

# SECRETARIAT

1220/1

1220/1

(Formerly)

SUBJECT:

POSTS & TELEGRAPHS DEPT.

5/59

SORTING ALLOWANCE.

17

CONNECTED FILES.

NUMBER



Act. C. T.

We shall have to draft and issue an administrative instruction to the Supt. P. & T. about the new sailing allowance approved in Select Committee. If I remember it rightly it was an allowance based on a formula of 70 hours overtime sailing per year at the rate of time and a half payed as a flat allowance - with no increase if, say, 75 hours is done. And no time off.

Could you provide the financial formula which can then be embodied in the administrative instruction.

26.5.59

Y. H.,

I have discussed the matter with the Postmaster who has drawn up the attached scale which I recommend be accepted.

With reference to the last paragraph I suggest that the allowance cease on the day an officer proceeds on overseas leave, and will also cease on the day he takes local leave, or sick leave, if such leave lasts for more than a fortnight.

L. S.  
12/6/59

Act. C.S.

This seem reasonable to me. If you  
see no objection it might be incorporated in an  
administrative instruction to the Supt. P. & T. - copies  
Treasury and Audit. We should make it clear that this  
explains "time off" and amount of sitting in after office  
hours is at P.M.'s discretion.

B. G. J. /  
15.6.52



4

P.O. Ref: 026/82

Supt. P. & T.,

Post Office Sorting Allowance.

In order to introduce a standard manner in which to assess the Sorting Allowance payable to Post Office staff from 1st July, 1959, I suggest that the following method be adopted.

To avoid adjusting the allowance with each annual increment the rates could be calculated in steps of £50. Thus a salary of £50 p.a. calculated on the normal 36½ hour week would give, when multiplied by 52, 1898 normal working hours per year which in turn produces an average of 158 hours per month.

$\therefore \frac{£4. 3s. 4d.}{158} \times 1\frac{1}{2} = 9d \text{ per hour}$

thus the average seven hours overtime per month would give a monthly payment of 5s/3d for each £50 p.a. of salary, viz.

Annual salary of £50 or less	5s/3d per month
" " " £100 "	" 10s/6d "
" " " £150 "	" 15s/9d "

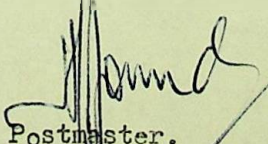
and so on.

On this basis the present staff would receive a total annual payment of £173. 5s. 0d.

<u>Name</u>	<u>Salary</u> per annum	<u>Allowance</u>	
		per annum	per month
LUXTON	£480	£31.10.-.	£2.12.6.
WHITNEY	£380	£25. 4.-.	£2. 2.-.
BARNES	£280	£18.18.-.	£1.11.6.
CAMPBELL	£285	£18.18.-.	£1.11.6.
JENNINGS	£120	£ 9. 9. -.	15.9.
BETTS	£120	£ 9. 9. -.	15.9.
LEONARD	£360	£25. 4. -.	£2. 2.-.
STEWART	£348/10/-	£22. 1. -.	£1.16.9.
LEE	£200	£12.12.-.	£1. 1.-.
<hr/>		<hr/>	
TOTAL	£173. 5.-.	PER ANNUM	


With the recruitment of an additional Clerk in July the figure would increase proportionately with the salary paid.

I imagine the allowance would cease during overseas leave, local leave and sick leave, but perhaps a ruling could be obtained on this.

  
 Postmaster.  
 4.6.59.

*Col. Treasurer*

*The above from the PM please.*

  
 ST  
 3.6.59



S.P.  
P.M.

1-4.

Have a look at draft at G.C. & let me know if you think it covers all points necessary - if not add or amend as you wish.

Q  
2/17/59

7

John C.S.

I think we could add (e) the allowance is payable to all fully employed postal workers with the exception of S.T. & P.M.; and (f) the allowance is intended to cover all postal telegraphic work performed in the Department & is not necessarily confined to mail sorting.

WJH  
4.7.59

8

Hes.

I agree with the reply put out by the P.M.

WJH  
5/11  
13.7.59

bu 20.10.59  
for return of  
memo from Mrs  
Jones



15th July, 59.

To: The Superintendent,  
 Posts and Telegraphs,  
STANLEY.

From: Acting Colonial Secretary,

Post Office Sorting Allowance.

It is necessary that the Post Office staff should work irregular hours entailing overtime to enable the efficient sorting and distribution of mails. In the past it has been the practice, when possible, to give time off in lieu of overtime. This practice is not considered in the best interests of the efficient working of the Department and with effect from 1st July, 1959, the following system of allowances, based on the average of seven hours per month overtime, at 9d per hour for every £50 of salary drawn by the officer concerned, will be payable viz.

Annual salary of	£50	or less	=	5/3	per month
"	"	"	£100	"	" =10/6 " "
"	"	"	£150	"	" =15/9 " " and so on.

2. It should be clearly understood that this replaces "time off" and
- (a) should the amount of overtime worked exceed seven hours per month there will be no adjustment in the allowance.
  - (b) the allowance is payable to all full time employees of the Post Office (except the S.P.T. & P.M.) and is not necessarily confined to sorting of mails, i.e. it will cover typing and delivery of telegrams, counter work etc.
  - (c) the amount of sorting, etc. worked over and above normal office hours is at the Postmaster's discretion.
  - (d) the allowance will cease on the day an officer proceeds on overseas leave.
  - (e) the allowance will also cease on the day an officer goes on leave or sick leave if such leave exceeds 14 days.
3. Allowances paid in accordance with the foregoing should be debited to Head XIII Item 1 xviii.

(Sgd) J. Bound.

ACTING COLONIAL SECRETARY.

Copies to: Treasury  
 Audit

JB/FH

10  
1873

No. 1220/1

*Confidential.*

MEMORANDUM.

10.

It is requested that, in any reference to this memorandum the above number and date should be quoted.



To.

The Honourable,  
The Colonial Secretary,  
Stanley, Falkland Islands.

29th January, 19 60.

From. Superintendent  
Posts & Telegraphs Dept,  
Stanley.

SUBJECT :- Post Office Sorting Allowance.

9. With reference to your Memorandum 1220/1 of 15th July, 1959, on the subject of Post Office Sorting Allowance, I beg to request that consideration be given to the extension of the allowance to include the Postmaster and the Superintendent, and to be effective from the 1st July, 1959.

Apart from the actual sorting, it is frequently necessary for the Postmaster to remain in his office for several evenings after each mail to cover many items of correspondence directly relevant to the mails as received.

Subject to this application being favourably received, the Postmaster would receive £47. 5. 0, and the Superintendent, £66. 3. 0, and since we have savings of £20 on XIII Item 1 xviii, additional provision amounting to £87 will be required to meet this expenditure to the 30th June, 1960.

*A. Mercer.*  
Superintendent.

10A

*Under no circumstances - to be on file etc.*

*Reply at 12.*

*24/1  
29.1.60*

11.

Off. u.

*Pl. Jain Memo at bc.*

*[Signature]*  
1.260

*1.260*



CONFIDENTIAL

12

1220/I

2nd February, 60

To: Superintendent

From: Colonial Secretary,

Posts and Telegraphs,

STANLEY.

Post Office Sorting Allowance.

Your Confidential Memorandum No. 1220/I of the 29th January. Post Office Sorting Allowance.

When the question of <sup>a</sup> sorting allowance was under review by the Select Committee on the estimates it was considered inappropriate for an allowance of this nature to be paid to officers of Head of Department status and that is Government's view. At the present time there is no prospect of additional funds being voted for any widening of the present arrangement and very little prospect of such a proposal being supported in respect of the 1960/1961 financial year.

(Sgd) A. G. Denton-Thompson.

COLONIAL SECRETARY.

*Pa*  
*Q*  
*3/2/60*

AGDT/FH

CONFIDENTIAL

No. 026.

It is requested that, in any reference to this memorandum, the above number and date should be quoted.



27th July

From The Superintendent,  
Posts and Telegraphs,  
Stanley, Falkland Islands.

To The Honourable,  
The Colonial Secretary,  
STANLEY.

SUBJECT :- Post Office Sorting Allowances.

9 I have the honour to refer to your Memo 1220/I of 15th July, which sets out the basis for payment of these allowances. It will be noted that the calculation is 9d. per hour of £50 unit of salary, based on an average of seven hours per month of overtime worked. With the general increase in salaries of established Civil Servants and the proposed increases for unestablished and hourly paid employees it is accepted that the market value of work generally has increased. It would therefore seem reasonable to assume that some adjustment upwards in the basis of payment of sorting allowances is indicated - perhaps on a percentage basis equivalent to increases in other directions?

2. I have raised this matter now as you may consider it expedient to discuss in Standing Finance Committee next week.

14  
NCT  
In your comments pl  
Superintendent.

Copt to C.T.

28-7-61



A.

The original arrangement was that a vote of £200 was voted for the department to locate as it thought best. S. F. C. did not find a rate per hour or anything like that. The £200 was intended as a gesture only and not as full recognition of the fact that overtime should be paid for.

The question now is whether the formula should be amended to maintain the annual vote at £200 or should we seek approval to increase the vote by 25-33% - say £260 p.a.

It will need to be very carefully put to S. F. C. if we decide on the latter course and I would like to speak before making a recommendation.

L.C.  
29.7.61

H.C.T.

I am expecting SPI at 10.0 and we could discuss.  
 Perhaps there is something in your files which is not in mine.  
 As I see it the top part of it still holds good  
 and there is no reason for altering the formula 9d per hour  
 for each 50 of volume or fraction thereof. Thus with increase  
 in volume payment of overtime would increase automatically.

gr  
 3/17/61

await-SFC minutes

BU 30. 2. 61



EXTRACT FROM MINUTES OF MEETING OF STANDING FINANCE COMMITTEE HELD  
ON THE 8TH AUGUST, 1961.  
(ORIGINAL IN 1040/A/II)

5. It was agreed that there should be no change to the wages paid to Domestic Servants and Part Time Employees and no alteration to the mail sorting allowances paid to the Post Office Staff.

H.C.T.

I have been considering this matter further, and the S.P.T. has explained his position, and I am afraid it is not quite so simple as we thought. We did consider this at the last Standing Finance Committee meeting, and the following points were considered:

- 1) The Select Committee in 1959 voted a lump sum of £200.
- 2) Government did not accept the principle that the increase in salaries should automatically result in an increase of all allowances.
- 3) There was considerable opposition to the granting of this allowance in the first place.
- 4) Therefore, there did not seem to be any particular case for increasing the allowance.

2. But the S.P.T. has pointed out that whatever may, or may not, have been decided in Select Committee, as far as he is concerned, he is bound by 9, and that he cannot adopt any other basis of paying the allowance unless 9 is cancelled, and he is given fresh instructions. On this aspect, the following points might be considered:

- a) 9, as worded, does not seem to contemplate a lump sum being distributed as Government considered best, because the amount to be paid in accordance with the instructions in 9 would, in any case, vary in accordance with the salaries, increments, etc., of those who happen to be employed in the Post Office at any particular time, and in theory, at any rate, it might have happened at any time that the S.P.T., in carrying out the instructions in 9, would have found that he had exceeded the £200. allowed.
- b) The wording of the O.A.G.'s minute at 1 seems such that he thought that the Select Committee had, in fact, approved a basis for paying the sorting allowance such as is laid down in 9.
- c) Even if the Select Committee had approved such a basis, there would be no record of it, since minutes are not kept.

3. We will now have to decide whether to cancel 9 and adopt a new basis, or put up the matter to the S.F.C. again. Actually, I think we will have to do both. We had better inform the S.P.T. that in future months, pending further consideration by the S.F.C., the allowances should be based on the un-revised salaries. ~~Then~~ I think we will have to explain the position to the S.F.C., and suggest that the basis laid down by 9 be retained. I would also suggest that it is necessary at meetings of the Select Committee to make very careful notes of principles accepted. I am not quite sure what is the best way to do this. If we cannot have minutes of Select Committee meetings, and if we cannot include matters like this in the minutes of Legislative Council, I wonder whether we should incorporate them in the minutes of the next S.F.C. meeting. For that matter, it might be considered whether, even in Executive Council meetings on the budget, there should not be some record, other than the bare estimates, of important decisions. (i.e., the question of the headmastership of Stanley School). We could consider this in due course.

2

O.A.G.



J. H.

It is true that this file does not contain the full story. I happen to know it simply because I was involved at the time of the introduction of a sorting allowance.

I suggest that A.P. be asked to submit a new formula for distributing the allowances; the formula should be so arranged that the maximum of £200 per annum will not be exceeded as the result of incremental progress.

We should bear carefully in mind that S.F.C. was rather strong on the argument that because the P.O. staff have been given a substantial salary increase this should not in itself be put forward as a reason why the allowance should be increased. It is rather like the position regarding hourly pay when it has been agreed that increases in the C.O.C. directly attributable to the pay rises will not rank for additional bonus awards.

h.c.

31.8.61



From; The Officer Administering the Government

To: The Superintendent of Posts and  
Telegraphs

Stanley

POST OFFICE SORTING ALLOWANCE

9 Please refer to my memorandum of the 15th July 1959, reference 1220/1.

2. The instructions in this memorandum now have to be modified in view of the general increase in salaries. I must make it clear that the decision of the Select Committee of the Budget was that the sum of £200 should be granted as an allowance for officers in the Post Office who have to do overtime. Afterwards the question of the distribution of this £200 was considered, and the Postmaster made his proposals to the Superintendent of Posts and Telegraphs on the 4th June 1959. These were adopted, and as a result my memorandum under reference was written. My memorandum unfortunately did not make it clear that the instructions given therein were only for the distribution of the £200 available, and did not authorise you to exceed the amount of £200.

3. The question of allowances has received the consideration of Government lately, and it has been decided that allowances in general, and in particular the Post Office allowance, should not be increased. If, therefore, following the instructions contained in my memorandum of the 15th July 1959 would result in a payment of more than £200, they will have to be amended, and I should be glad of your recommendations in the matter.

Signed R.H.D. Manders

OFFICER ADMINISTERING THE  
GOVERNMENT

Reply at 20.





**MEMORANDUM**

No. \_\_\_\_\_  
It is requested that any reference to this memorandum the above number and date should be quoted.

7th September, 1961.

From The Superintendent,  
Posts and Telegraphs,  
Stanley, Falkland Islands.

To The Honourable,  
The Colonial Secretary,  
STANLEY.

SUBJECT:- Post Office Sorting Allowances.

19

I have the honour to refer to your Memo. 1220/I of 6th September, 1961 on the above subject.

2. Taking into consideration the recent salaries increase, the continued use of the original formula would result in expenditure beyond the authorised £200 p.a. As pointed out in your Memo. this is not the intention and I can only suggest that the sliding scale formula be dispensed with and a flat rate paid, the latter being based on the amount paid last financial year with minor increases, as follows :-

	1960/61 per month	Proposed 1961/62 p.m.
Halliday, Mr. L.J.	£2. 12. 6.	£2. 13. -
Morrison, Mr. D.D.	1. 16. 9.	1. 17. 6
Stewart, Mr. A.	1. 16. 9.	1. 17. 6
Barnes, Mr. R.	1. 16. 9.	1. 17. 6
One Vacancy	1. 16. 9.	1. 17. 6
One Vacancy	1. 16. 9.	1. 17. 6
May, Mrs. T.	1. 6. 3.	1. 7. -
Gleadell, Mrs. A.	1. 1. -.	1. 3. 6
Lee, Mrs. D.	1. 1. -.	1. 3. 6
Biggs, Miss N.	15. 9.	17. 6
	<u>£16. -. 3 p.m.</u>	<u>£16. 12. - p.m.</u>
	<u>= £192. 3. - p.a.</u>	<u>= £199. 4. - p.a.</u>

The above suggestion will tide us over the present financial year and if needs be, the position can be reviewed in connection with the 1962/63 Estimates.

Superintendent.

Reply at 23.

Intro to SP?

Proposed increases are in proportion to increases  
in salaries. e.g. Mrs Gleadhill's increase  
is more because her salary increase is more  
no you agree to the proposal?

12/2/61

A.C.S.,

Les.

h.c.

14.9.61

after 14/9/61



14th September, 61.

To: The Superintendent,

From: The Colonial Secretary,

Posts &amp; Telegraphs Department,

STANLEY.Post Office Sorting Allowances

20 I am directed to refer to your Memorandum of the 7th September, 1961, and to approve the payment of sorting allowances as set out in your Memorandum.

(Sgd.) D.R. Morrison

for COLONIAL SECRETARY.Copies to: Treasury  
Audit

DRM/LH

20.9.61



g. s.

24

The question of other Postal Department allowances is dealt with in 2119.

The position as regards the sorting allowance is set out at 19<sup>in this file</sup>. H.C.T. stresses the fundamental difference between this case and 1220/1 namely that this sorting is part of their normal duties. If John Lang gives up announcing he does not get sacked from the Treasury! I do not know whether the Postal employees would realise the position.

Perhaps we could discuss it at some time in 2119.

g  
14/6/61

25

Discusses. The letter is ok at


23. no change

g  
15/6/61

Hon C.T.

26

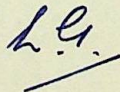
to note 25 above pl.

 16.11.61

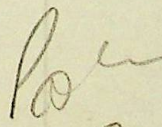
H.C.S.

27

Noted. Thank you.



16.11.61

  
17.11.61

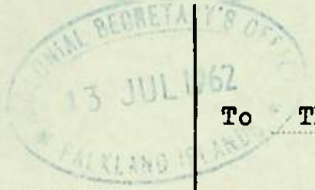


No. 1220/1

MEMORANDUM.

It is requested that in any reference to this memorandum the above number and date should be quoted.

12th July, 1962.



From The Superintendent,  
Posts & Telecommunications,  
Stanley, Falkland Islands.

To The Honourable,  
The Colonial Secretary,  
STANLEY.

SUBJECT :- Post Office Sorting Allowances.

With reference to my Memo of 7th September, 1961 and to your reply No. 1220/1 of 14th September, 1961, on the above subject, the formula as set out in my Memo. appeared at the time to be fair and reasonable but has not worked out so in practice. This has come about through staff vacancies and the incidence of overseas and sick leave which has resulted in the remaining staff working longer hours for the same remuneration as they would have received had the Post Office been fully staffed and shorter hours worked. It therefore appears to me that the time has come to produce a more equitable method of payment and the following formula is suggested for consideration :-

GROUP I	Senior Clerk	18%
" II	Clerks and Postman	52%
" III	Junior Clerks and Postwoman	30%

29

The amount payable (£200 p.a.) to be assessed monthly and to fluctuate according to the staffing position. To illustrate the Postmaster has calculated examples which are attached. The percentages used as arbitrary but when applied to the formula, produce what is considered a fair disbursement.

If the proposed formula is approved it is suggested that it should be effective from 1st July, 1962.

  
Superintendent.

## POSTS AND TELECOMMUNICATIONS

MAIL SORTING ALLOWANCE

	1	2	3	4
<u>GROUP I - 18%</u>				
L.J.Halliday.	£3. 0. 0d.	£3. 0. 0d.	£3. 0. 0d.	£3. 0. 0d.
<u>GROUP II - 52%</u>				
Mrs.Jones.	£2. 17. 9d.	£2. 3. 4d.	£2. 3. 4.	£1. 14. 8d.
D.Morrison.	£2. 17. 9d.	£2. 3. 4d.	£2. 3. 4.	£1. 14. 8d.
A.Stewart.	£2. 17. 9d.	£2. 3. 4d.	£2. 3. 4.	£1. 14. 8d.
R.Barnes.	- . - .	£2. 3. 4d.	£2. 3. 4.	£1. 14. 8d.
Vacancy.	- . - .	- . - .	- . - .	£1. 14. 8d.
<u>GROUP III - 30%</u>				
Mrs.Gleadwell.	£1. 13. 4d.	£1. 13. 4d.	£1. 5. 0d.	£1. 5. 0d.
Mrs.Lee.	£1. 13. 4d.	£1. 13. 4d.	£1. 5. 0d.	£1. 5. 0d.
Miss Biggs.	£1. 13. 4d.	£1. 13. 4d.	£1. 5. 0d.	£1. 5. 0d.
Vacancy.	- . - .	- . - .	£1. 5. 0d.	£1. 5. 0d.
<b>TOTAL MONTHLY PAYMENTS =</b>	<b>£16. 13. 3d.</b>	<b>£16. 13. 4d.</b>	<b>£16. 13. 4d.</b>	<b>£16. 13. 4d.</b>

Column 1. Proposed payments to present staff.

Column 2. Proposed payments upon return of R.Barnes.

Column 3. Proposed payments upon recruitment of 1 Junior Clerk and with one vacancy.

Column 4. Proposed payments to full staff,



30

H.C.T. 28th Nov

any objection?

13/7/62

31.

H.C.S.

None, thank you.

L.G.

17.7.62

attd.

32

Hon C.T.

L.G. 19.7.62

André Kof S.P.T.

Notes handed over the 25/7/62  
to make approval please

HOS

33

Thank you

23/7/62

19.7.62

for

1220/I

20th July, 65.

To: The Superintendent,

From: Colonial Secretary,

Posts & Telecommunications Department,

STANLEY.

Mail Sorting Rates.

Executive Council would like to know our views on the true need for  
a review of mail sorting rates. X

Please discuss when you next see me.

W.H.T

COLONIAL SECRETARY

X What you I think

Page



35

# APPLICATION TO INCUR SUPPLEMENTARY EXPENDITURE.

HEAD No.	No.	SUBHEAD Description.	AMOUNT.	REASONS. (may be continued overleaf)
XIII	5	Sorting and Delivery	£20	To employ 3 outside sorters at mail time to release established clerks for the purpose of balancing books.

Savings of £..... under Head..... Subhead.....

Signed  .....

Date .....15th February, 1968....

Superintendent  
Posts & Telecommunications Dept.

Pa