

## LONDON BOROUGH'S' MANAGEMENT SERVICES UNIT

### STAFF INSTRUCTIONS

#### Background

1. The Unit was formed in 1952 to carry out Organisation and Method services for certain of the metropolitan boroughs. It has grown rapidly since that time and now carries out management services, not only including Organisation and Methods, but also Work Study and Computer Planning and Programming for many boroughs in the Greater London area. It is a statutory body appointed under Part III of the Local Government Act 1933.
2. It is governed by a Committee consisting of representatives of constituent councils who control all policy matters including finance. The Committee's income is derived from the subscriptions paid by Member Boroughs and from fee-paying assignments.
3. The control for day to day operation of the Committee is vested in the Director who has a Deputy and Assistant Directors for each of the main services.

#### Joining Instructions

4. All newly joined staff should produce their P.45 Tax Form, National Insurance Certificate, Birth Certificate and employment documents on their first day of employment.

#### Gradings

5. All local government employees, which include those with the Unit, are appointed within a grade, either Trainee or Clerical Grade, Grade AP.1-5. Senior Officer's Grade or Principal Officer's Grade (various scales in Ranges 1 and 2). Salaries are paid on a scale within the grade, subject to a responsibility bar in the Senior Officer's Grade, and are increased by annual increments, payable on 1st April providing there has been six months' service in that grade, until the maximum within the grade is reached.

A London Weighting allowance at present £90 (over 18), £50 (under 18) is added to the basic grade salaries of all officers whose principal place of business is within the London Metropolitan Police District.

#### Hours of Work

6. Normal hours of work are from 9.00 a.m. to 5.30 p.m. on five days a week.

#### Leave

7. Normal leave is expressed in terms of working days and varies according to annual salary:-

Basic Annual Salary (i.e. excluding London Weighting)

	<u>Annual Salary</u> <u>w.e.f. 1.2.70</u>	
Below	£ 880	13 working days
Between	£ 880 - £1129	15 working days
Between	£1130 - £1575	18 working days
AP.4	£1575 - £1800	21 working days
AP.5	£1800 - £2015	21 working days
Senior Officer	£2015 - £2445	22 working days
Principal Officer	£2445 - £3850	23 working days
Heads of Division	-	24 working days

Members of the staff are also entitled to one extra day's leave at Easter, Whitsun and Christmas. These 3 extra days' leave are not to be added to Annual Leave and should be taken at a time decided by the Divisional Head of each Section.

Allowances

8. All expenses necessarily incurred on duty for the Unit are reclaimable as laid down in the National Joint Council Scheme of Conditions of Service. These include travelling, (normally public transport fares) and subsistence where it is necessary to take meals or accommodation away from the normal place of duty. Lodging allowances for outposted officers are paid only if specific special arrangements are made in advance.

9. A car allowance is payable for those whose duties require it, but this must be approved in advance.

Car Allowances are as follows:-

	501 - 999 <u>c.c.</u>	1000 - 1199 <u>c.c.</u>	1200 - 1699 <u>c.c.</u>
Essential User			
Lump Sum	£69	£77	* £86
First 7200 miles (per mile)	6 <sup>1</sup> / <sub>2</sub> d.	7d.	8d.
Over 7200 miles (per mile)	4d.	4 <sup>1</sup> / <sub>2</sub> d.	5d.
Casual User (per mile)	11 <sup>1</sup> / <sub>2</sub> d.	12 <sup>3</sup> / <sub>4</sub> d.	14 <sup>1</sup> / <sub>2</sub> d.

\*Future essential users will be paid at the 1199 c.c. rate subject to the decision that existing essential users with cars in excess of 1199 c.c. will be paid at the 1200-1699 c.c. rate so long as they retain their present car: on a change of car the allowance will be paid on that for a vehicle not exceeding 1199 c.c., unless a higher rating is specially approved.

10. Claims for allowances should be made monthly to the Administrative Officer. They must be countersigned by the Head of the Division concerned. The Unit's Auditor has instructed that when submitting claims, details must be included of all the separate allowances, e.g. fares, overnight expenses, meals, etc. Also dates and times indicating the periods covered especially when these are outside normal working hours.



In quite a few cases it is necessary to return an expense claim to the person concerned so that more detail can be given and this, of course, results in delay in paying the claim. In order to avoid claims being returned would members please always comply with the Auditor's instructions.

11. Absence for any reason whatsoever must be reported immediately to the Administrative Officer or to the Head of the Division concerned.

12. An officer prevented by illness from attending for duty must notify the Administrative Officer on the first day by telephone; if his absence continues after the third day, he must submit forthwith a medical certificate indicating the nature and probable duration of his illness. Thereafter medical certificates must be submitted at intervals of seven days (or at such longer intervals as may be decided in special cases). The buff coloured Form No. BSL2 received from the Ministry with the first postal draft should also be sent to the Administrative Officer so that the sickness benefit to be deducted from pay will be at the same rate receivable by the officer from the Ministry of Social Security and the officer must, therefore, ensure that he has complied with the Ministry's requirement or he may suffer financial loss. The medical certificate will be forwarded to the local office of the Ministry of Social Security and staff are requested to please forward an addressed envelope with the certificate for this purpose - the local Ministry office address is not always easily discovered. It is also important to the officer concerned that the Administrative Officer is informed of the date of his return to work as soon as possible since the Cashier will continue to deduct sickness benefit from salary until a return date is known.

An officer absent from duty owing to illness (which term is deemed to include injury or other disability) shall be entitled to receive an allowance in accordance with the following scale:-

During the 1st year of service	1 month's full pay and (after completing 4 months' service) 2 months' half pay.
During the 2nd year of service	2 months' full pay and 2 months' half pay.
During the 3rd year of service	4 months' full pay and 4 months' half pay.
During the 4th and 5th years of service	5 months' full pay and 5 months' half pay.
After completing 5 years service	6 months' full pay and 6 months' half pay.

The Committee shall have discretion to extend the application of the foregoing scale in exceptional cases.

#### Housing Loans for Staff and Loans for Car Purchase

13. The Unit is unable to obtain advances for house purchase or loans for car purchase for members of the staff. The Administrative Officer will, however, provide whatever up-to-date information is available of the possibility of obtaining advances or loans from local authorities.

#### Removal Expenses

14. Where approval has been given for an individual on appointment to be reimbursed removal expenses the following has been resolved:

"that 75% of removal expenses, or £40, whichever is the lesser be paid in approved cases to new entrants to the service of the Committee subject to the recipient giving an undertaking to repay a proportion of the payment if he fails to remain in the service of the Committee for 2 years."

#### Private Telephone Calls

15. Use of the office telephone for private calls is not permitted except in an emergency and in any case must be paid for. Such calls must be made through the telephonist so that a note of the number and time involved can be recorded and the person making the call invoiced with the cost.

#### National and Local Government Officers Association

16. A branch of NALGO exists in the Unit and employees are encouraged to become members; subscriptions are deducted from salary. Trading and Thrift schemes are in existence and certain other facilities are available, details of which will be supplied to new members by the Administrative Officer.

#### 17. Unit Tie

A Unit tie has been designed and may be obtained through the Administrative Officer.

#### Identity Card

18. All members of the staff are issued with Identity Cards which can be produced when making official calls. These must be returned to the Administrative Officer on leaving the Unit.

#### Westminster City Hall Restaurant

19. The Unit has been given permission to use the staff restaurant in the Westminster City Hall which is subsidised by the Council.

The Unit is being charged for this facility based on the number of staff using it, and it is therefore necessary to keep a register to be signed by each member of the staff on every occasion that the restaurant is used. This ruling, of course, also applies to members of the staff not normally based at 3, Buckingham Gate but who do use the restaurant from time to time.

The register is held by the Administrative Officer and members of the staff are asked to take this matter seriously and be conscientious in signing the register or informing the Administrative Officer on every occasion when they have a meal, since the restaurant works on such a slight margin that the omission of a series of visits by members of the staff might well result in a financial loss to the Council and the loss of this facility to the Unit.

#### Filing

20. All files of a general nature are available on request, from the Administrative Section.

Only files of a very personal nature or those dealing with a special aspect will be held by the Head of a Division or any member of the division. Working papers which have gone into the preparation of a report should normally be held within a division for future reference if necessary and destroyed after a reasonable period.



## Supplies, Stationery

21. All equipment necessary for a member of the staff to carry out his duties is provided from the general office. No purchase of any equipment shall be made without reference to the Administrative Officer.

## Office Services

22. The General Office provides all services of a general nature which include stenography, typing, duplicating, reproduction, etc. Any of these services required should be requested by completing the form in the general office.

To help expedite work submitted to the general office for typing, and to avoid unnecessary delays, please ensure that handwritten reports are legible and the words are spaced out (not too small and cramped).

Please give clear instructions on the 'Typing Request' form.

## Publications

23. There is a wide range of publications and journals to which the Unit subscribes. These are circulated to heads of sections for their perusal and passing-on to any interested party. Copies of the publications are held by the Information Officer and may be referred to by any member of the staff at any time.

## Library

24. There is a reference library which comprises books on a wide variety of subjects, and an index held by the Information Officer is available. The books themselves may be withdrawn for use at any time.

## Training

25. The Unit's Training Administrator arranges courses for both Unit staff and staffs of constituent member authorities.

26. Personal training is permissible at evening classes and limited financial and study-time allowances are made, subject to prior approval by the Director.

## Security

27. Offices must be left tidy to enable cleaners to do their job effectively. All windows must be secured and care taken to ensure that cigarette ends are not left burning in ashtrays.

## Fire

28. Fire extinguishers and hoses are sited on each of the landings.

In case of fire (a) shout 'FIRE' (b) try to put it out (c) get somebody to 'phone the switchboard to call the fire brigade.

## Discount Trading

29. Facilities exist for purchasing a wide variety of products from the Houndsditch Warehouse Co. Ltd. A form of introduction is obtainable from the Administrative Officer.

## Location of Staff

30. It is important that, when staff leave their place of employment other than for normal meal purposes or for short periods, they inform the reception desk of their whereabouts. Desk diaries should also be maintained to show locations of individuals and also for assessing the time spent on an assignment.

Staff employed away from Headquarters should ensure that the receptionist at 3, Buckingham Gate is kept informed of their whereabouts so that they may be easily contacted by telephone.

## General

31. More detailed instructions concerning service, etc are contained in a booklet entitled Scheme of Conditions of Service and issued by the National Joint Council for Local Authorities Administrative, Professional, Technical and Clerical Services. A copy of this book together with a summary of the superannuation arrangements may be borrowed from the Library if required.

## Allowances

### 1.2.70

### ADMINISTRATIVE OFFICER

Expenses necessarily incurred as laid down in the National Joint Council Scheme of Conditions of Service. These include travelling (normally public transport fares) and subsistence where it is necessary to take meals or accommodation away from the normal place of duty. Lodging allowances for outposted officers are paid only if specific special arrangements are made in advance.

A rate allowance is payable for those whose duties require it, but this must be approved in advance.

Our allowances are as follows:-

	501 - 999 s.c.	1000 - 1199 s.c.	1200 - 1599 s.c.
Essential User			
Long Sea	269	477	204
First 7300 miles (per mile)	61d.	7d.	8d.
Over 7300 miles (per mile)	4d.	5d.	5d.
Casual User (per mile)	112d.	122d.	142d.

Future essential users will be paid at the 1199 s.c. rate subject to the decision that printing is still required in excess of the 1199-1599 s.c. rate so long as they retain their present cars. On a change of car, the allowance will be paid at the 1199 s.c. rate unless specially approved.

Claims for allowances should be made monthly to the Administrative Officer. They must be countersigned by the Head of the Division concerned. The Administrative Officer has instructed that when submitting claims, details must be given of all the separate allowances, e.g. fares, overnight, etc. Also dates and times indicating the periods spent working outside normal working hours.