Association and already some thirty-two members have taken advantage of the special facilities offered.

The Association is also able to offer members reduced terms for treatment and residence at the principal spas.

Shopping, Library and Banking Facilities.

The Shopping List has been considerably added to and is much appreciated by members. More than 500 applications for library subscription forms have been received.

The banking facilities offered to members by the large banks have been much appreciated.

Health Insurance Scheme.

At the latter part of the year negotiations were entered into with the Civil Service Health Insurance Society, whereby the Association has agreed to act as an agent for that Society. Members of the Association desirous of obtaining the best terms under the present Insurance Act are advised to link up with the Society.

Diaries and Calendars.

The diary published by the Association in October proved such a success that repeat orders were immediately placed. Unfortunately the

publishers were unable to execute the repeat orders and a number of members were disappointed at not being able to purchase the diary. Steps will be taken to ensure that more satisfactory arrangements are made in 1933. In spite of the issue of the diary, orders for calendars exceeded the previous year's requirements by 50 per cent. The design, executed by Miss Hide, proved popular, and all supplies have been sold.

Social Activities.

Social activities have not proved as attractive as the Committee originally hoped. The Week-End School originally fixed for March had to be postponed until the autumn, and even then only a comparatively small number of members attended. The Hallowe'en Party arranged at the end of October only just cleared its expenses.

In October the Executive arranged a small informal dinner in honour of Miss Lloyd, the previous year's Honorary Treasurer. Miss Lloyd was about to sail for India for her marriage, and the Executive Committee presented her with a case of cutlery on behalf of the Association.

Executive Committee.

During the period under review sixteen meetings of the Executive Committee have been held. The meetings have been well attended. At the first meeting it was decided to co-opt Miss Goode and Miss Bastain alternatively with Miss Wynne, in order to strengthen the representation of the temporary members. Following the appointment of Miss Element on Committee "E" it was further agreed to co-opt her during the progress of the Establishment negotiations. Miss McLennan resigned her seat in December consequent on her appointment to the Departmental Class in the Ministry of Labour. The seat was filled by the appointment of Miss Wynne as a full member. The following is a record of attendances:

Misses Perry 15, Appleby 13, Swire 15, Dunford 15, Adamson 15, *Backhouse 10, Baldock/Pitt 11, *Bastain 7, †Caldcleugh 16, Edgington 14, Element 13, Fowler 8, Godwin 11, †Goode 15, †Gunning 16, †Hinchy 16, Horsfall 8, †James 16, Lashly 13, †Lawrie 14, †Leach 14, McLennan 10, *Shirley 5, †Tucker 7, †Worsfold 12, *Wynne 6.

Possible number of attendances 16.

* Seats Shared.

† Number of attendances includes substitute delegates.

‡ Owing to illness Miss Tucker was not able to attend meetings until September 29th.

In Conclusion.

Thanks are due to branch officials, committee, and individual members, who have helped the Association to advance during the first months of its existence. Without a loyal band of devoted workers it would have been impossible to record such definite success. It must, however, be remembered that ahead lie the still more difficult tasks, and it is essential that there should be no relaxing of effort in the endeavour to bring within sight the realization of the aims for which the Association exists.

DOROTHY EVANS.

General Secretary.

**THE NATIONAL ASSOCIATION OF
CASH STATEMENT FOR THE NINE**

RECEIPTS		£	s.	d.
To Subscriptions and Affiliation Fees	...	1,772	16	10
„ <i>Opportunity</i> Subscriptions	...	191	13	9
„ <i>Opportunity</i> Advertisements	...	104	15	6
„ Returned Branch Funds	...	5	4	6
„ Work and Stationery for Branches	...	5	7	4
„ Shopping Commission	...	2	17	2
„ Calendars and Diaries	...	69	16	11
„ Royal Academy Tickets	...	22	19	0
„ Courtauld-Sargent Concert Tickets	...	25	7	8
„ Dinner Tickets	...	43	3	0
„ Social Events	...	40	19	6
„ Donation from H.W.O.A. (Miss Lloyd's Wedding Present)	...	5	5	0
„ Interest on East of Scotland Nursing Home Bonds (gross)	...	16	0	0
„ Interest on 3½% Conversion Stock (gross)	...	21	4	10
„ Interest on 4% Funding Loan (gross)	...	14	0	6
„ Interest on 5% War Stock (gross)	...	75	0	0
„ Interest on Home Safe Deposit Account	...	4	2	5
„ 5% War Stock Conversion credit	...	3	0	0
„ Miscellaneous	...	3	10	8
		£2,412 0 7		
„ BALANCES AT APRIL 1ST, 1932:				
In Home Safe Account	...	56	12	4
On Current Account	...	259	10	5
In Hand	...	75	9	11
Stamps in Hand	...	1	4	2
		392 16 10		
		<u>£2,804 17 5</u>		

BALANCE SHEET

CAPITAL AND LIABILITIES.		£	s.	d.
To Benefit Fund	...	615	0	1
„ Equal Pay Reserve Fund	...	1,285	10	8
„ Outstanding Accounts	...	24	3	2
„ General Fund—Balance, being Excess of Assets over Liabilities at present date	...	1,779	1	2
		<u>£3,703 15 1</u>		

**WOMEN CIVIL SERVANTS
MONTHS ENDED 31st DECEMBER, 1932.**

PAYMENTS		£	s.	d.
By <i>Opportunity</i>	...	339	5	10
„ Salaries	...	639	10	0
„ General Office Expenses	...	22	7	0
„ Stationery and Printing	...	247	9	11
„ Rent, Gas and Electric Light	...	156	3	4
„ Telephone	...	17	16	5
„ Postage	...	95	15	11
„ Cheque Books	...	1	13	4
„ Organising and Representatives' Expenses	...	13	18	2
„ Association of Women Clerks and Secretaries	...	112	10	0
„ Auditors	...	3	13	6
„ Publications	...	9	7	5
„ Hire of Halls	...	5	19	0
„ Press Cuttings	...	12	12	0
„ Departmental Whitley Council Expenses	...	40	0	0
„ National Federation of Professional Workers	...	5	5	0
„ Furniture and Fittings	...	16	2	6
„ Equal Pay Reserve Fund	...	73	10	8
„ Benefit Fund	...	150	4	3
„ Compassionate Grants	...	12	0	0
„ Branch Grants	...	7	5	0
„ Income Tax	...	29	12	11
„ British Women's Hospitality Committee	...	2	2	0
„ Conference	...	35	1	10
„ Dinner	...	62	14	4
„ Royal Academy Tickets	...	22	15	0
„ Courtauld-Sargent Concert Tickets	...	25	7	8
„ Miss Lloyd—Wedding Present	...	21	0	0
„ Social Events	...	47	0	11
„ Diaries and Calendars	...	99	18	5
„ Repayment to Association of Women Clerks and Secretaries	...	6	11	1
„ Miscellaneous	...	1	17	0
		£2,336 10 5		
„ BALANCES AT DECEMBER 31ST, 1932:				
In Home Safe Account	...	210	14	9
On Current Account	...	254	17	11
Cash and Stamps in Hand	...	2	14	4
		468 7 0		
		<u>£2,804 17 5</u>		

31st DECEMBER, 1932.

ASSETS.		£	s.	d.
By Benefit Fund Account	...	615	0	1
„ Equal Pay Reserve Fund Account	...	1,285	10	8
„ Subscriptions Outstanding	...	73	1	5
„ Accounts due to Association	...	32	12	5
„ Office Furniture, less Depreciation	...	110	4	6
„ INVESTMENTS:				
East of Scotland Nursing Home Bonds	...	20	0	0
£606 18s. 5d. 3½% Conversion Stock	...	500	0	0
£350 13s. 6d. 4% Funding Loan	...	298	19	0
£300 3½% War Stock	...	300	0	0
		1,118 19 0		
„ Cash at Bank and in Hand	...	468	7	0
		<u>£3,703 15 1</u>		

THE NATIONAL ASSOCIATION OF
BENEFIT FUND ACCOUNT FOR THE

	£	s.	d.
To Subscriptions	150	4	3
„ Received from Association of Women Clerks and Secretaries	500	0	0
	<u>£650</u>	<u>4</u>	<u>3</u>

EQUAL PAY RESERVE FUND ACCOUNT FOR THE

	£	s.	d.
To Balance as per last Account, 5% War Stock	1,273	10	8
„ Received during period—War Stock conversion credit	12	0	0
	<u>£1,285</u>	<u>10</u>	<u>8</u>

HOME SAFE DEPOSIT ACCOUNT FOR THE

	£	s.	d.
To Balance at March 31st, 1932	56	12	4
„ Deposit	150	0	0
„ Interest	4	2	5
	<u>£210</u>	<u>14</u>	<u>9</u>

We have examined the above Receipts and Payments account of the National the Balance Sheet as at that date, and the accompanying explanatory accounts, with vouched. We have verified the Securities and the balances at the Bank.

118 Baker Street, W.1.
February 3rd, 1933.

WOMEN CIVIL SERVANTS

NINE MONTHS ENDED 31st DECEMBER, 1932.

	£	s.	d.
By Death Claims	35	0	0
„ Cheque Book	4	2	
„ Balance, carried to Balance Sheet	615	0	1
	<u>£650</u>	<u>4</u>	<u>3</u>

NINE MONTHS ENDED 31st DECEMBER, 1932.

	£	s.	d.
By Balances, December 31st, 1932:			
3½% War Stock	1,200	0	0
Cash at Bank	85	10	8
	<u>£1,285</u>	<u>10</u>	<u>8</u>

NINE MONTHS ENDED 31st DECEMBER, 1932.

	£	s.	d.
By Balance, December 31st, 1932	210	14	9
	<u>£210</u>	<u>14</u>	<u>9</u>

Association of Women Civil Servants for the period ended December 31st, 1932, and the books and vouchers relating thereto, and find them to be correct and duly

HOMERSHAM & CO.,
Incorporated Accountants.

HONORARY TREASURER'S REPORT

The Treasurer has much pleasure in presenting the Balance Sheet, together with a Statement of Receipts and Payments, for the period April 1st to December 31st, 1932.

The inauguration and working of a new organization has naturally given rise to some anxiety as to the financial result of the first year, and it is gratifying to be able to record that the position is in every way satisfactory despite the very large expenditure entailed.

It should be noted that arrears of subscriptions are chiefly accounted for by the late payment of December subscriptions, and it is not anticipated that any of them will develop into "bad debts."

The total assets of the Association now amount to £3,703 15s. 1d., showing an increase of £990 18s. 3d. on the figure of £2,712 16s. 10d., as at April 1st, 1932. £500 of this balance is accounted for by transfer from the A.W.C.S. Fund, but the remainder represents a very substantial gain. No increase or decrease in the holdings of stock has been made during the period, but it was agreed by the Executive Committee that the 5 per cent. War Stock should be converted to 3½ per cent. War Stock. The difference shown in the amount of this stock is accounted for by the transfer of £1,200 to the Equal Pay Reserve Fund. The total holding of stock £1,118 19s. 0d. given in the Balance Sheet is quoted as the purchase value, the market value to date being approximately £150 greater. It is now proposed to make some further investment.

Establishment of the four separate funds, viz., General, Benefit, Branch and Equal Pay Reserve has been carried out in accordance with the ruling of the First Annual Conference. A statement of each Fund is appended to the Balance Sheet.

THE EQUAL PAY RESERVE FUND of £1,273 10s. 8d., as at April 1st, 1932, was allocated as follows:

£1,200 to remain invested in 3½ per cent. War Stock and the balance of £73 10s. 8d. to be deposited in a separate banking account designated N.A.W.C.S. Equal Pay Reserve Fund. (This balance was paid by cash, thereby increasing the 3½ per cent. War Stock holding proper to the General Account by an equivalent amount.) Dividends accruing have been paid into the General Fund Account, but the Conversion Bonus Credit of £12 was credited to the Equal Pay Reserve Fund.

BENEFIT FUND.—The total of this fund is steadily accumulating and here an increasing balance is desirable. The claims which have already been met are sufficient to justify the establishment of such a fund.

BRANCH FUNDS amounting to £140 6s. 6d. have been retained on the 10 per cent. basis and the sum of £122 19s. 11½d. remained in the hands of Branch Treasurers on December 31st, 1932. This large balance may be explained by the fact that many branches had funds in hand on April 1st, 1932.

AGREEMENT WITH A.W.C.S.—£500 was received from the Association of Women Clerks and Secretaries in part payment of the £1,000 to be transferred to the National Association of Women Civil Servants upon establishment of the temporary staff, and temporarily deposited in the Benefit Account. The remaining £500 is being transferred in the form of 3½ per cent. War Stock.

The Treasurer wishes to take this opportunity of thanking the Officers and the General Office Staff for the help they have given to her and to express satisfaction with the way in which the local treasurers and secretaries have carried out their tasks, including the new system of collecting and recording subscriptions, which is now working very successfully.

L. MARY DUNFORD,
Honorary Treasurer.

