Tel. Address: "Emarp, S.W.1, London."
Tel. No.: VICtoria 6826.

Any communication on the subject of this letter should be addressed to—

THE SECRETARY,
MINISTRY OF HOME SECURITY
HORSEFERRY HOUSE,
THORNEY STREET,
LONDON, S.W.1.

and the following reference quoted—

MINISTRY OF HOME SECURITY, HORSEFERRY HOUSE, THORNEY STREET, LONDON, S.W.1.

H.S.C.141/40.
J.1.
F.B.85/40.

24th June, 1940.

Sir,

Home Security Circular No. 141/1940.
F.B. Circular No. 85/1940.
Scottish Home Department Fire Brigades Division Circular No.L.111/40.
Representations upon Conditions of Service of Civil Defence Personnel.

The Minister of Home Security has had under consideration the procedure for dealing with representations which the personnel of the Civil Defence Services, including the Auxiliary Fire Service, may wish to make on matters relating to their conditions of service. In this connection he has had to bear in mind the interests of unpaid as well as paid personnel, the fact that many volunteers are employees of local authorities, and that some members of the Civil Defence Services are also members of a Trade Union. It is also necessary to distinguish between questions which are essentially of local interest, and those of national interest which affect the basic conditions of the service as a whole and are therefore not within the scope of local authorities individually.

After consultation with the Secretary of State for Scotland and the Minister of Health, the Minister desires me to call the attention of your authority to the need, as regards matters of local concern, for a definitely recognised procedure by which representations can be made by, or on behalf of, any member of the Civil Defence Services, through his officers, to the Officer in Charge of the local service, under the general directions of the local authority, and if the matter is not satisfactorily settled, to the Authority. The Minister would be glad if your authority would review the arrangements already made, and ensure that an appropriate procedure has been laid down for this purpose and is fully understood by the persons concerned.

As stated by the Minister in the House of Commons, membership of a Trade Union is not a bar to enrolment in any of the Civil Defence Services, and there is no objection to any member of one of these Services being a member of a Trade Union. The Minister would expect local authorities, in dealing with

The Clerk of the County Council,
The County Clerk,
The Town Clerk,
The Clerk of the District Council.

applications properly made by Civil Defence Volunteers who are also members of a Trade Union, in matters which are of local concern, to follow the same practice as they are accustomed to follow in dealing with comparable representations from their employees.

If the question at issue is whether the local authority is giving effect to the intentions of the Ministry in applying any of the basic conditions of service, and the question is not satisfactorily disposed of by the authority, I am to suggest that it should be referred to the Regional Commissioner, who will make such enquiries and take such action as may be appropriate.

If the procedure outlined above is followed by all parties concerned, the Minister believes that it will ensure that any legitimate grievance can be dealt with promptly, and it will avoid direct representations to the Ministry upon matters which can best be settled locally.

As regards the submission of representations on general questions affecting the basic conditions of the Civil Defence Services as a whole, the Minister has opportunities of consultation with local authorities and their officers, and with the associations of local authorities, and he receives representations also from other bodies. Further, as already stated, many Civil Defence Volunteers are members of Trade Unions, and, from time to time, the Trade Unions concerned have brought questions to his notice which closely affect the interests of their members. For the convenience of the Unions concerned and of the Department, arrangements have now been made whereby the Ministry will receive representations from and, as may be necessary, consult with a Committee, representative of the Unions, on questions affecting the basic conditions of service of civil defence personnel as a whole, but this arrangement will not apply to employees and staffs of hospitals included in the Emergency Hospital Organisation, or to doctors and nurses employed on other Civil Defence duties, or to the auxiliary police services. At the same time the Minister will continue to consult such other bodies or persons as may seem to him appropriate. The Minister hopes in this way to have before him representative views on matters of national interest for the civil defence personnel, and full consideration will be given to these views when any important change in the conditions of service is being examined.

In conclusion, I am to ask that the terms of this letter should be made known to the officers of the Civil Defence Services, for their guidance in dealing with any representations they may receive from individual members of services or their representatives.

I am, Sir,

Your obedient Servant,

H. Emmerson.

Issued to all local authorities in England, Wales and Scotland.

Copies sent for information to Chief Officers of Fire Brigades in England and Wales and to Firemasters in Scotland.