

PRIVATE & CONFIDENTIAL

DRAFT

REPORT FOR SUBMISSION TO CHAIRMAN'S MEETING

SUBJECT: Disabled Persons (Employment) Act 1944

SUBMITTED BY: Executive Officer for Staff & Staff Welfare

DATE: December, 1946

On the 27th June 1946 a report was submitted to this Meeting including a schedule of a proposed allocation of the Board's Quota of Disabled Persons and vide Minute No. 303/6/46 was ACCEPTED, subject to any comments Heads of Departments desired to submit to the Executive Officer for Staff & Staff Welfare.

The following main factors existed when the original schedule was submitted, viz :-

- (1) The Standard Percentage was 2% of the total staff employed.
- (2) The Board were employing 2.7% registered disabled persons.
- (3) The proposed schedule of grades provided for an overall allocation of 3.5% of the total staff, having regard to an intimation already given by the Ministry of Labour and National Service that the National Standard quota might be raised from 2% to 4% in about 3 months time.

As regards (3) above, the Standard Percentage was raised from 2% to 3% as and from 1st September, 1946, subject to the understanding that it would be still further increased in due course, if necessary, and this was duly reported to the Chairman's Meeting on 8th August, 1946.

The departmental observations invited under Minute No. 303/6/46 above referred to were duly received and were referred to the Alternative Employment Committee to consider on their merits and in relation to any possible further increase in the Standard Percentage.

The recommendations of the Alternative Employment Committee are contained in the three appendices attached and the following points are emphasized, viz:-

APPENDIX 'A'

This details the departmental observations on the schedule submitted to the Chairman's Meeting on 27th June 1946 and the counter-observations of the Alternative Employment Committee but it is desired to specially refer to the two following points, viz :

- (1) The suggestion made by the Deputy General Manager (Road Services) that as an alternative to grade allocations there should be an overall departmental percentage, to be distributed departmentally, is considered impracticable because it is desirable to retain grade percentages so that allocations can be made in the light of the particular disablement of individuals.

Cont'd.

APPENDIX 'A' (Cont'd)

- (2) Various percentages were recommended by the Engineering Officers for skilled, semi-skilled and unskilled grades but the Alternative Employment Committee consider that the percentage allocations for these three classes of labour should be uniform throughout the Board and this has been provided for in the Schedule of Appropriate Grades (Appendix 'C')

APPENDIX 'B'

This is a departmental summary ^{providing} for an overall percentage allocation of disabled persons of 4% of the total staff employed based on two main objectives, viz:-

- (1) To provide a margin over and above the percentage of registered disabled persons at the end of September 1946 i.e. 3.02%.
- (2) To anticipate a further increase in the Standard Percentage from 3% to 4%.

APPENDIX 'C'

This is a schedule of grade allocations indicating the original percentage allocations and the necessary revisions in the light of the recommendations of the Alternative Employment Committee.

It is desirable to make reference to the following associated matters, viz

LEGAL OBLIGATIONS

The Board has fulfilled, at all times, its legal obligations under the Disabled Persons legislation. When the Standard Percentage was increased to 3% as and from the 1st September 1946, there was a period of five weeks when the Board was below its Standard Quota and to comply with the spirit and letter of the legislation, a number of registered disabled persons were recruited from outside sources through the Ministry of Labour & National Service.

1914 - 1918 WAR PENSIONERS

In connection with the increase in the Standard Percentage to 3%, the Staff Department requested all departments to take steps to review the position so far as concerned their staff likely to qualify and who had not indicated that they had registered with a view to persuading such staff of the desirability of obtaining registration, particularly in regard to 1914 - 1918 War pensioners where the Act 1944 provided as follows :-

"A 1914/1918 disablement pensioner shall be treated for the purposes of this submission as a disabled person and as one whose disablement is likely to continue for six months or more from the time of entry of his name in the register and the name of such a person may be entered in the register without his making any application on that behalf".

Cont'd.

In order to facilitate this question of 1914-1918 War Pensioners in relation to voluntary registration, the large employing departments of the Board arranged for men coming within this category to be interviewed, with satisfactory results.

CERTIFICATE OF REGISTERED DISABLED PERSONS

The latest information in connection with the registration of Disabled Persons at ~~25.11.46~~ ^{24/4} so far as the Board is concerned is as follows :-

TOTAL NUMBER OF PERSONS EMPLOYED	93,254	93,334	93,249
NUMBER OF PERSONS REGISTERED AS DISABLED UNDER THE ACT	2,900	2,924	2,928
PERCENTAGE OF REGISTERED DISABLED PERSONS TO TOTAL STAFF	3.11%	3.13%	3.14%

The recommendations set out in the attached appendices are submitted for general approval.

EXECUTIVE OFFICER FOR STAFF
& STAFF WELFARE

26th November, 1946

DISABLED PERSONS (EMPLOYMENT) ACT 1944

PROPOSED ALLOCATION OF DISABLED PERSONS

DEPARTMENTAL OBSERVATIONS ON SCHEDULE SUBMITTED TO CHAIRMAN'S MEETING -
27th JUNE, 1946 AND COUNTER-OBSERVATIONS OF ~~DISABLED~~ THE ALTERNATIVE EMPLOYMENT
COMMITTEE

DEPARTMENT	DEPARTMENTAL COMMENTS REDUCED TO ESSENTIALS	ALTERNATIVE EMPLOYMENT RECOMMENDATIONS OF DISABLED COMMITTEE
<p><u>DEPUTY GENERAL MANAGER</u> <u>(ROAD SERVICES)</u></p>	<p><u>Inside Staff (Central & Country Buses)</u> <u>Craftsman</u> - Suggested elimination from schedule. <u>Asst. Craftsman</u> - Pointed out this is a promotional grade from General Hand and generally a registered disabled person is totally unsuitable for promotion to the grade of Assistant Craftsman. <u>General Hand</u> - Accepted 12½% for Central Bus Garages but suggested 6% only for Country Area Garages. <u>Stores Assistant</u> - Suggested elimination from schedule. <u>Chiswick Works</u> <u>General Hand</u> - Proposed allocation 12½% - suggested reduction to 6%</p> <p>Notes: (1) Mr. Sinclair stated that whilst his comments related chiefly to the Bus and Coach Section, similar circumstances applied in the Tram & Trolleybus Section.</p> <p>(2) Mr. Sinclair suggested as an alternative to grade allocations an overall departmental allocation to be distributed by his Principal Officers.</p>	<p><u>Craftsman and Assistant Craftsman</u> The suggested elimination of these two grades not agreed for two main reasons, viz:-</p> <ol style="list-style-type: none"> (1) That both grades undertake work which can be performed by men with certain kinds of disablement. (2) Both grades already carry registered disabled persons. <p>It is considered that Mr. Sinclair's view may be based on the presumption that men would be transferred to these grades not technically qualified to do the work required. This, of course, is not intended.</p> <p>Further, it is RECOMMENDED that the original percentage of 2% be increased to 3% on the basis that such grades should at least carry the Standard Percentage.</p> <p><u>General Hand</u> The suggestion that the Country Area allocation should be reduced from 12½% to 6% not agreed as it is considered percentages per grade must be uniform and whilst it is appreciated the smaller depots in the Country Area may render the carrying of registered disabled persons more difficult, it is felt this argument applies with equal force as between large and smaller garages and depots in the Central Area.</p> <p>Further, it is RECOMMENDED that the original percentage of 12½% be increased to 15% having regard to the increase in the Standard Percentage and the fact that this grade is particularly suitable for the employment of registered disabled persons.</p> <p><u>Stores Assistant</u> The suggested elimination of this grade is not agreed for the reason that certain types of disablement do not preclude capability of performing the work required to be done in this grade.</p> <p>Note: The above principles are intended to cover the whole of the Department of the Chief Mechanical</p>

Bus and Coach Section, similar circumstances applied in the Tram & Trolleybus Section.

(2) Mr. Sinclair suggested as an alternative to grade allocations an overall departmental allocation to be distributed by his Principal Officers.

Mr. Valentine stated that whilst the allocations were not welcomed, he raised no serious objections except to emphasize the promotional arrangements related to 'starting' grades and that any attempt to disregard seniority would be strongly opposed by the staff side.

Note: Arising from the above, the Executive Officer for Staff & Staff Welfare suggested to Mr. Valentine that it might be well to discuss the whole matter with the General Secretary of the National Union of Railwaymen.

Lorry Driver - suggested elimination from schedule.
Watchman (Trams) Suggested reduction of allocation from 100% to 25%
Unskilled Labour - considered allocation of 12% excessive.

Skilled and Semi-skilled Labour - suggested allocation of 2% might well be increased.

Note: Mr. Croom Johnson suggested reducing the overall departmental allocation from 6.8% to 5%.

OPERATING MANAGER
(RAILWAYS)

CHIEF ENGINEER

should at least carry the Standard Percentage.

General Hand
The suggestion that the Country Area allocation should be reduced from 12½% to 6% not agreed as it is considered percentages per grade must be uniform and whilst it is appreciated the smaller depots in the Country Area may render the carrying of registered disabled persons more difficult, it is felt this argument applies with equal force as between large and smaller garages and depots in the Central Area.

Further, it is RECOMMENDED that the original percentage of 12½% be increased to 15% having regard to the increase in the Standard Percentage and the fact that this grade is particularly suitable for the employment of registered disabled persons.

Stores Assistant
The suggested elimination of this grade is not agreed for the reason that certain types of disableness do not preclude capability of performing the work required to be done in this grade.

Note: The above principles are intended to cover the whole of the Department of the Chief Mechanical Engineer (Road Services).

Booking Clerk
RECOMMENDED that the original percentage of 12½% be increased to 15% having regard to the increase in the Standard Percentage and having regard to the number of registered disabled persons actually employed in this grade i.e. 116, or 15.8%.

Porter and Ticket Collector
RECOMMENDED that the original percentage of 12½% be increased to 17½% having regard to the increase in the Standard Percentage and on the basis that these two grades can bear this allocation, irrespective of promotional arrangements.

Lorry Driver
Elimination AGREED having regard to loading and unloading work usually associated with this grade.

Watchman (Trams)
The suggested percentage reduction is not agreed for the reason that the duties required to be performed are known to the Board's doctors and no man would be allocated to such work who could not perform it.

Cont'd.

DEPARTMENT	DEPARTMENTAL COMMENTS REDUCED TO ESSENTIALS	RECOMMENDATIONS OF DISABLEMENT COMMITTEE																				
<u>CHIEF ENGINEER (Cont'd)</u>		<u>Unskilled Labour</u> The suggestion that the percentage allocation is excessive is not agreed. It is considered that as regards Unskilled Labour the percentage allocation throughout the Board must be uniform. Further RECOMMENDED that the original allocation of 12½% be increased to 15% on the same basis as recommended in respect of the Department of the Chief Mechanical Engineer (Road Services).																				
		<u>Skilled and Semi-skilled Labour</u> The suggestion that the original percentage of 2% be increased is ACCEPTED and it is RECOMMENDED the increase should be to 3% on the basis that such grades should at least carry the Standard Percentage.																				
<u>CHIEF MECHANICAL ENGINEER (RAILWAYS)</u>	<u>Conciliation Grades</u> <table><tr><td>Carriage Cleaner</td><td>-</td><td>proposed</td><td>allocation</td><td>12½%</td></tr><tr><td>Watchman</td><td>-</td><td>"</td><td>"</td><td>100%</td></tr><tr><td>Advert. Hand</td><td>-</td><td>"</td><td>"</td><td>25%</td></tr><tr><td>Lorry Driver</td><td>-</td><td>"</td><td>"</td><td>50%</td></tr></table> Inferentially suggested percentage allocations excessive and it is doubtful whether the work required to be done in these grades is suitable for disabled persons. <u>Shop Staff</u> <u>Skilled Grades</u> - proposed allocation 2% <u>Semi-skilled Grades</u> - proposed allocation 2% Suggested percentage allocation could be raised to 3%. <u>Unskilled Grades</u> - proposed allocation 12½%. Percentage allocation considered excessive and inferentially suggested work required to be done is unsuitable for disabled persons. <u>Watchman</u> - proposed allocation 100%. Similarly to Conciliation Watchman is doubtful whether the work required to be done is suitable for disabled persons. Note: Mr. Graff Baker suggests the question is one of distribution and having regard to promotional arrangements considers whole question should be discussed with Union representatives with a view to agreeing a proportion of posts for disabled persons.	Carriage Cleaner	-	proposed	allocation	12½%	Watchman	-	"	"	100%	Advert. Hand	-	"	"	25%	Lorry Driver	-	"	"	50%	<u>Conciliation Grades</u> <u>Carriage Cleaner, Watchman and Advert. Hand</u> The suggestion that the percentage allocation is excessive is not agreed for the reason that the duties required to be performed are known to the Board's doctors and no man would be allocated to such work who could not perform it. <u>Lorry Driver</u> Elimination of grade RECOMMENDED having regard to loading and unloading work usually associated with this grade. <u>Shop Staff</u> <u>Skilled and Semi-skilled grades</u> The suggestion to increase the original allocation of 2% to 3% is ACCEPTED. <u>Unskilled Grades</u> The suggestion that the percentage allocation is excessive is not agreed. Further RECOMMENDED that the original allocation of 12½% be increased to 15% on the same basis as recommended in respect of the Departments of the Chief Mechanical Engineer (Road Services) and the Chief Engineer. <u>Watchman</u> The suggestion that the percentage allocation is excessive is not agreed for the same reasons as advanced in respect of the Conciliation Watchman.
Carriage Cleaner	-	proposed	allocation	12½%																		
Watchman	-	"	"	100%																		
Advert. Hand	-	"	"	25%																		
Lorry Driver	-	"	"	50%																		

SECRETARY & CHIEF
LEGAL ADVISER

CHIEF COMMERCIAL
OFFICER

Shop Staff
Skilled Grades - proposed allocation 2%
Semi-skilled Grades - proposed allocation 2%
Suggested percentage allocation could be raised to 3%.

Unskilled Grades - proposed allocation 12½%.
Percentage allocation considered excessive and inferentially suggested work required to be done is unsuitable for disabled persons.

Watchman - proposed allocation 100%.
Similarly to Conciliation Watchman is doubtful whether the work required to be done is suitable for disabled persons.

Notes: Mr. Graft Baker suggests the question is one of distribution and having regard to promotional arrangements considers whole question should be discussed with Union representatives with a view to agreeing a proportion of posts for disabled persons.

Stores Staff - proposed allocation 25%
Suggested reduction to 5%.

Lorry Driver - proposed allocation 50%.
Suggested elimination from schedule.

Estates Section Grades - proposed allocation 100%
Suggested reduction to 50%.

Shop Staff
Skilled and Semi-skilled Grades
The suggestion to increase the original allocation of 2% to 3% is ACCEPTED.

Unskilled Grades
The suggestion that the percentage allocation is excessive is not agreed.

Further RECOMMENDED that the original allocation of 12½% be increased to 15% on the same basis as recommended in respect of the Departments of the Chief Mechanical Engineer (Road Services) and the Chief Engineer.

Watchman
The suggestion that the percentage allocation is excessive is not agreed for the same reasons as advanced in respect of the Conciliation Watchman.

Stores Staff
The suggestion on that the original allocation should be reduced is not agreed for the reason that certain types of disablement do not preclude capability of performing the work required to be done in this grade.

Lorry Driver
Elimination of grade RECOMMENDED having regard to loading and unloading work usually associated with this grade.

Estates Section Grades
It is PROPOSED to reduce the overall departmental allocation to 50%.

DISABLED PERSONS (EMPLOYMENT) ACT, 1944

PROPOSED ALLOCATION OF DISABLED PERSONS

DEPARTMENTAL SUMMARY IN RELATION TO :-

- (A) TOTAL STAFF EMPLOYED AT MARCH, 1946
 (B) NUMBER OF STAFF EMPLOYED IN APPROPRIATE GRADES AT MARCH, 1946
 (C) NUMBER OF REGISTERED DISABLED PERSONS AT SEPTEMBER, 1946

DEPARTMENT	(1) Total Number of staff employed.	(2) Total number of staff employed in appropriate grades	(3) Disablement Percentage Recommended for appropriate grades (See Column No.2)	(4) Number of Regis- tered Disabled Persons employed in appropriate grades	(5) Disablement Percentage Recommended related to total staff employed (See Column No. 1)
<u>TRAFFIC OPERATION</u>					
Central Buses	27,952	372	100% = 372	293	1.3%
Trams & Trolleybuses	13,647	303	100% = 303	247	2.2%
Country Buses & Coaches	5,248	3	100% = 3	-	-
Railways	8,025	2,998	21.9% = 659	250	8.2%
<u>MECHANICAL ENGINEERING (ROAD SERVICES)</u>					
Central Area Garages	5,788	4,962	10.4% = 519	384	8.9%
Chiswick Works	3,974	3,506	3.7% = 131	290	3.2%
Country Area Garages	1,192	1,049	10.0% = 105	47	8.8%
T. & T. Depots	2,782	2,581	9.8% = 253	177	9.0%
T. & T. Works	1,616	1,425	6.5% = 92	89	5.6%
	15,352	13,523	8.1% = 1,100	987	7.1%
<u>MECHANICAL ENGINEERING (RAILWAYS)</u>	4,473	3,666	7.8% = 288	222	6.3%
<u>CHIEF ENGINEER</u>					
Permanent Way (Railways)	1,716	224	25.4% = 57	59	3.3%
Signals (Railways)	1,692	849	8.0% = 68	25	4.0%
Building Department	1,605	1,417	11.6% = 165	58	10.2%
Permanent Way (Trams)	661	565	18.4% = 104	44	15.7%
Electrical (Distribution)	1,604	1,432	9.4% = 136	65	8.4%
Electrical (Generation)	961	891	7.1% = 64	34	6.6%
	8,239	5,378	11.0% = 594	285	7.2%
<u>CHIEF COMMERCIAL OFFICER</u>	1,049	440	18.4% = 81	34	7.7%
<u>CHIEF PUBLIC RELATIONS & PUBLICITY OFFICER</u>	136	123	25.2% = 31	9	22.7%
<u>COMPTROLLER</u>	1,240	21	100% = 21	-	1.7%

MECHANICAL ENGINEERING
(RAILWAYS)

CHIEF ENGINEER

Permanent Way (Railways) 1,716
Signals (Railways) 1,692
Building Department 1,605
Permanent Way (Trams) 661
Electrical (Distribution) 1,604
Electrical (Generation) 961

CHIEF COMMERCIAL OFFICER

CHIEF PUBLIC RELATIONS &
PUBLICITY OFFICER

COMPTROLLER

EXECUTIVE OFFICER FOR STAFF
& STAFF WELFARE

SECRETARY & CHIEF LEGAL

ADVISER

T. & T. Depots	T. & T. Works	MECHANICAL ENGINEERING	(RAILWAYS)	CHIEF ENGINEER	Permanent Way (Railways)	Signals (Railways)	Building Department	Permanent Way (Trams)	Electrical (Distribution)	Electrical (Generation)	CHIEF COMMERCIAL OFFICER	CHIEF PUBLIC RELATIONS & PUBLICITY OFFICER	COMPTROLLER	EXECUTIVE OFFICER FOR STAFF & STAFF WELFARE	SECRETARY & CHIEF LEGAL ADVISER	GRAND TOTALS:	88,001	27,236	13.0% = 3,553	2,391	4.0%
2,782	1,616	15,352	4,473		1,716	1,692	1,605	661	1,604	961	1,049	136	1,240	2,496	144						
2,581	1,425	13,523	3,666		224	849	1,417	565	1,432	891	440	123	21	326	33						
9.8% = 253	6.5% = 92	8.1% = 1,100	7.8% = 288		25.4% = 57	8.0% = 68	11.6% = 165	18.4% = 104	9.4% = 136	7.1% = 64	18.4% = 81	25.2% = 31	100% = 21	25.2% = 82	58.0% = 19						
177	89	987	222		59	25	58	44	65	34	34	9	-	64	-						
9.0%	5.6%	7.1%	6.3%		3.3%	4.0%	10.2%	15.7%	8.4%	6.6%	7.7%	22.7%	1.7%	3.3%	13.1%						

DISABLED PERSONS (EMPLOYMENT) ACT, 1944

APPENDIX 'C'

PROPOSED ALLOCATION OF DISABLED PERSONS - DETAILED GRADES &c.

Section or Department	Grades	Number employed in appropriate grades.	Disablement Percentage		Number Registered as Disabled Persons.
			Originally	Now	
<u>TRAFFIC OPERATION</u>	<u>CENTRAL BUSES</u>				
	/ Depot Assistant or Boxman	89	100% = 89	No change	79
	/ Loading Reporter	60	100% = 60	No change	24
	/ Pointsman	155	100% = 155	No change	139
<u>TRAMS & TROLLEYBUSES</u>	Stand Attendant	2	100% = 2	No change	2
	Telephone Messenger	66	100% = 66	No change	49
		372	372	372	293
<u>COUNTRY BUSES & COACHES</u>	/ Pointsman	301	100% = 301	No change	246
	Gateman (Subway)	1	100% = 1	No change	1
	Station Cleaner	1	100% = 1	No change	-
		303	303	303	247
<u>RAILWAYS</u>	/ Messenger	1	100% = 1	No change	-
	Enquiry Office Atttd.	2	100% = 2	No change	-
		3	3	3	-
<u>MECHANICAL ENGINEERING (ROAD SERVICES)</u>	/ Booking Clerk	925	12 3/4% = 116	20% = 185	146
	/ Goods Clerk	5	100% = 5	No change	3
	/ Depot Clerk	22	100% = 22	No change	7
	/ Ticket Collector	916	12 3/4% = 115	17 3/4% = 160	67
	/ Traffic Guide	15	100% = 15	No change	1
	/ Porter	1021	12 3/4% = 128	17 3/4% = 178	13
	/ Gent., Laboratory Atttd.	18	100% = 18	No change	1
	/ Mess Room Atttd.	7	100% = 7	No change	2
	/ Watchman	4	100% = 4	No change	-
	/ Boardman	6	100% = 6	No change	3
	/ Lampman	32	100% = 32	No change	1
	/ Stores Issuer	3	100% = 3	No change	3
	/ Train Checker	12	100% = 12	No change	2
	/ H.O. Messenger	1	100% = 1	No change	-
	/ Clock Room Atttd.	7	100% = 7	No change	-
	/ Station Cleaner	4	100% = 4	No change	1
<u>CENTRAL AREA GARAGES</u>		2998	495	659	250
<u>MECHANICAL ENGINEERING (ROAD SERVICES)</u>	/ Craftsman	435	2% = 9	3% = 13	9
	/ Asst. Craftsman	1613	2% = 32	3% = 48	53
	/ General Hand	2816	12 3/4% = 352	15% = 422	293
	/ Stores Assistant	17	25% = 4	No change	1
<u>MECHANICAL ENGINEERING (ROAD SERVICES)</u>	/ Adult Messenger	32	100% = 32	No change	28
		4913	429	519	384

Cont'd.

Section or Department	Grades	Number employed in appropriate grades.	Disablement Percentage		Number Registered as Disabled Persons
			Originally	Now	
<u>MECHANICAL ENGINEERING (ROAD SERVICES)</u> Cont'd.	<u>CHISWICK WORKS</u>				
	Craftsman Asst. Craftsman General Hand Timekeeper	2179 1126 199 2	2% = 43 2% = 22 12 1/2% = 25 100% = 2	3% = 65 3% = 34 15% = 30 No change	151 131 18 -
		3506	92	131	290
	<u>COUNTRY AREA GARAGES</u>				
	Craftsman Asst. Craftsman General Hand Stores Asst.	111 330 600 8	2% = 2 2% = 6 12 1/2% = 75 25% = 2	3% = 3 3% = 10 15% = 90 No change	- 9 38 -
		1049	85	105	47
	<u>TRAM & TROLLEYBUS DEPOTS</u>				
	Skilled Grades Semi-skilled Grades General Hand Storekeeper Depot Clerk	187 1109 1230 34 21	2% = 4 2% = 22 12 1/2% = 153 25% = 8 100% = 21	3% = 6 3% = 33 15% = 185 No change No change	4 43 116 8 6
		2581	208	253	177
	<u>TRAM & TROLLEYBUS WORKS</u>				
	Skilled Grades Semi-skilled Grades Labourer Lorry Driver Storekeeper Gate Constable	790 288 326 9 15 6	2% = 16 2% = 6 12 1/2% = 40 50% = 5 25% = 4 100% = 6	3% = 24 3% = 9 15% = 49 Nil No change No change	31 16 42 - - -
		1425	77	92	89
<u>MANICAL ENGINEERING (RAILWAYS)</u>	<u>CONCILIATION STAFF</u>				
	Carriage Cleaner Lorry Driver Depot Clerk Watchman Depot Office Asst. Timekeeper Advert. Hand	633 14 12 30 23 2 30	12 1/2% = 79 50% = 7 100% = 12 100% = 30 100% = 23 100% = 2 25% = 7	No change Nil. No change No change No change No change No change	21 - 2 6 1 - 2
		730	160	153	32
	<u>SHOP STAFF</u>				
	Skilled Grades Semi-skilled Grades Unskilled Grades Timekeeper Watchman Adult Messenger	1074 1585 250 6 9 2	2% = 21 2% = 32 12 1/2% = 31 100% = 6 100% = 9 100% = 2	3% = 32 3% = 48 15% = 38 No change No change No change	47 123 13 5 - 2
		2926	101	135	190

Cont'd.

Section or Department	Grades	Number employed in appropriate grades.	Disablement Percentage Originally Recommended	Now	Number Registered as Disable Persons
CHIEF ENGINEER PERMANENT WAY (RAILWAYS)					
CONCILIATION STAFF					
Labourer Lorry Driver Inspector's Timekeeper " Asst. Watchman		43	50% = 22	No change	36
		2	50% = 1	Nil	-
		4	100% = 4	No change	1
		10	100% = 10	No change	-
		<u>3</u>	<u>3</u>	<u>No change</u>	<u>37</u>
		60	40		
SHOP STAFF					
Skilled Grades Semi-skilled Grades Unskilled Grades Gatekeeper		89	2% = 2	3% = 3	11
		19	2% = -	3% = 1	3
		49	12 1/2% = 6	15% = 7	5
		<u>7</u>	<u>100% = 7</u>	<u>No change</u>	<u>3</u>
		164	15	18	22
SIGNALS (RAILWAYS)					
CONCILIATION STAFF					
Lorry Driver Labourer Inspector's Timekeeper " Asst.		⑧	50% = 4	Nil	-
		230	12 1/2% = 29	15% = 35	-
		1	100% = 1	No change	-
		<u>2</u>	<u>100% = 2</u>	<u>No change</u>	<u>1</u>
		233	36	38	1
SHOP STAFF					
Skilled Grades Semi-skilled Grades Unskilled Grades Depot Clerks Storesman		194	2% = 4	3% = 6	5
		201	2% = 4	3% = 6	4
		34	12 1/2% = 4	15% = 5	9
		12	100% = 12	No change	3
		<u>4</u>	<u>25% = 1</u>	<u>No change</u>	<u>3</u>
		445	25	30	24
PUTTING DEPARTMENT					
Skilled Grades Semi-skilled Grades Unskilled Grades Lorry Driver Watchman Depot Clerks		493	2% = 10	3% = 15	27
		27	2% = -	3% = 1	1
		880	12 1/2% = 110	15% = 132	27
		⑤2	50% = 26	Nil.	-
		4	100% = 4	No change	1
		<u>13</u>	<u>100% = 13</u>	<u>No change</u>	<u>2</u>
		1417	163	165	58
PERMANENT WAY (TRANS)					
Skilled Grades Semi-skilled Grades Unskilled Grades Lorry Driver Watchman Depot Clerk		111	2% = 2	3% = 3	1
		145	2% = 3	3% = 4	12
		250	12 1/2% = 31	15% = 38	11
		②5	50% = 12	Nil.	-
		56	100% = 56	No change	-
		<u>3</u>	<u>100% = 3</u>	<u>No change</u>	<u>20</u>
		565	107	104	44
ELECTRICAL					
DISTRIBUTION					
Skilled Grades Semi-skilled Grades Unskilled Grades Substation Asst. Telephone Operator Adult Messenger Depot Office Asst. Watchman		625	2% = 13	3% = 19	8
		89	2% = 2	3% = 3	14
		387	12 1/2% = 49	15% = 55	2
		308	12 1/2% = 38	No change	25
		14	100% = 14	No change	14
		2	100% = 2	No change	-
		1	100% = 1	No change	-
		<u>6</u>	<u>100% = 6</u>	<u>No change</u>	<u>2</u>
		1432	125	136	65

Cont'd.

Section or Department	Grades	Number employed in appropriate grades	Disablement Percentage Recommended	Number Registered as Disabled Persons
			Originally	Now
CHIEF ENGINEER (Cont'd)				
	GENERATION			
	Skilled Grades	259	2% = 5	3% = 8
	Semi-skilled Grades	387	2% = 8	3% = 12
	Unskilled Grades	236	12% = 30	15% = 35
	Telephone Operator	8	100% = 8	No change
	Depot Clerk	1	100% = 1	No change
		891	52	64
CHIEF COMMERCIAL OFFICER				
	STORES SUPERINTENDENT			
	Stores Asst. or Storeman	151	25% = 38	No change
	Lorry Driver	(21) 151	50% = 10	Nil
			48	38
FARES & CHARGES				
	Lost Property Atttd. Ticket Porter	24 19	100% = 24 100% = 19	No change No change
		43	43	43
CHIEF PUBLIC RELATIONS & PUBLICITY OFFICER				
	Advert. Hand " " Driver	111 12	25% = 28 25% = 3	No change No change
	Lorry Driver	6	50% = 3	Nil.
		123	34	31
COMPTROLLER				
	Stores Checker	19	100% = 19	No change
	Adult Messenger	2	100% = 2	No change
		21	21	21
EXECUTIVE OFFICER FOR STAFF & STAFF WELFARE				
	STAFF OFFICER			
	House Porter	27	25% = 7	No change
	Night Tel. Operator	1	100% = 1	No change
	Hall Porter	6	100% = 6	No change
	Night Watchman	4	100% = 4	No change
	Adult Messenger	4	100% = 4	No change
		42	22	22
WELFARE OFFICER				
	Institute Atttd. Kitchen Porter	6 29	100% = 6 25% = 8	No change No change
	Chargehand	65	25% = 16	No change
	Stores Assistant	50	25% = 12	No change
	Hostel Warden	7	100% = 7	No change
	Recreation Room Steward	11	100% = 11	No change
		168	60	60
SECRETARY				
	ESTATE AGENT			
	Porter	8	100% = 8	50% = 4
	Cleaner - Male	5	100% = 5	50% = 3
	Labourer	1	100% = 1	50% = 1
	Night Tel. Operator	1	100% = 1	50% = 1
	General Men	7	100% = 7	50% = 4
	Garretaker	5	100% = 5	50% = 3
	Watchman	6	100% = 6	50% = 3
		33	33	19

Cont'd.

EXPLANATORY NOTES

In the Proposed Allocation of Disabled Persons the following broad principles have been observed, viz:-

<u>SECTION OF STAFF</u>	<u>PERCENTAGE</u>	<u>REMARKS</u>
Engineering, skilled and semi-skilled grades.	3%	On the basis that the grades of Craftsmen and Assistant Crafts-men should at least carry the standard percentage by the selection of appropriate work.
Engineering, unskilled grades.	15%	On the basis that it should be possible for such grades to bear this allocation by the division of labouring work into two categories (a) and (b), the former requiring the full performance of all duties and the latter the more light duties suitable for disabled persons.
Railway Operating Grades from which promotions are made e.g. Porter, Ticket Collector and Booking Clerk	17½% or 20%	On the basis that this is a reasonable percentage that could be borne by such grades, irrespective of promotional arrangements.
Other appropriate grades	25% 50% or 100%	On the basis that such grades are particularly appropriate for the employment of disabled persons, having regard to the nature of the duties required to be performed.

STAFF DEPARTMENT
21st November, 1946

PL/POST