

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.

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~~ ^{14/4} 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	RECOMMENDATIONS OF DISABLED THE ALTERNATIVE EMPLOYMENT 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>

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 disablement 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 17% 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.

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 12½% 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

DEPARTMENT	DEPARTMENTAL COMMENTS REDUCED TO ESSENTIALS	RECOMMENDATIONS OF DISABLEMENT COMMITTEE
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CHIEF ENGINEER (Cont'd)

CHIEF MECHANICAL ENGINEER
(RAILWAYS)

Conciliation Grades

<u>Carriage Cleaner</u>	-	proposed	allocation	12½%
<u>Watchman</u>	-	"	"	100%
<u>Advert. Hand</u>	-	"	"	25%
<u>Lorry Driver</u>	-	"	"	50%

Inferentially suggested percentage allocations excessive and it is doubtful whether the work required to be done in these grades is suitable for disabled persons.

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.

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.

Unskilled Labour

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).

Skilled and Semi-skilled Labour

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.

Conciliation Grades

Carriage Cleaner, Watchman and Advert. Hand

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.

Lorry Driver

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

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.

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 3%.

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 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%.

to loading and unloading work usually associated with this grade.

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)	1,004	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%

DISABLED PERSONS (EMPLOYMENT) ACT, 1944

PROPOSED ALLOCATION OF DISABLED PERSONS - DETAILED GRADES Etc.

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

Cont'd.

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

Cont'd.

MECHANICAL ENGINEERING (RAILWAYS)

Section or Department	Grades	Number employed in appropriate grades.	Disablement Percentage		Number Registered as Disable Persons	
			Originally	Now		
<u>CHIEF ENGINEER</u> <u>PERMANENT WAY</u> <u>(RAILWAYS)</u>	<u>CONCILIATION STAFF</u>					
	Labourer	43	50% = 22	No change	36	
	Lorry Driver	2	50% = 1	Nil	-	
	Inspector's Timekeeper	4	100% = 4	No change	1	
	" " Asst.	10	100% = 10	No change	-	
	Watchman	3	100% = 3	No change	-	
		<u>60</u>	40	39	<u>37</u>	
	<u>SHOP STAFF</u>					
	Skilled Grades	89	2% = 2	3% = 3	11	
	Semi-skilled Grades	19	2% = -	3% = 1	3	
Unskilled Grades	49	12 1/2% = 6	15% = 7	5		
Gatekeeper	7	100% = 7	No change	3		
	<u>164</u>	15	18	<u>22</u>		
<u>SIGNALS</u> <u>(RAILWAYS)</u>	<u>CONCILIATION STAFF</u>					
	Lorry Driver	⑧	50% = 4	Nil	-	
	Labourer	230	12 1/2% = 29	15% = 35	-	
	Inspector's Timekeeper	1	100% = 1	No change	-	
	" " Asst.	2	100% = 2	No change	1	
		<u>233</u>	36	38	<u>1</u>	
	<u>SHOP STAFF</u>					
	Skilled Grades	194	2% = 4	3% = 6	5	
	Semi-skilled Grades	201	2% = 4	3% = 6	4	
	Unskilled Grades	34	12 1/2% = 4	15% = 5	9	
Depot Clerks	12	100% = 12	No change	3		
Storesman	4	25% = 1	No change	3		
	<u>445</u>	25	30	<u>24</u>		
<u>PHYLIDING</u> <u>DEPARTMENT</u>	Skilled Grades	493	2% = 10	3% = 15	27	
	Semi-skilled Grades	27	2% = -	3% = 1	1	
	Unskilled Grades	880	12 1/2% = 110	15% = 132	27	
	Lorry Driver	⑤2	50% = 26	Nil.	-	
	Watchman	4	100% = 4	No change	1	
	Depot Clerks	13	100% = 13	No change	2	
		<u>1417</u>	163	165	<u>58</u>	
	<u>PERMANENT</u> <u>WAY (TRAMS)</u>	Skilled Grades	111	2% = 2	3% = 3	1
		Semi-skilled Grades	145	2% = 3	3% = 4	12
		Unskilled Grades	250	12 1/2% = 31	15% = 38	11
Lorry Driver		②5	50% = 12	Nil.	-	
Watchman		56	100% = 56	No change	20	
Depot Clerk		3	100% = 3	No change	-	
		<u>565</u>	107	104	<u>44</u>	
<u>ELECTRICAL</u>		<u>DISTRIBUTION</u>				
		Skilled Grades	625	2% = 13	3% = 19	8
		Semi-skilled Grades	89	2% = 2	3% = 3	14
	Unskilled Grades	387	12 1/2% = 49	15% = 55	2	
	Substation Asst.	308	12 1/2% = 38	No change	25	
	Telephone Operator	14	100% = 14	No change	14	
	Adult Messenger	2	100% = 2	No change	-	
	Depot Office Asst.	1	100% = 1	No change	-	
	Watchman	6	100% = 6	No change	2	
		<u>1432</u>	125	136	<u>65</u>	

Cont'd.

Section or Department	Grades	Number employed in appropriate Grades	Disability Percentage		Number Registered as Disabled Persons
			Originally Recommended	Now	
CHIEF ENGINEER (Cont'd)	GENERATION				
	Skilled Grades	259	2% = 5	3% = 8	10
	Semi-skilled Grades	387	2% = 8	3% = 12	6
	Unskilled Grades	236	12 1/2% = 30	15% = 35	13
	Telephone Operator	8	100% = 8	No change	5
	Depot Clerk	1	100% = 1	No change	1
		891	52	64	34
CHIEF COMMERCIAL OFFICER	STORES SUPERINTENDENT				
	Stores Asst. or Storeman	151	25% = 38	No change	13
	Lorry Driver	(21) 151	50% = 10	Nil	13
			48	38	
	FARES & CHARGES				
	Lost Property Atttd. Ticket Porter	24 19	100% = 24 100% = 19	No change No change	11 10
		43	43	43	21
	Advert. Hand	111	25% = 28	No change	9
	" Driver	12	25% = 3	No change	-
	Lorry Driver	6	50% = 3	Nil.	-
		123	34	31	9
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	10
	Night Tel. Operator	1	100% = 1	No change	1
	Hall Porter	6	100% = 6	No change	1
	Night Watchman	4	100% = 4	No change	2
	Adult Messenger	4	100% = 4	No change	4
		42	22	22	18
	WELFARE OFFICER				
	Institute Atttd.	6	100% = 6	No change	3
	Kitchen Porter	29	25% = 8	No change	6
	Chargehand	65	25% = 16	No change	9
	Stores Assistant	50	25% = 12	No change	17
	Hostel Warden	7	100% = 7	No change	6
	Recreation Room Steward	11	100% = 11	No change	5
		168	60	60	46
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 Craftsman and Assistant Craftsman 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	17 1/2% 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% or 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

P.L. Posts