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EST 201/10/29. **PART 4.** **OMNIBUS WEEKLY ORDER 4/1966**

King's Beam House,
 Mark Lane,
 London, E.C.3.
 25th January, 1966.

Note.—A copy of this Order is to be issued to every member of the Department. Extra copies to meet this special distribution will be sent without requisition.

Central Pay Increase

1. The Service is informed that, in accordance with the provisions of the Civil Service Pay Agreement, 1964, details of which were published in General Order 17/1964, the pay of certain non-industrial grades in the Civil Service whose maxima do not exceed £3,002 (National rate) will be revised with effect from 1st January, 1966. The increase will not apply, at present, to:—

(a) grades which have a pay settlement effective before 1st January, 1966, which carries the maximum of the grade (or fixed salary) beyond £3,002 (National rate),

(b) those grades which are the subject of pay research surveys which will result in pay settlements operative from 1st January, 1966. These include:—

Chief Preventive Officer
 Preventive Officer
 Assistance Preventive Officer
 Paperkeeper Grades
 Messenger Grades
 Blind Telephonist and Sighted Non-Post Office Telephonist
 Cleaner,

(c) any grade (General Service, Linked Departmental or Departmental) which has a pay link with grades covered by (b). These include:—

Officer Keeper Grades,

(d) any grade (General Service, Linked Departmental or Departmental) without a pay link, in respect of which formal notice has been received of a provisional intention to seek a pay review operative from 1st January, 1966, under paragraph 6 of the Civil Service Pay Agreement, 1964. These include:—

Watcher and Watcher Constable,

(e) any grade (General Service, Linked Departmental or Departmental) which qualified for the central pay increase (interim) under Omnibus Weekly Order 31/1965, Part 4, and which at the present time has *not* been the subject of a substantive settlement superseding the interim scale. These include:—

Coast Preventive Man
 Superintendent Engineer
 Assistant Superintendent Engineer
 Engineer Inspector
 Engineer 1st Class
 Shipwright
 Launch Service Grades,

(f) grades which are the subject of pay research in a programme prior to the 1963/64 Pay Research Year, on which a settlement has not been reached but which may result in a settlement with an effective date before 1st January, 1964,

(g) grades other than those referred to in (e) and (f) above, whose pay rates are at present under consideration for any reason which might result in a revision effective from 1st January, 1966 or earlier. These include:—

Superintending Warehouseman
 Packer,

(h) grades which have had settlements with an effective date between 1st January, 1965 and 1st January, 1966,

(i) other grades which at some future date have a pay revision effective from a date between 1st January, 1965 and 1st January, 1966,

(j) grades with a pay link with grades covered by (f) to (i).

2. The award is at present applicable to the following General Service grades in this Department:—

Principal and Assistant Principal
 Legal Assistant
 General Executive grades up to and including Chief Executive Officer
 Clerical grades
 Typing grades
 Machine grades
 Duplicating grades.

Authority has also been given for the application of the appropriate revised scales to the following Departmental grades:—

General Outdoor Service and Inspectorate:—
 Inspector and Assistant Collector
 Surveyor
 Officer

Departmental Class

Waterguard:—

Inspector, Waterguard Superintendent and Deputy Waterguard Superintendent

Assistant Inspector, Assistant Waterguard Superintendent, Women Search Officer

Investigation Branch:—

Deputy Chief Investigation Officer

Senior Investigation Officer

Land Boundary Special Customs Unit

Land Preventive Man

Principal Warehouseman

Warehouseman

Storekeeper and Yard Boatswain.

3. National salary and wage scales will be revised to provide an increase of $3\frac{1}{2}$ per cent to each individual point of the basic scale or fixed salary, rounded up or down to the nearest pound for annual salaries (10s. to be rounded up) and to the nearest 6d. for weekly rates of pay (3d. to be rounded up). Revised National scales for the grades concerned are given in the Appendix.

4. *Assimilation.*—Assimilation will be by corresponding points from substantive pay on the existing National scale to the corresponding point on the new National scale in accordance with Establishment Instructions, Vol. 1, Appendix C. The pay of staff on off-scale points will be revised by adding $3\frac{1}{2}$ per cent to existing basic pay (National rate) and rounding up or down in accordance with paragraph 3 above.

Special increases and allowances will not attract this central pay increase.

5. *Starting pay on promotion.*—Officers promoted after 1st January, 1966 to a higher grade in receipt of the increase from a lower grade which will not receive it, or which has not received it at the date of promotion, will have their starting pay on promotion calculated as if there had been no central pay increase for the higher grade. Where, however, this results in a lower rate than the minimum of the scale for the higher grade, the officer should be paid provisionally at the latter rate. The position of all officers in this category will be reviewed when the pay of the lower grade is adjusted.

Officers promoted after 1st January, 1966 from a grade in receipt of the increase to a higher grade which will not receive it, or which has not received it at the date of promotion, will have their starting pay on promotion calculated as if there had been no central pay increase. Their position will, however, be subject to review when the pay of the higher grade is adjusted.

6. *Mark-time Pay.*—The 3½ per cent increase in National rates will not increase any mark-time element in existing pay which was operative prior to 1st January, 1966, nor will it introduce such an element. If existing mark-time pay (i.e. mark-time pay on a scale operative before 1st January, 1966) is more favourable than new substantive pay (i.e. substantive pay on a scale operative on or after 1st January, 1966), it may be retained.

7. *London Weighting.*—The National rates of pay set out in the Appendix will be subject where appropriate to additions for London Weighting as set out in Establishment Instructions, Vol. 1, paragraph 2 and Appendix A.

8. *Calculation of revised rates of pay.*—The revised rates of pay for monthly paid staff will be paid on January pay day. The revised rates for weekly paid staff will be paid on the last pay day in January. Collectors will be advised of the revised rates for staff in their Collections.

9. *Overtime.*—Separate instructions are contained in Part 5 of this Omnibus Weekly Order.

10. *Salary deductions in respect of Association leave.*—The following table supersedes, for the grades affected, that contained in Establishment Instructions, Vol. 5, paragraph 17. The revised rates of deduction should be made from 1st February, 1966.

Deduction Per Day

Grade	Days in month	Inner London		Outer London		National	
		£	s. d.	£	s. d.	£	s. d.
Controlling grades Surveyor Officer	28	2	4 0	2	2 6	2	0 1
	29	2	2 6	2	1 0	1	18 9
	30	2	1 1	1	19 8	1	17 5
	31	1	19 9	1	18 5	1	16 3
Senior Chief Clerk Chief Clerk Indoor Officer D.C.O.	28	1	10 4	1	8 7	1	6 9
	29	1	9 4	1	7 7	1	5 10
	30	1	8 4	1	6 8	1	5 0
	31	1	7 5	1	5 10	1	4 2

By Order of the Board,

J. E. B. FINLAY.

K. B. PEPPER.

DOROTHY JOHNSTONE.

R. W. RADFORD.

APPENDIX

Revised rates of pay from 1st January, 1966.

ADMINISTRATIVE STAFF

Principal		Assistant Principal*	
1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale
£	£	£	£
2,174	2,250	895	926
2,261	2,340	952	985
2,349	2,431	1,009	1,044
2,443	2,529	1,066	1,103
2,536	2,625	1,123	1,162
2,629	2,721	1,164	1,205
2,722	2,817	1,206	1,248
2,815	2,914	1,247	1,291
2,908	3,010	1,289	1,334
3,002	3,107	1,330	1,377
		1,371	1,419
		1,413	1,462
		1,454	1,505
		1,496	1,548
		1,521	1,574

*Entrants from normal open competitions who have given full time service in H.M. Forces under National Service Acts (including voluntary service in so far as it has been undertaken in lieu of compulsory national service) have their starting pay on appointment increased by one increment for each complete year of such service up to a maximum of two. Candidates with less than two years' service receive incremental credit for any fraction of a year.

LEGAL STAFF

Legal Assistants	
1.1.65 Scale (a)	1.1.66 Scale (b)
£	£
1,501	1,554
1,547	1,601
1,594	1,650
1,640	1,697
1,687	1,746
1,749	1,810
1,811	1,874
1,873	1,939
1,935	2,003
1,998	2,068
2,086	2,159
2,174	2,250
2,261	2,340
2,349	2,431

(a) This scale is age-pointed from age 24 at the minimum to age 35.

(b) This scale is age-pointed from age 24 at the minimum to age 32.

**EXECUTIVE CLASS AND LINKED DEPARTMENTAL
EXECUTIVE GRADES**

Chief Executive Officer*		Senior Executive Officer†		Higher Executive Officer‡		Executive Officer§		
1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale	
£	£	£	£	£	£	Age	£	£
2,484	2,571	1,910	1,977	1,521	1,574	18	549	568
2,613	2,704	1,977	2,046	1,584	1,639	19	605	626
2,743	2,839	2,065	2,137	1,646	1,704	20	662	685
2,898	2,999	2,153	2,228	1,713	1,773	21	719	744
		2,241	2,319	1,780	1,842	22	776	803
		2,329	2,411	1,811	1,874	23	833	862
						24	885	916
						25	937	970
						(or	983	1,017
						over)	1,030	1,066
							1,076	1,114
							1,118	1,157
							1,159	1,200
							1,201	1,243
							1,242	1,285
							1,283	1,328
							1,325	1,371
							1,366	1,414
							1,408	1,457

*This scale applies also to Chief Accountant, Deputy Controller Statistical office, Press & Information Officer, and Principal Chief Clerk.

†This scale applies also to Accountant, Intelligence Officer and Librarian Superintendents of Registry and Stores Branch and Senior Chief Clerk.

‡This scale applies also to Assistant Accountant, Deputy Librarian, Chief Clerk and Deputy Superintendent, Stores Branch.

§This scale applies also to Indoor Officer.

CLERICAL CLASS

Age	Higher Clerical Officer		Clerical Officer*†		Clerical Assistant†	
	1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale
	£	£	£	£	£ s. d.	£ s. d.
15					5 1 0	5 4 6
16			339	351	5 16 6	6 0 6
17			383	396	6 12 0	6 16 6
18			435	450	7 12 6	7 18 0
19			486	503	8 8 0	8 14 0
20			533	552	9 3 6	9 10 0
21			580	600	9 19 0	10 6 0
22			616	638	10 12 0	10 19 6
23			652	675	11 2 6	11 10 6
24			688	712	11 10 6	11 18 6
25			725	750	11 18 0	12 6 6
(or over)			750	776	12 6 0	12 14 6
			776	803	12 13 6	13 2 6
	1,171	1,212	802	830	13 1 6	13 10 6
	1,212	1,254	828§	857§	13 9 0§	13 18 6§
	1,253	1,297	859	889	13 17 0	14 6 6
	1,295	1,340	885	916	14 4 6	14 14 6
	1,336	1,383	911	943		
	1,378	1,426	932	965		
	1,408	1,457	952	985		
			968	1,002		

*This scale applies also to Departmental Clerical Officer, and Woman Search Officer. The latter receives an allowance of £53 per annum in addition to this scale.

†Weekly rates of pay.

§Efficiency bar (in the case of Clerical Assistants, this applies to temporary staff only).

||This scale applies to Chief Superintendent of Typists.

‡This scale plus an £84 per annum allowance applies to Superintendent of Typists.

TYPING CLASS*

Shorthand Typist†						Audio Typist†			Copy Typist†									
Grade I			Grade II						Grade I			Grade II						
Age	1.1.65 Scale		1.1.66 Scale		Age	1.1.65 Scale		1.1.66 Scale		Age	1.1.65 Scale		1.1.66 Scale					
	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.			
15	5	16	6	6	0	6	5	12	0	15	5	14	0	5	18	0		
16	6	14	6	6	19	0	16	5	19	0	6	3	0	16	6	16	6	
17	7	15	6	8	1	0	17	6	14	6	6	19	0	17	7	12	6	
18	8	16	0	9	2	0	18	7	12	6	7	18	0	18	8	13	6	
19	9	16	6	10	3	6	19	8	8	0	8	14	0	19	8	19	6	
20	10	17	6	11	5	0	20	9	6	6	9	13	0	20	9	14	0	
21	11	13	0	12	1	0	21	9	19	0	10	6	0	21	10	1	0	
22	12	8	6	12	17	0	22	10	9	6	10	17	0	22	10	2	0	
23	12	19	0	13	8	0	23	11	0	0	11	2	6	23	11	7	6	
24	13	9	0	13	18	6	24	11	10	6	11	18	6	24	11	18	6	
25	13	19	6	14	9	6	25	11	19	6	12	16	0	25	12	8	6	
14	7	6	14	17	6	(or over)	12	7	6	12	16	0	13	7	0	13	16	6
							12	15	0	13	4	0	12	19	0	13	8	0
							13	3	0	13	12	0	12	7	0	13	16	6
							13	10	6	14	0	0	13	7	0	13	16	6

*The scales for Typing Supervisory Staff are as follows:—

Chief Superintendent of Typists as shown for Higher Clerical Officer.

Superintendent of Typists as shown for Clerical Officer with an allowance of £84 per annum.

†Weekly rates of pay.

MACHINE AND DUPLICATOR OPERATOR STAFF

O.W.O. 4/66

Senior Machine Operator		Age	Machine Operator*		Machine Assistant*		Duplicator Operator*	
1.1.65 Scale	1.1.66 Scale		1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale
£	£		£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
719	744	15	6 12 6	6 17 0	5 1 0	5 4 6	4 18 6	5 2 0
745	771	16	6 15 6	7 0 0	5 16 6	6 0 6	5 8 6	5 12 6
771	798	17	7 11 0	7 16 6	6 12 0	6 16 6	6 1 6	6 6 0
797	825	18	8 12 0	8 18 0	7 12 6	7 18 0	6 17 0	7 2 0
823	852	19	9 7 6	9 14 0	8 8 0	8 14 0	7 12 6	7 18 0
849	879	20	10 5 6	10 12 6	9 6 6	9 13 0	8 11 0	8 17 0
875	906	21	11 1 0	11 8 6	10 4 6	10 11 6	9 1 0	9 7 6
906	938	22	11 11 6	11 19 6	10 15 0	11 2 6	9 11 6	9 18 0
937	970	23	11 19 0	12 7 6	11 2 6	11 10 6	10 2 0	10 9 0
		24	12 7 0	12 15 6	11 10 6	11 18 6	10 12 0	10 19 6
		25	12 14 6	13 3 6	11 18 0	12 6 6	11 0 0†	11 7 6†
			13 2 0	13 11 0	12 5 0	12 13 6	11 18 0	12 6 6
			13 9 0	13 18 6	12 11 6	13 0 6	12 8 6	12 17 0
			13 16 6	14 6 0	12 18 0	13 7 0	12 19 0	13 8 0
			14 3 6	14 13 6	13 5 0	13 14 6	13 7 0	13 16 6
			14 11 0	15 1 0	13 11 6	14 1 0		
					13 19 6	14 9 6		

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*Weekly rates of pay.

†Efficiency bar.

GENERAL OUTDOOR SERVICE AND INSPECTORATE

Inspector and Assistant Collector*		Surveyor		Officer		
1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale	
£	£	£	£	Age	£	£
2,484	2,571	1,910	1,977	18	651	674
2,613	2,704	1,977	2,046	19	714	739
2,743	2,839	2,065	2,137	20	776	803
2,898	2,999	2,153	2,228	21	833	862
		2,241	2,319	22	878	909
		2,329	2,411	23	928	960
				24	977	1,011
				25	1,024	1,060
					1,069	1,106
					1,113	1,152
					1,153	1,193
					1,188	1,230
					1,224	1,267
					1,259	1,303
					1,300	1,346
					1,350	1,397
					1,400	1,449
					1,451	1,502
					1,513	1,566
					1,584	1,639
					1,653	1,711
					1,731	1,792
					1,803	1,866
					1,811	1,874

*Officials who entered their grades before 1st January, 1946 and reconstruction entrants to the Officer grade who reached the age of 21 before that date, qualify for the reserved rights provided in Establishment Instructions, Vol. 1, paragraph 2 (second sub-paragraph).

WATERGUARD

Inspector, Waterguard Superintendent and Deputy Waterguard Superintendent		Assistant Inspector, Assistant Waterguard Superintendent	
1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale
£	£	£	£
2,484	2,571	1,950	2,018
2,613	2,704	2,011	2,081
2,743	2,839	2,100	2,174
2,898	2,999	2,188	2,265
		2,305	2,386
		2,374	2,457

INVESTIGATION BRANCH

Deputy Chief Investigation Officer		Senior Investigation Officer	
1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale
£	£	£	£
2,484	2,571	1,910	1,977
2,613	2,704	1,977	2,046
2,743	2,839	2,065	2,137
2,898	2,999	2,153	2,228
		2,241	2,319
		2,329	2,411

LAND BOUNDARY SPECIAL CUSTOMS UNIT

Chief Central Officer		Deputy Chief Central Officer		Senior Central Officer		Central Officer	
1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale
£ 2,619	£ 2,711	£ 1,951	£ 2,019	£ 1,667 1,736 1,811 1,837	£ 1,725 1,797 1,874 1,901	£ 1,355 1,417 1,495 1,561 1,624	£ 1,402 1,467 1,547 1,616 1,681

LAND PREVENTIVE MAN

1.1.65 Scale	1.1.66 Scale
£ 626	£ 648
668	691
709	734
750	776
792	820
838	867
885	916
932	965

STORES BRANCH

Principal Warehouseman†		Warehouseman†	
1.1.65 Scale	1.1.66 Scale	1.1.65 Scale	1.1.66 Scale
£ s. d.	£ s. d.	£ s. d.	£ s. d.
15 0 0	15 10 6	13 11 0	14 0 6
15 13 0	16 4 0	14 2 6	14 12 6
16 6 0	16 17 6	14 14 0	15 4 6

†Weekly rates of pay.

STOREKEEPER AND YARD BOATSWAIN

1.4.65 Scale	1.1.66 Scale
£ s. d.	£ s. d.
15 0 0	15 10 6
15 13 0	16 4 0
16 6 0	16 17 6

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