



H.M. CUSTOMS AND EXCISE

20 OCT 1955

Statement for new Entrants - Established Staff-Assistant Preventive Officers

Dear Mr. D. J. McManis

The following summary of your main conditions of service, as they apply at present, is provided for your information. Any significant changes will be notified by Omnibus Weekly Order, General Order, or Establishment Circular. Full details of conditions of service applicable to all non-industrial Civil Servants employed in the Customs and Excise Department are contained in Establishment Instructions, Volumes 1 to 8, copies of which may be consulted in your Establishment Branch, if necessary.

You have been appointed as an Assistant Preventive Officer in the Customs and Excise Department as from 4.10.55. You will understand that, in consequence of the constitutional position of the Crown, the Crown has the right to change its employees' conditions of service at any time, and the Crown's employees hold their appointments at the pleasure of the Crown and cannot therefore demand a period of notice as of right when their appointments are terminated. However, in practice, provided an officer gives satisfactory service, an established appointment in the Civil Service is not normally terminated before he reaches retiring age. When it is terminated a period of notice will normally be given as specified below.

Probation. Your appointment is subject to a period of probation lasting one year. The purpose of probation is to provide a testing time during which a recruit establishes by his performance in a particular post or grade his fitness or otherwise for a permanent appointment therein, and on the successful completion of which his appointment is confirmed. In determining a recruit's fitness for the post or grade, his sick leave record will be taken into account and his conduct and capacity will be subjected to such tests as his Head of Department shall determine. Failure to reach the required standard would result in termination of the appointment.

Pay. You will be paid monthly. You will start at £ 659.00 per annum and your incremental date is 4th October. The current pay scale for your grade is set out in the Appendix attached to this letter. A London weighting addition, at the rate shown, is payable to officers employed in the London area.

Hours. Your conditioned hours are 84 hours gross during weekdays within each fortnight if you work in the London pay area or 86 hours gross if you work elsewhere. Attendance is required by night as well as by day, and on Sundays and Public Holidays. You are liable to be called upon to work hours in excess of the conditioned hours in order to meet Service requirements.

Leave. Your annual leave allowance is at present 3 weeks and 3 days with pay. The full leave scale and the public and privilege holidays are set out in Establishment Instructions, Volume 4.

/Sick leave.

Sick leave. There is provision for the grant of sick leave on full pay; details are set out in Establishment Instructions, Volume 4, paragraphs 85 et. seq.

Superannuation Benefits. Superannuation benefits are provided under the Superannuation Acts. No contributions are required for the basic benefits, nor are they given as of right. Subject to completion of at least ten years reckonable service however, you can normally expect to receive on retirement both a pension and a lump sum additional allowance, according to length of service. Subject to certain exceptions the pension will be abated in respect of part of your National Insurance pension.

Married male officers are required to enter the Widows' and Children's Pension Scheme which is contributory. In addition there is for all officers a voluntary contributory Dependants' Pension Scheme. For the purpose of the Graduated Pension Scheme of the National Insurance Act, 1959 (G.O. 4/61), you will:-

(a) be contracted out with effect from 4-10-65

~~(b) continue to be contracted out.~~

If you retire on grounds of age or ill-health with less than ten years reckonable service you can normally expect to receive a gratuity.

Further details of the benefits under the Superannuation Acts and relevant regulations are set out in Establishment Instructions, Volume 8.

Notice. Unless you are dismissed on disciplinary grounds and provided you have served continuously for 26 weeks or more, you will normally receive not less than five weeks' notice of termination of employment. If you decide to leave the Service, you are expected to give not less than one month's notice.

Yours sincerely,

S F Howard
Collector

Mr DJ Mc Mann
A.P.O.

Waterguard

Appendix

Assistant Preventive Officer

Salary

The following National scale is effective from 1st January, 1965:

£659, £707, £747, £791, £831, £874, £915, £955 and £998.

London Weighting

The following additions are made to the salary of officers employed in the London Area:-

<u>National Salary</u>	<u>Inner London Weighting</u>	<u>Outer London Weighting</u>
£ 501 - £ 750	£65	£40
£ 751 - £1,000	£70	£45
£1,001 - £1,250	£75	£50
£1,251 - £1,500	£75	£55
£1,500 upwards	£85	£65

For this purpose Inner London is the area within a radius of 4 miles from Charing Cross (King Charles I's statue); and Outer London is the area outside a radius of 4 miles but within a radius of 16 miles from Charing Cross (King Charles I's statue) and including the areas within the Urban district boundaries of Caterham, Dartford, Uxbridge and Watford.

Special Increase

A special increase of ~~£45~~ 0s. Od., additional to the scale, but which is subject to the maximum and does not attract London weighting, is granted on the satisfactory completion of the period of probation or trial.

Overtime

The regulations governing the payment for extra attendance by Assistant Preventive Officers are set out in Establishment Instructions, Volume 2, Parts I and VII.