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# MANAGEMENT AND MEN

THE NEW  
LABOUR MOVEMENT  
IN GREAT BRITAIN

MANAGEMENT AND MEN

BY  
MEYER BLOOMFIELD

T. FISHER UNWIN L<sup>TD</sup>.  
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**TO  
MY WIFE**

## PREFACE

In passing from war to normal conditions of production British Industry is facing a host of labor problems and it is resolutely undertaking measures to solve them.

Whatever may be his own particular economic interests or outlook every thinking American is aware that industry in the United States faces problems of a similar nature. Unlike Britain however, we are not for the moment under quite the same pressure to effect a settlement of insistent issues in the field of Industrial Relations.

But the issues are here. Both wisdom and conscience admonish that they be met with intelligent sympathy. A policy of drift is no policy at all, and in the present circumstances such a situation is not without its dangers. The time is favorable for constructive work, through joint effort by employers and the rank and file of workers, in meeting at least some of the most important of those questions which are lumped under the heading of the labor problem.

Fortunately we have before us the guidance of present British experience. Moreover a hopeful factor in the situation is the circumstance that a growing number of employers and a host of spokesmen for the working masses have the vision and the spirit which if united with energy and candor to the end of making work relationships sound will give to American industry a future full of promise.

Although we have not suffered as has Britain the need for action is clear. Our normal industrial activities have largely escaped the ravages of warfare for four years and more. There has not been that drain on America's man-power which the British Isles have experienced. Our human losses have indeed been grievous, our sacrifices great. But in England, Scotland and Wales there is scarcely a home which has not in some way felt the lethal breath of the trenches. There the war spared nobody and the people have come out of the ordeal with mind, will and purpose profoundly stirred. In the industrial world this thought has taken shape:—British industry must in future speak the joint purposes of the parties engaged in its operations; it must manage its affairs so as to assure to its workers larger returns than before in self-respect, satisfaction and security.

It was my good fortune in the fall of 1918 to be commissioned by the "Saturday Evening Post" to visit the industrial centers of Great Britain and tell of conditions as they appeared toward the close of the war and during the period immediately following the Armistice. For all their trying preoccupation with war duties, officials of the Government, of the labor organizations and of the Labor Party, employers, and men and women foremost in the significant movements of the country gave liberally of their time and counsel and opened up fruitful sources of information. My thanks are due to the "Saturday Evening Post" for permission to reprint the series of articles that I had written for it.

For constant personal assistance, criticism and contribution of material, I must acknowledge my indebted-

ness to Wilson Harris of the "London Daily News," Herbert Tracey of the Labor Party, E. J. Phelan of the Ministry of Labor, and Miss Mary Crosbie of the Woman's Trade Union League. Sir Robert Hatfield, W. L. Hichens, P. J. Pybus, Charles Renold, Gordon Selfridge and Seebohm Rowntree made it possible for me to see what progressive employers were doing. I owe thanks for unfailing friendliness and help to Lord Eustace Percy and A. Zimmern of the Foreign Office, Sir Stephenson Kent, John Chartres, Lord Pirrie, Major Evelyn Wrench, Major C. T. Holland; Albert Mansbridge of the Workers' Educational Association; A. W. Tyler of the Coöperative Printing Society; George Lansbury of the "Herald"; J. T. Brownlie, the head of the Amalgamated Society of Engineers; H. H. MacTaggart; J. H. Thomas, Arthur Henderson and C. W. Bowerman; W. A. Appleton, Secretary of the General Federation of Trade Unions; J. S. May, General Secretary of the International Coöperative Alliance; A. H. Paterson, Secretary of the National Alliance of Employer and Employed; Joseph Thorp, John Hilton of the Garton Foundation, Henry Clay, G. D. H. Cole and the other members of that most stimulating group which meet weekly in the "Dean's Yard" basement; S. K. Ratcliffe of the "Manchester Guardian"; J. C. Squires of the "New Statesman"; and Geoffrey Dawson, Editor of the "Times." I owe much to the men and women in the mines, mills, factories and shipyards of Great Britain, for their personal letters, their interviews and general spirit of helpfulness.

The main text of this book is made up of articles written for the "Saturday Evening Post," but new



and illustrative material has been added which serves the practical purpose of showing in detail just what new arrangements in Industrial Relations are at work. This material is important and carries a message for industry in the United States. We do not need to imitate maybe, but in furthering the ends of better output and a worthier manhood and womanhood in American industry, we stand to profit from an informed interest in what industrial Britain is thinking and doing.

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# APPENDIX A

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### LABOR'S STATEMENT

#### ON

### THE HOUSING PROBLEM AFTER THE WAR

#### THE EXTREME URGENCY

On no subject—not even that of demobilization—is it so urgent that Parliament and the Government should come to a decision of policy as on housing. Once a decision has been come to with regard to the method of demobilizing the Army, or with regard to the transfer of the 3,000,000 munition workers to productive employment, there need be no delay in carrying out the decision. But houses do not become instantly ready for occupation on the Government giving the order. Many months must necessarily elapse between the decision to provide dwellings and the entry of the families into these new homes. It is emphatically a matter for the present War Cabinet within the next few weeks. If the Labor Party is unable to get the Government to decide its housing policy many months in advance of peace, the new houses will not be in existence for the soldiers to return to.

#### THE EXTENT OF THE SHORTAGE

What creates the urgency is, in most parts of Great Britain and in Dublin and Belfast, the appalling shortage of houses for the wage earners, and the consequent overcrowding, notwithstanding the temporary absence of 5,000,000 men in the Army and Navy. This shortage is due to three causes—

(a) We were already overcrowded ten years ago. No family, large or small, ought anywhere to be living more than two persons to a room—yet the census of 1901 showed that, in England and Wales alone, there were then no fewer than 2,667,506 persons living (in tenements of one to four rooms) *more than two to a room*. In the southern half of Scotland and in some parts of Ireland (notably Dublin and Belfast) conditions were even worse. In Glasgow,

for example, where every room in the artisan's house is used as a bed-room, no less than 55.7 per cent. of the whole population were living more than two persons to a room, and 27.9 per cent. actually more than three persons to a room. Overcrowding is even worse amongst the metal workers and miners of Coatbridge, where more than three-fourths of the population (76.7 per cent.) were living in one and two-roomed houses; nearly half (45 per cent.) were living more than three persons to a room; and 71.2 per cent. more than two persons to a room. There was thus already in 1901, a shortage of many hundred thousand rooms; and the 80,000 new working-class dwellings that were then being put up annually did no more than keep pace with the increase of population.

(b) The speculative builder gradually gave up the building of working-class cottages and tenements; and from 1907 onward the number of new houses built to let at less than 10s. per week rapidly declined, and (including all municipal, rural landlord, and philanthropic building) it has latterly, taking the country as a whole, year by year fallen far short of the annual increase of population. Thus the shortage in all the districts in which the population has been increasing became acute.

(c) During the three years of war all such building (except in about a dozen "munition areas," specially subsidized by the Government) has ceased—it has, in fact, been prohibited.

The result is that, in nearly all the towns of Great Britain, as also in Dublin and Belfast, in all the mining districts, and in nearly all the agricultural areas of England and Wales, and in parts of Scotland the overcrowding has become intensified. Even the President of the Local Government Board for England and Wales (Mr. Hayes Fisher), when acting as Parliamentary Secretary, was driven to estimate the deficiency of working-class cottages and flats at half-a-million. This is well below the truth. Including Scotland and Ireland, at least 1,000,000 new dwellings, to be let at not more than a few shillings a week, according to size, are urgently required.

#### WHAT WILL HAPPEN WHEN THE RENT RESTRICTION ACT EXPIRES?

At present (although the Act is often evaded) landlords are prevented from raising rents above the pre-war figure by the Restriction of Rent and Mortgages Act. These landlords complain that the Act is depriving them of several million pounds a year of income. It is due to expire six months after peace is proclaimed. Unless something is done there will then be, in many towns, and in many mining and agricultural districts, a bound up in rents,



sometimes of as much as 5s. a week! Such a rise, just in the midst of the industrial dislocation caused by the discharge of half the entire wage-earning class from the munition works and the Army, would cause the most severe distress.

Of course, the Rent Restriction Act might, by a new Statute, be continued in force. But the Act cannot be continued indefinitely. The only way to prevent "scarcity rents" is to get the requisite million new dwellings actually ready for occupation.

#### WHO IS TO BUILD THE NEW COTTAGES?

The times will be bad for speculative building; all materials will continue dear for years to come; loans of capital will be hard to get, and the rate of interest will remain high. If speculative builders found no profit in putting up working-class dwellings before the war, it is plain that they will be quite unable to do so under the more adverse conditions that will now prevail. We cannot possibly allow grants of public money to private builders. Coöperative societies will find it equally impossible to build without loss. We cannot rely on philanthropic landowners and charitable trusts for more than a trifling proportion of the need. What are called "public utility societies" (in which the shareholders content themselves with 5 per cent. dividends) cannot now operate without subsidies from public funds.

It seems clear that no one but the municipalities and the National Government can possibly shoulder the task of building 1,000,000 new rural and urban dwellings—5,000,000 additional rooms—which may cost at the high prices that will prevail, at least £250,000,000.

#### THE GOVERNMENT POLICY

The duty of providing houses for the people is at present placed on the local authorities (Town and District Councils; in London the L. C. C. and Metropolitan Borough Councils; in Scotland the Burgh Councils), which have very large powers under the Housing Acts. But the Councilors (who often have houses of their own to let) are usually unwilling to proceed at all; they are very much afraid of any charge on the rates; and they never decide to make anything like an adequate increase in the number of dwellings available for wage-earning families. In face of the high prices for materials and the increased rate of interest for loans no local authority can nowadays put up working-class dwellings of any kind—any more than the speculative builder can—otherwise than with a heavy

annual deficit, which would become a charge on the rates. No local authority will incur this loss.

The Government accordingly adopted the policy (announced in the House of Commons 27th November, 1914) of a Free Grant from the Exchequer (in addition to loans at cost price) of such a proportion of the cost of each housing scheme by a local authority as would enable the local authority to charge the customary rents and yet avoid loss. As publicly declared by Lord Rhondda, this is still the Government policy, but during the war it has been put in operation only in about a dozen "munition areas" where additional houses were most urgently required. In these cases the Free Grant from the Exchequer has been, on an average, about 20 per cent. of the total cost. In no other way could the Government get these houses built. It is plain that, after the war, there will, equally, be no other way.

What we have to secure is that the absolutely necessary 1,000,000 new dwellings shall be built, where they are wanted, of the kind that is wanted, as soon as they are wanted. The rate at which the whole 1,000,000 can be put up must depend on the materials and labor being available. But assuming that sufficient materials can be provided, and that men of the building trades would otherwise be unemployed, the whole 1,000,000 new houses ought to be completed within four years from the declaration of peace. It must be remembered that, after the war, the population of the United Kingdom will be fully as large as it was before the war. Great as have been the losses by war, they are more than counterbalanced by the almost complete stoppage of emigration during the war. Emigration will doubtless begin again when peace comes, but it is very doubtful whether it will at once assume its former proportions. Hence we shall still be needing at least 100,000 additional new houses a year, even after the present shortage of 1,000,000 is made up, as long as the population continues to increase at its present rate.

#### WHAT THE GOVERNMENT OUGHT TO BE CALLED UPON TO DO AT ONCE

What is urgently needed is an *immediate* decision as to the Government housing policy, so that all the necessary preparations can be made in advance, ready for the actual building to begin the day after peace is declared.

(a) *The Government must promptly inform all the local authorities that the requisite 1,000,000 new dwellings have got to be built, and that each place will have its assigned quota.*

The local authorities will certainly hang back; some will not want to have any more working-class dwellings; property owners will everywhere prefer to let rents go to scarcity figures; hardly any Council will be ready to build either quickly or enough. The three Local Government Boards for England and Wales, Scotland, and Ireland ought to fix and officially proclaim the quota of new dwellings that each local authority must, within four years, get built—taking into account, for each place, such statistics as (i.) the number of persons living more than two to a room at the census of 1911; (ii.) the subsequent estimated increase or decrease of population; (iii.) the estimated number of dwellings needed to be closed as insanitary; and (iv.) the number of dwellings to let.

*(b) The local authority should everywhere be required to decide, within one month, whether or not it will undertake to build the quota thus fixed, upon the terms offered by the Government.*

It is better that the local authority should build for its own district than that the Central Government should have to undertake the task; and the local authority should, therefore, be given the option of doing its duty. But it is, in the national interest, imperative that the full number of new dwellings of the kind required should actually be put up within the allotted time; and if any local authority (which is now temporarily outside the control of the local electorate) will not undertake its share of the task, the Central Government will simply have to do the work itself. A declaration to this effect will bring most recalcitrant Councilors to reason. If they find that the new dwellings will anyhow be built in their district, they will prefer the work to be undertaken by their own Council rather than by the Government Department.

But the Local Government Board must make it clear that the scheme will involve no charge on the rates. The Free Grant from the Exchequer (in addition to the loan of the rest of the cost on the best possible terms) must be sufficient to enable the balance sheet to show no annual deficit, counting on rents within the actual means of wage-earning tenants and certainly no more than those customary in the locality, and providing for the actual cost of the sites, the swollen expense of building, sufficient allowance for management and repairs, and whatever interest and sinking fund the Government requires.

*(c) The land must be at once secured (or a legal option obtained) under the summary process of the Defense of the Realm Act or some equally speedy procedure.*

If land has to be acquired under the Housing Acts, not only is the compensation sometimes excessive (which will now be a matter

for the Government to consider), but—what is more important—the delays are interminable. It often takes a local authority a couple of years between deciding on a housing scheme and getting possession of the site chosen. Unless the Government sees to it that the sites for the 1,000,000 new dwellings are secured at once, or at any rate during the war, there will be no new homes for the soldiers to come back to.

*(d) The plans must equally be prepared and approved in advance; and the local authorities should be required to have them ready within three months of the decision to provide so many dwellings.*

The Local Government Board might, for the sake of expedition and economy, supply every local authority with alternative sets of model plans; but we do not want a uniformly ugly "Government cottage" dumped down all over the country! The model plans should be sent only as suggestions for the assistance of the local authority, to be adapted to local conditions, or to be improved on.

The plans must, of course, provide for cottages or other dwellings of different sizes and accommodation, of up-to-date sanitary construction; each home to be "self-contained"; with rooms of adequate floor space, height, and window lighting; properly equipped with kitchen range with hot water fittings, stoves, sinks, and gas and water laid on (where available); with sufficient cupboards and storage for food and coal; and invariably with a fitted bath. Every cottage must stand in its own garden of not less than one-eighth of an acre. We ought to determine that the 1,000,000 "Dwellings of the Great Peace" shall be a model for the ensuing generation.

*(e) The Government must for four years secure "priority" for these 1,000,000 working-class dwellings as regards all building materials.*

When peace comes there will be a general shortage of all building materials all over the world (notably timber, cement, bricks and building stone, builders' ironwork, and house fittings). As between nations, there will probably have to be an international control of exportable surpluses, so that each can get its share. Within each nation the Government will have to control all supplies, and assign what can be spared to the different objects, on the principle of "first things first." Thus the only building that can be permitted (until supplies become abundant) will be that which is urgently required, not for private profit or the personal comfort of the rich, but in the public interest. Along with the necessary renewing or enlarging of factories, railways, public enterprises, etc., must come, in the first rank of priority, the 1,000,000 new working-class dwell-

ings that are so urgently needed. For a long time to come there can clearly be no using of materials for palaces, hotels, or any "luxury" buildings until the shortage in cottages has been made good. This "priority" needs to be emphasized.

*(f) The 1,000,000 new dwellings should be everywhere begun the day after peace is declared; but should be proceeded with, month by month, strictly in correspondence with the supply of building trades workmen, so as to leave practically none of them at any time unemployed.*

The sooner the whole 1,000,000 new dwellings are completed the better for the nation (and the earlier we can let the Rent Restriction Act expire and safely restore to the property owner his freedom to charge whatever rent he can get!). But it will depend on the War Office how quickly the hundreds of thousands of bricklayers, masons, carpenters, plasterers, plumbers, and building laborers are released from the Army, or from the other occupations to which they have had to turn. The Employment Exchanges, which will have to pay these building operatives their unemployment benefit, should, therefore, report to the Local Government Board, week by week, how many are available and in what towns; and the Government should arrange for all public building works to proceed at a greater or less rate, in exact correspondence with the available supply of labor and thus prevent unemployment.

*(g) Where the local authority obstinately refuses to build the quota assigned to it, the Local Government Board should itself undertake the building, placing the work under the supervision of a local committee appointed by itself, on which the Trades Council, the local Trade Union branches, and the local women's industrial organisations should be represented.*

The nation cannot afford to permit the shortage of working-class dwellings to continue, even where the local Councilors (not having to run the gauntlet of an election) refuse to undertake the necessary housing scheme. The Government must be prepared, in these cases, itself to build. It can offer the local authority the dwellings when completed, either at cost price less the usual Free Grant, or at a valuation.

#### THE COST

To build, properly and healthily, 1,000,000 new working-class dwellings in all parts of the United Kingdom in both rural and urban areas may probably cost, at the high prices that will prevail, £250,000,000 (the cost of five or six weeks of the war). But even

charging no more than the rents customary in each locality, probably £200,000,000 of this cost would be no more than a sound financial investment, covering not only repairs, management, and interest, but also a sinking fund to repay the whole debt within 60 years. The real expense would be represented by the Free Grant from the Exchequer to enable the several housing schemes to pay their way. If the Government were to lend the whole capital free of interest (thus permitting an actual reduction of rent), this would involve a cost to the Exchequer in the first year (assuming that the Government borrows at 5 per cent.) of £12,500,000. If the Government, as an alternative, makes the same sort of Free Grant as it has done in a dozen "munition areas," just sufficient to enable the local authorities to avoid any charge on the rates at rents not exceeding those heretofore customary (putting this Free Grant at an average of 20 per cent.), we get a total expense, once for all, of no more than £50,000,000—less than ten days' cost of the war; less even than would be covered by a continuation for three months of the excess profits tax! The nation cannot afford not to do it.

REPORT BY MINISTRY OF RECONSTRUCTION  
ON  
HOUSING IN ENGLAND AND WALES

I. A LARGE TASK

One of our greatest and most urgent tasks after the war will be to secure good and healthy homes for all. We should aim that the houses of the future be well built, have sufficient accommodation, and that there be enough of them to prevent overcrowding. They should have sufficient light and air and not be built in long monotonous rows. Sufficient open space, not merely for health but for amenity, should be provided, and adequate gardens. Moreover, in the plans of the houses and the lay-out of the land regard must be had to beauty as well as health. Not merely should the planning of the *new* houses and their surroundings satisfy this high standard, but *existing* houses, which are defective or insanitary, should be made thoroughly fit or be demolished. The crowded slum areas and narrow courts which disfigure so many of our towns and which have caused so much disease and suffering should be cleared or properly restored.

All this may sound ideal, but the gigantic transformations which have taken place during the war give hope that in time we may achieve the whole of this task. Of course, it will take time, and we

shall have to work by stages and must make sure that each step is a safe and sure one. But if we set out with that earnestness of purpose and energy which we have shown in the war, this transformation of Britain will be accomplished. This is a duty we owe to ourselves, but still more to the men serving overseas who have given up so much and who must be assured of decent and healthy homes when their fighting is over.

The Housing problem has not arisen out of the war, but has merely been rendered more urgent and more difficult by its effects. Even before the war the housing of the workers was very far short of a decent standard. A certain proportion, and in some cases a considerable proportion, of the population were living under overcrowded conditions in narrow streets of houses or tenements without adequate light and air or open spaces. Many of the houses and tenements themselves were quite unfit for human beings to live in. *Each year of the war made conditions considerably worse*, and, as we shall show, the present Housing problem may be now stated as consisting in:

(a) A shortage of houses amounting to between 300,000 and 400,000 for England and Wales. This is quite apart from any further shortage which would be created by the closing of slum houses.

(b) A large number of defective and insanitary houses which are unfit for human beings to live in.

(c) In many towns slum areas consisting of crowded and narrow courts and streets.

To solve the problem, therefore, it will be necessary first to have sufficient houses well planned and well laid out; secondly, to close and demolish unfit houses, or to see that they are properly and thoroughly repaired; and thirdly, to clear and improve the slum areas which disfigure so many of our towns. It is the object of this booklet to show the measures which will be necessary in order to achieve this. But to do so, it is first necessary to review briefly the position before the war and to see what steps were being taken to improve conditions, and why they had failed to attain their object.

## II. HOUSING BEFORE THE WAR

### THE SHORTAGE OF HOUSES

According to the Report of the Census of 1911 no fewer than one-tenth of the population were living under overcrowded conditions. It must be remembered that the standard for overcrowding

adopted by the Census Authorities is a low one. People are only regarded as being overcrowded if they are living more than two to a room, including living-rooms. Thus, if a cottage or tenement consists of two bedrooms and living-room it is only regarded as overcrowded if there are more than six persons living in it. Further, children under fourteen are only counted as half a person. To find that one-tenth of the population were overcrowded on this standard gives some idea how serious was the shortage of houses. It is true that in some cases overcrowding was due to the fact that the family could not afford to pay for sufficient rooms, and that until the causes of poverty are removed no final solution of the housing problem can be attained. But even when this is allowed for, it undoubtedly remains a fact that large masses of people were overcrowded simply because there was not sufficient house room. To quote a well-known phrase, there was "no room to live."

The shortage of houses was not confined to the towns or to any one part of the country, but existed in towns and villages throughout the length and breadth of Great Britain. It is true there were some places and districts which were well supplied with houses, but the evidence of the census figures and of the reports of Medical Officers of Health clearly showed that the shortage was widespread.

#### DEFECTIVE AND INSANITARY DWELLINGS

The trouble did not end with the mere shortage of houses and the consequent overcrowding. A large number of the inhabited houses, both in town and country, were dilapidated or insanitary, and in many cases also dark and damp. The reports of the Medical Officers of Health of the various Borough, Urban, and Rural District Councils testified to these defective conditions. In many cases the houses could not by any possible method of repair have been put into a satisfactory condition, and in a still larger number of cases, though capable of repair, they were, in fact, not touched, and in their existing state were not reasonably fit for human beings to dwell in. Here again it is important to remember that the conditions existed both in town and country.

#### SLUM AREAS

In many towns there were whole areas, sometimes large, sometimes small, which were overcrowded with houses and in which there was a deficiency of adequate air and light. In these districts the streets and courts were narrow and sunless, and the conditions could not be dealt with merely by improving the individual houses but required



the clearance and improvement of the whole area. These slum areas, in the main, were to be found in the larger towns, but they also existed in quite small country towns, and even in villages. They fostered the spread of disease and prevented healthy life both physical and moral.

#### SOME ILLUSTRATIONS

To illustrate the conditions we have described the official and published reports of Medical Officers of Health of two towns and two rural districts may be quoted. They are selected at random and, as they present facts neither better nor worse than hundreds of reports of Medical Officers for other districts, the names of the towns and districts are not mentioned. To mention the names might imply that the conditions of these particular places were worse than elsewhere, and this is far from being the case.

#### TOWNS

"There are probably between 40,000 and 50,000 back-to-back houses, a large number of which are in courtyards, or in short terraces shut in behind houses which face the street. Much of this class of property is becoming worn out, and as a result owners are, to an ever-increasing extent, lessening their expenditure on its upkeep. During 1912 there were 926 houses 'represented' as unfit for human habitation.

"The condition of many of the older houses in the district cannot be considered satisfactory. Sunlight and fresh air are prime necessities for ensuring health and minimizing disease, but these are unattainable in the crowded slum, and in the houses with no through ventilation, of which there are many in your district.

#### COUNTRY DISTRICTS

"There is in many villages a clamant need for new and better dwellings, and after these have been erected, for the closure and demolition of many of the old ones. Certain villages have suffered evident demoralization as a result of the slow deterioration of the housing conditions of the people.

"There were forty-nine cottages inspected last year in which nothing short of pulling down and entirely rebuilding could make them habitable. And besides these things were discovered forty-four cases of overcrowding. . . . In nearly all these cases it was almost impossible to abate the overcrowding as there were no other cottages available for the tenants to go into. It must be borne in mind that were it not that cottages are so scarce throughout the district, a

much larger number would be condemned and really required to be closed."

This, then, was the housing situation before the war. Let us now see what steps were being taken to remedy this state of affairs, as the success or failure of these steps has an important bearing on the program for housing reform which we hope to see in the future.

### III. ATTEMPTS TO IMPROVE HOUSING CONDITIONS

Various Acts of Parliament were passed during the nineteenth and the present century for the purpose of improving the conditions under which the workers were housed. The basis of the present law is the Housing Act of 1890, but its provisions have been amended and enlarged by various other Acts, particularly the Housing and Town Planning Act of 1909. In addition, many of the provisions of the Public Health Acts (particularly the Act of 1875) deal with housing questions.

Under all these Acts the Local Authority—*i.e.*, the Borough or Urban District Council in the towns and the Rural District Council in the counties, and in London for some purposes the County Council—is the responsible authority for carrying out the law, subject to the general supervision of the Local Government Board. (The Local Authorities employ Medical Officers of Health, Surveyors, and Sanitary Inspectors to assist them in carrying out their duties.)

#### THE PROVISION OF HOUSES

Under the present Housing Acts Local Authorities have very wide powers of providing houses for the working-classes. They may purchase or lease existing houses, and adapt, improve, and furnish them. They may purchase land (compulsorily, if necessary) and build houses themselves, or they may simply purchase the land, make streets and sewers, and lease it upon condition that the lessees erect and maintain on it approved dwellings for the working-classes. They have powers not only to build dwelling-houses, but also to provide shops, recreation grounds, and gardens for the benefit of the tenants of the dwelling-houses. For all these purposes they may borrow the full amount from the State at the lowest rate at which the State can afford to lend. Any four inhabitant householders in the district may complain to the Local Government Board that the Local Authority has failed to exercise the above powers, whereupon, after a public inquiry, the Local Government Board may order it to do so.

In addition to conferring these powers upon Local Authorities the Housing Acts also make provision for the granting of loans by the State to societies and individuals erecting houses for the working-classes. Loans can be obtained by companies or private individuals for this purpose up to 50 per cent. of the value of the premises. Public Utility Societies (that is to say, coöperative or other societies registered under the Industrial and Provident Societies Acts and limiting their profits to 5 per cent.) may obtain such advance up to 66⅔ per cent.

In the aggregate relatively little use has been made of these powers, though in the few years immediately before the war the activities of Local Authorities in the way of building were rapidly increasing. The number of houses for which loans to Local Authorities were sanctioned in the years ending 31st March, 1911, to 1915, were 464, 1,021, 1,880, 3,335 and 4,408 respectively. These figures show an encouraging increase. But it still remained true that the number built even in the last year before the war was only a small proportion of the total required to make up the shortage of working-class dwellings.

#### THE IMPROVEMENT OF EXISTING HOUSING AND THE REMOVAL OF SLUMS

There are extensive powers for improving the standard of existing houses. Local Authorities have power to make by-laws for preventing overcrowding and ensuring a certain minimum of sanitation and convenience. The Housing Acts require the Local Authorities to cause inspections to be made of the houses in their area. If any dwelling-house is found to be in a state so dangerous or injurious to health as to be unfit for human habitation the Local Authority must make a closing order prohibiting the use of the dwelling-house for human habitation until it is rendered fit. If, after a time, the house has not been made fit, and is not reasonably likely to be or cannot be made fit, the authority must make a "demolition order."

In addition, in the case of houses under certain rentals which are "not reasonably fit for human habitation," the Local Authority must give notice to the landlord requiring him to do specified repairs, and if these are not done by the landlord the authority may do them and charge him with the cost.

In the case of a house which, though not in itself unfit, obstructs other houses, they may order it to be pulled down, paying the owner reasonable compensation.

Considerable and growing use has been made of the powers of

dealing with individual houses, particularly since the passing of the Act of 1909. Thus the number of houses made fit in this way at the expense of the owners was increased from 19,463 in 1911 to 67,065 in 1914. Though the improvement has been considerable and is encouraging, yet a great deal remains to be done. Many Local Authorities, in spite of pressure from the Local Government Board, failed to make any use whatever of their powers, and many have made quite inadequate use of them. The problem is closely bound up with the question of shortage of houseroom. So long as tenants have no alternative accommodation, Local Authorities will hesitate to close houses, even though convinced of their unfitness.

Where the powers of dealing with individual houses are inadequate owing to the whole area being so congested and so badly planned that only a complete clearance and rebuilding of the area will remedy the mischief, the Local Authority may prepare a scheme for that purpose. In that case compensation must be paid to the owners for the premises demolished, except in the cases of particular houses which could not reasonably be made fit for habitation.

The expense of purchasing whole areas (including often factories and other good buildings) and of clearing and improving them has been so great that schemes have been carried out in only very few cases. Only two or three schemes a year were submitted in the years before the war.

There is urgent need for devising some fair method of dealing with these plague-spots of our cities in some more economical way.

#### THE CONTROL OF BUILDING AND TOWN PLANNING

During the nineteenth century increasing control over the erection of new houses was established. Local Authorities were empowered (and in some instances required) to make by-laws for that purpose. In this way a control (varying with the different districts) was imposed over, for example, water-supply and drainage for houses, the materials employed in their construction and height of rooms. In consequence of these provisions a great improvement was obtained in the character of the individual houses erected by private enterprise, although considerable hardship and expense is alleged to have arisen in some cases from the inelasticity of the by-laws. (A special committee, under the Chairmanship of Mr. Stephen Walsh, M.P., is now considering the whole question of by-laws.)

Valuable though these provisions were in raising the standard of individual houses, they still left the planning and laying-out of areas to the accident of circumstances. No proper foresight was exercised in regard to the future development of a district. Areas were

used indifferently for industrial and residential purposes, to the detriment of both the manufacturer and the resident. Finally, houses were crowded on sites in dreary monotonous rows, to the sacrifice both of health and amenity.

In 1909 the first statutory provision on the subject of Town Planning was made in the Housing and Town-Planning Act. Power was given to Local Authorities, with the consent of the Local Government Board, to prepare a town-planning scheme as respects any land in course of development or likely to be used for building purposes. The subject of Town Planning is dealt with in a separate pamphlet.

#### IV. THE EFFECT OF THE WAR

The effect of the war has been

- (1) to increase considerably the shortage of houses;
- (2) to suspend practically all work in connection with the closing and repairing of unfit houses and the clearing of slums;
- (3) to increase the cost of building and the rate of interest on capital;
- (4) to produce an acute shortage of building materials.

#### SHORTAGE

Since 1915 very few working-class houses have been built except in certain munition and shipbuilding areas. Even in these areas houses have only been built where absolutely essential and in insufficient quantities.

The Local Government Board have recently been making an inquiry from the Local Authorities of England and Wales as to the shortage of houses in their districts. They were asked to state the number of new houses which (a) were required now, and (b) should be built at the close of the war, to provide the necessary accommodation for the working classes in their districts. Up to date returns have been received from about 1,500 Authorities. They show a total of 170,000 in regard to (a), and 190,000 in regard to (b). Thus, if the war were to end at once there would be an immediate necessity for building between 300,000 and 400,000 houses.

#### DEFECTIVE HOUSES AND SLUMS

At the same time, owing to the shortage of labor and materials only the most necessary repairs have been effected. Local Authorities have been unable to issue Closing Orders in the case of defective houses, or to give notice to owners to repair. In 1915 the Local

Government Board issued a circular to Local Authorities suggesting that

“whilst not unduly relaxing the standard of public health administration in their area, Local Authorities should, as far as possible, refrain from requiring the execution of work the cost of which has to be borne by private individuals unless the work is urgently necessary for the removal of nuisances or the protection of health.”

The special circumstances due to the war have made this necessary, but the general effect has been that the quality of existing houses has steadily deteriorated. Very few slum areas have been cleared or improvement schemes started.

#### THE COST OF BUILDING

The cost of building rose considerably during the ten years before the war. Since the outbreak of war the increase has been very great, and it is now nearly twice as great as it was before the war. And it is calculated that even when peace is restored the cost will still be half as much again as it was in 1914. Thus, a house which would have cost £200 before the war will probably cost at least £300 after. Further, owing to the immense amount of borrowing for war purposes the rate of interest on capital has very much increased. Before the war the State was lending money for housing purposes to Local Authorities at  $3\frac{1}{2}$  per cent., while now it can only lend at  $5\frac{1}{2}$  per cent. In this connection it must be borne in mind that as the result of the Increase of Rent and Mortgage Interest (War Restrictions) Act, 1915, the rents of houses in existence before the war have remained at the same level as they were in 1914.

#### SUPPLY OF MATERIALS

Owing to the great demand for timber and the scarcity of labor for brickyards and other building material industries, the supply has been very much reduced. This whole question is being investigated by a special committee.

We now propose to show how important it is to make early arrangements for the building of the large number of houses required in the years immediately after the war, and then to show the lines upon which our policy must be framed in order to secure that the houses are in fact built.

## V. THE NEED FOR ACTION

Thus the housing situation, bad as it was in 1914, is far more serious as the result of the war, and the importance of dealing rapidly and effectively with the problem after the war cannot be exaggerated. Bad and inadequate housing has serious effects on both social and industrial conditions. It is one of the chief causes of the spread of disease, of infant mortality, and of physical deterioration, and also of social and industrial unrest. On the other hand, to build a large number of new houses is essential for increased food production and rapid demobilization, and will assist in preventing unemployment after the war.

## EFFECT OF BAD HOUSING ON HEALTH AND LIFE

It is well known that overcrowding and bad housing conditions have a very serious effect upon health. Where there is confined space, insufficient air, lack of sunlight, dampness, bad drainage or overcrowding, disease spreads more rapidly and there is a serious increase both of infant mortality and the general death rate. Thus, Dr. Mair, who made a special investigation into the subject, found that the number of deaths from pulmonary disease and the diseases of young children were half as much again in back-to-back houses as in ordinary dwelling-houses.

The effects of overcrowding and insanitary dwelling-houses upon tuberculosis are notorious. An examination of the reports of the London Tuberculosis Dispensaries shows that one-half of the patients under the care of these institutions live in dwellings with one or two rooms only. In the report of one of these dispensaries we find:

"Only 134 out of 766 patients suffering from definite signs of pulmonary tuberculosis occupied separated rooms at night time. The others were sleeping in rooms shared by one or more persons, and of these only 179 slept in separate beds, the remaining 453 actually sleeping in the same beds as one or more members of the family."

What bad housing conditions mean in individual cases may be illustrated from the following quotation from the report of another dispensary:

"At No. 181 Mrs. Simms will be found, but she is in such deep trouble that we hardly like to knock. For this morning early, Simms woke up, and coughed and died. Uninsured, with no savings or

earnings, there poor Simms lies, and the five small children stand round, looking wide-eyed and wondering on their first sight of Death. A starved fire flickers in the grate. The windows are not merely closed, but round the edges of each sash is pasted tight a double strip of paper. For through the old and loosely-fitted woodwork come otherwise piercing draughts on winter nights. These windows have for long been sealed with paper so as to keep out both winter draughts and summer breezes. The paper was fixed by the preceding tenants, who when they were evicted were found to number fourteen in all. Fourteen souls in two small rooms with sealed windows. The seeds of Death were sown thick and fast on the floors of No. 181."

Bad housing conditions affect not merely physical health but the general standard of life. How is it possible to keep a home clean and comfortable if it consists of two rooms only, while the family number fourteen? How is it possible to maintain decency when there are insufficient bedrooms to separate the sexes, or when—as is not uncommon in some of our towns—there is only one sanitary convenience to six tenements?

#### HOUSING AND INDUSTRIAL UNREST

Last year a Royal Commission was appointed to inquire into the causes of Industrial Unrest. Great Britain was divided into eight areas and separate Commissions examined the causes of unrest in each of these areas. In their reports the Commissioners in seven out of the eight districts *specifically drew attention to the fact of insufficient and bad housing being a cause of unrest.*

Thus, those for the North-Eastern area say that they "have thought it right to point out that the housing question was put forward as one of the general causes of industrial unrest, which should in the national interest be dealt with at an early date." The report for the Yorkshire area emphasizes the necessity for a large program of social reform after the war, "including especially sufficient increase in and improvement of housing accommodation." And the Commissioners for Wales say "it is clear from the large amount of evidence received that unsatisfactory surroundings and inadequacy of housing accommodation is a factor of great importance in the causation of unrest."

#### FOOD PRODUCTION AND THE RETURN TO THE LAND

We have come to realize the importance of increasing the production of home-grown food. At present we are not getting the full



produce of the land owing to lack of labor. But when the war is over it will be possible to have a sufficient supply of labor provided that the conditions are such as to attract the returning soldier back to the land and give him reasonable prospects. But men are not going back to the land whatever the attractions of an open-air life unless they are reasonably sure of decent and healthy homes. While married soldiers, who were formerly on the land, in many cases have cottages to return to, single men who are desirous of marrying will be unable to find homes in the country districts unless effective steps are taken. It must be remembered, too, that the policy of plowing up two million additional acres of grass land will necessitate increased labor and therefore more cottages. Thus it is essential that a large number of good cottages with reasonable gardens should be built in the country districts as early as possible.

#### DEMOBILIZATION AND UNEMPLOYMENT

At the end of the war we hope to see the soldiers and sailors demobilized as soon as possible, both for their sakes and our own. Apart from military exigencies and the difficulties of transport there will be two questions having a very important bearing upon the speed with which demobilization can take place. One is the question whether there are houses for the soldiers to go to when discharged. The other is whether there is employment available. The transition from a war to a peace basis will cause, at the least, very great dislocation in industry and finance, and at the same time there may be considerable unemployment.

It will not be possible to reestablish quickly those industries for which raw materials are scarce, or have to be imported. Shipping will be short and will be largely occupied in the transport of troops and food. But building materials can be produced almost entirely in this country. It is true that there will be a shortage of timber, but experiments are now being made for reducing to a minimum the quantity of timber used in the building of cottages. In all probability it may be said that at least nine-tenths of the necessary materials for building, such as brick, cement, iron-mongery, slate, tiles, can be produced in the country.

If schemes for building as many of the necessary houses as practicable were ready to be put into operation immediately after the declaration of peace, it would materially assist in solving the unemployment problem. Work would be provided for brickmakers and others engaged in the manufacture of building material: for bricklayers, masons, carpenters, joiners, and plumbers, and all others

taking part in the actual building of houses. It would also provide direct employment for a large number of workers in roadmaking, sewerage, and estate development; and indirect employment to others in the furnishing and other trades. It is not exaggerating to say that, having regard to the large number of houses required, work might be provided in this way for over one million men, and this would be the largest single contribution to the unemployment problem. The State must see that its citizens are maintained after the war. It will be much better to do this by employing them on vitally necessary and useful work than by keeping them when no longer wanted in the Army or granting them insurance doles to walk the streets.

A proper housing scheme, therefore, will not only fill an urgent need, but will accelerate demobilization and reduce unemployment. If a further reason be wanted for a progressive housing policy there is one more convincing than all others. It is that as a bare measure of justice, every man who has given of his best in fighting or working for his country should be regarded as entitled as of right to a decent home in pleasant surroundings. As Mr. Walter Long, when President of the Local Government Board, said in reply to a deputation on "Housing After the War":

"It would indeed be a crime—a black crime—if reading as we do the wonderful accounts of the sufferings which our heroes have to undergo in the trenches . . . we sat still now and did nothing. . . . To let them come from horrible water-logged trenches to something little better than a pigsty here would indeed be criminal on the part of ourselves, and would be a negation of all we have said during this war, that we can never repay these men for what they have done for us."

Or as Dr. Addison, Minister of Reconstruction, puts it: "Those who have suffered the hardships of war and the long bitterness of separation deserved better of us than to have to pass their lives in a slum."

## VI. THE HOUSING POLICY AFTER THE WAR

We have shown that the situation at the end of the war will consist in a shortage of housing amounting to between 300,000 and 400,000 for England and Wales alone, and in the existence of large numbers of slum dwellings and slum areas. This housing problem

must be solved as early as possible if we are to secure homes for returning soldiers. The solution is also essential if we are to prevent industrial unrest, to secure adequate employment, and to remove one of the greatest causes of infant mortality and the spread of disease.

What steps are the Government taking to deal with this difficult situation?

The whole question is being carefully considered by both the Local Government Board and the Ministry of Reconstruction, each of whom have strong advisory committees on the subject. In some directions active steps have already been taken, while in others schemes are being formulated. At the outset it is important to emphasize that the building of new houses is the most urgent matter. It is no good thinking of clearing alum areas or of issuing Closing Orders in the case of individual bad houses unless there is sufficient alternative accommodation.

#### LOCAL GOVERNMENT BOARD INQUIRY

Therefore, the first step was to ascertain where the new houses were required. For this purpose the Local Government Board, on 28th July, 1917, sent an inquiry form to all the Local Authorities in town and country asking them to state how many houses will be needed in their districts. We have shown that returns have been received from over 1,500 authorities showing an immediate shortage of 170,000, which will be increased by another 190,000 on the conclusion of the war. This affords a good basis for preparing plans, but, of course, it must be remembered that while many Local Authorities have made adequate returns, in some districts the inhabitants feel that the Local Authority has under-estimated the shortage, while one-sixth of the Authorities have made no returns at all. Probably the Authorities in some of these cases have been awaiting a decision as to the form and extent of the financial assistance which was to be given. This has now been announced.

It should be added that 900 Local Authorities have reported that they have already prepared, or are in course of preparing, or are willing to prepare schemes for the erection of more than 150,000 houses in all.

The President of the Local Government Board has stated recently that:

"All were conscious of the terrible shortage of houses and the fact that the private builder could not be relied upon to make good the deficiency. Hence they could only turn to the Local Authorities."

As we showed, the financial difficulties, owing to the increased cost of building and rate of interest, will be considerable.

It was decided by the War Cabinet in July, 1917, that substantial financial assistance would be given "to those Local Authorities who are prepared to carry through without delay, at the conclusion of the war, a program of housing for the working classes which is approved by the Local Government Board."

In a circular issued by the Local Government Board it is stated that this assistance is to take the following form. An annual grant is to be made for not less than seven years sufficient to relieve the Local Authority of three-quarters of the estimated annual loss on the housing scheme. At the end of that time the property is to be valued, and three-quarters of the excess of the amount of the loan outstanding over the then value of the property will be met by the State. Briefly, therefore, in the case of approved schemes the State will bear three-quarters of the loss and the Local Authority the remainder. But there are some districts where it would be a serious burden for the Local Authority to have to bear even a quarter of any loss. In all cases where one quarter of the estimated annual deficit would involve the levying of a rate of more than a penny in the £ the Local Government Board is to have discretion to increase the Government grant. But the loss to be borne by the Local Authority in such case must not be reduced below the produce of a rate of a penny in the £.

This assistance is only to be available for a *limited time after the war* and subject to the condition that in all ordinary cases building shall be commenced within two months, and completed within twelve months, from the date of the Local Government Board sanctioning the loan for the scheme.

As regards the loans for the schemes it is stated that "any loans by the State for the purpose of assisted schemes would be made at the full market rate of interest current from time to time, and not at the preferential rates ordinarily allowed for housing loans, in order (1) that the whole of the State assistance may be given under one head, and (2) that Local Authorities may be encouraged to borrow on their own credit rather than to have recourse to State capital funds." And again, the Treasury ask that "It may be made quite clear that the precise date at which the execution of any schemes approved by the Board can be commenced must depend on circumstances which cannot at present be foreseen, and that the financial position may be such that it may be necessary to give precedence to the more urgent cases, even to the exclusion for the time being of the less urgent."

In the circular Mr. Hayes Fisher expresses the hope that in every case where there is need for houses not likely to be met by any form of private enterprise the Local Authority will see that a housing scheme is prepared with as little delay as possible.

Where the Local Authorities, in spite of an admitted need, fail to take adequate steps Mr. Fisher has plainly hinted in public speeches that they will be supplanted by some other authority who will see that houses are built.

#### PLANS AND ARRANGEMENTS OF THE HOUSES

As regards the plans for the construction of the houses and the laying-out of the land, the Local Government Board have recently issued a memorandum containing advice to Local Authorities and plans.

It is not possible to quote more than a few extracts from this interesting document, but the following quotations show that in sanctioning schemes the Local Government Board will require a high standard to be adopted:

"The type of dwelling required in ordinary circumstances is the self-contained house. Occasionally there may be a demand for accommodation of a limited character—*e.g.*, accommodation for newly-married couples or for aged persons without a family—and in such cases it may be desirable to meet the demand by the provision of two-story houses consisting of two self-contained dwellings; but, generally, it would seem desirable to avoid the erection of blocks of buildings containing a series of tenements.

"It is desirable that simplicity of design and economy in construction and general arrangements should be aimed at, but it would be well to bear in mind that houses erected by a local authority ought generally to be such as will be a model or standard for working-class dwellings which may be erected by private persons.

"The house should be designed to meet the reasonable needs of the prospective occupants, and the internal arrangements will, no doubt, be influenced to some extent by custom of the locality and by the habits of the population."

In order that no stone may be left unturned to secure the best advice obtainable both as regards economy of construction (which is particularly important in present circumstances) and the best possible types of plans, special inquiries have been instituted. To deal with the first point, the Local Government Board have appointed a committee under the chairmanship of Sir Tudor Walters, M.P., who are asked:

"To consider questions of building construction in connection with the provision of dwellings for the working classes in England and Wales, and report upon methods of securing economy and despatch in the provision of such dwellings."

A Sub-Committee of this Committee is making practical experiments into the methods of cheapening construction and of getting over the difficulty with regard to the shortage of timber and certain other materials.

By arrangement with the Local Government Board the Institute of British Architects has been conducting a competition for the best types of cottage plans. For this purpose the country has been divided up into various districts and plans for each of the districts asked for, so that regard may be had to special local requirements and supply of materials. Further, it has been recognized that in considering the plans of new cottages, and particularly the internal arrangements, regard must be had to the convenience and comfort of the housewife, and that the best way of ensuring this was to inspect various types of houses and to consult with the housewives themselves. For this purpose, therefore, a Women's Committee has been appointed by the Minister of Reconstruction, with Lady Emmott as chairman, to consider the whole question from the point of view of the housewife.

#### ARRANGEMENT OF STREETS AND BUILDINGS AND LAY-OUT OF ESTATES

The Local Government Board memorandum, already quoted, draws attention to the necessity for securing a good lay-out of land which is being developed by Local Authorities. In this connection regard must be had both to health and amenities, as the following extracts show:

"The arrangements of houses on the site, and to some extent the design of the houses, will depend upon the size, situation, and character of the land, but the site should be so utilized as to secure ample open space in connection with the houses and the best possible aspect for the living-rooms. The latter point should be borne in mind in fixing the direction of any new streets required to be constructed.

"Overcrowding of houses on a site should be avoided. Although some regard must be paid to the cost of the site and the extent to which street works will be necessary, the number of houses to be erected on each acre of land should be kept within strictly reasonable limits.

"It is desirable that houses should be set back from the street-line,

so as to allow small gardens or forecourts to intervene between the houses and the streets.

"It is undesirable that long rows of houses without a break should be constructed; and, as a rule, the number of houses in a continuous row should not exceed eight or ten. Long rows are open to objection, not only because overcrowding of houses on the site may be the result, but also because they give a monotonous and depressing appearance and prevent easy inter-communication between streets."

No definite rule has been laid down as to the number of houses which should be allowed to be built on a given area of land. But in the circular of the 18th March, 1918, mentioned above, it is stated that "the aim should be to provide that in ordinary circumstances not more than twelve houses (or in agricultural areas eight houses) should be placed on an acre of land wherever this is possible without materially increasing the cost of the scheme. This will give sufficient land for gardens, allotments, and open spaces."

#### PRIVATE ENTERPRISE

It should be pointed out that while the great urgency of the problem will make it necessary to rely on Local Authorities for providing a large proportion of the houses required there is no proposal to rule out private enterprise. On the contrary, it has been definitely stated by the Local Government Board that:

"the complete solution of the housing problem is not likely to be accomplished except with the coöperation of private enterprise, including public utility societies, and that in order to secure the full advantage of their help it may be advisable for the State to offer them assistance in one or other of the directions which are now under the consideration of a Conference sitting at the Local Government Board."

No definite statement can yet be made as to the form of assistance which could be given to private enterprise, or what conditions would have to be imposed. But a Committee has been appointed by the Minister of Reconstruction, with the Right Hon. Henry Hobhouse as chairman, "To consider and advise on the practicability of assisting any bodies or persons (other than Local Authorities) to build dwellings for the working classes immediately after the war, whether by means of loans, grants, or other subsidies, and whether through the agency of the State or Municipal Banks or otherwise."

## SOME OTHER IMPORTANT COMMITTEES

We have shown that the supply of building materials and their price will be a most important factor in housing after the war. The Ministry of Reconstruction, therefore, has appointed a Committee, under the chairmanship of Mr. J. P. Carmichael, to inquire into the whole question of supply and price of materials.

Acquisition of land is also an important matter in connection with housing, and there is a Committee of the Ministry of Reconstruction under the chairmanship of Mr. Leslie Scott, K.C., M.P., inquiring into the methods of acquiring land and of valuing it so as to insure that land can be obtained at reasonable prices.

As already stated, there is a Committee on the question of by-laws under the chairmanship of Mr. Stephen Walsh, M.P.

A Committee, too, has recently been appointed (of whom Lord Hunter is Chairman) to consider the legislation embodied in the Increase of Rent and Mortgage Interest (War Restrictions) Act, 1915, and its amendments, in relation to housing after the war, and to recommend what steps should be taken to remove any difficulties which may arise in connection with it.

While it is necessary to regard the provision of new houses as the first call upon the efforts of Local Authorities, it must be remembered that it will be necessary also to deal with slum dwellings and slum areas.

Among other matters under consideration are possible amendments of Part I. of the Finance (1909-10) Act, of Rating, and of adaptation of middle-class houses to meet the requirements of workers.

## CONCLUSION

It will be seen that the Government is taking active steps to prepare to deal with the vast housing problem which will arise at the conclusion of the war, but it cannot be stated too strongly that much of the success of the schemes under consideration will depend upon the active coöperation of the people generally. It is important that all citizens should be fully alive to the largeness of the task to be accomplished. The matter should be discussed and considered from every point of view. Local considerations should be taken into account, and where necessary pressure should be brought to bear upon members of Local Councils where it is felt that they are not sufficiently active. It is only by the coöperation of all that the ideal will be achieved.



## APPENDIX B

### REPORT BY MINISTRY OF RECONSTRUCTION ON RAW MATERIALS AND EMPLOYMENT

The supply of raw materials for industry is a fundamental problem of reconstruction. Demobilization, resettlement, the revival of industry both for home consumption and for export, all depend upon an adequate supply and a reasonable distribution of raw materials. When the men and women who have been doing munition work have been discharged and when the men return from the Army, it will be absolutely essential that cotton and wool and leather and iron ore and other raw materials should be obtainable in large quantities.

No one can foresee exactly what the situation will be for some months to come, but we can make estimates of our probable needs and we can make provision for possible dangers of the transition from war to peace. The problems interlock one with another. One industry can go ahead only if others also are at work, and all our British industries are dependent ultimately upon the supply of raw material from abroad, and, therefore, upon our ships. But we must concentrate our attention here upon the material, leaving the position with regard to shipping for consideration elsewhere.

We shall pass by for our present purpose all raw material which is not imported into the United Kingdom. Some of our ore and some wool is produced here; and its production is largely dependent upon the amount of labor available. The same is true of brick and cement, the raw materials for the building trades. But as soon as demobilization begins we shall probably have enough labor to put into our home production, and therefore it is only *imported* raw materials which constitute a problem. It is possible, however, to state that the situation will not be so difficult as it was, until a few months ago, expected to be. The supply of raw materials is not likely to be seriously deficient, even in regard to those industries for which it will fall short of the normal supply. What is needed is careful supervision to avoid waste rather than any drastic measures of Government control.

There are many different aspects of this problem of the supply of imported raw material. Our financial standing as a nation is de-

pendent upon imported raw material for the production of goods for export. Our cotton trade, for example, is a great part of our export trade, and cotton manufacture in England is entirely dependent upon imports. Again, if we do not secure a supply of imported raw material for the boot and shoe trade, or the woolen trade, our manufacturers of machinery will be unable to find sufficient orders.

Employment, however, is a more urgent problem than the problem of finance and commerce; and employment depends upon imported raw material. It is therefore only from this point of view that we shall here attempt to describe the situation with which we shall be faced during the transition from war to peace. There were about 2,300,000 men and 700,000 women in the metal and chemical trades during the War. Most of these women and about 200,000 of these men will be leaving their occupation and seeking for non-munitions work. About three or four million men will come back from the fighting forces; and there will be a considerable transference from one industry to another. But the industries which now have less labor than they had in July, 1914, are precisely those which need imported raw material. For example, the building industry has about 460,000 men less than it then had, the textile industries 200,000 less, the paper and printing industries 100,000 less. Those numbers show that there will be work for all returning men and ex-munition workers *if we have raw material*. We need cotton, wool, timber, wood-pulp, and many other materials from abroad. That is the general nature of the problem: but we can be yet more precise; and for this purpose it will be necessary to review shortly the probable position at the end of the War in the chief industries which depend upon imported raw material.

#### METAL TRADES

Our Iron and Steel and Engineering industries depend upon about 7,000,000 tons of iron ore imported in a year. In 1913 out of the 7,442,249 tons imported 4,714,039 tons came from Spain, and since the proportion of ore in our imports has been maintained during the War for the sake of munitions, there will certainly be no shortage. If, however, the German demand revives after the War, and unless the present control is retained, the price of Spanish ore may rise considerably.

The problem on which employment depends in the engineering and allied industries is that of price and distribution. Great numbers of men and women will naturally leave the metal trades now that the urgent need for munitions has ceased; but because of the

need for engineering products throughout the world there will probably be more employment in engineering than there was in 1914. The various metal trades then employed about 1,634,000 men and 170,000 women; and, so far as the supply of material goes, the only problem will be that of the price of imported ore.

With regard to the supplies of material for the metal trades, the Minister of Reconstruction spoke as follows in the House of Commons, on November 12th:—

“ . . . There has been a great increase in our capacity for the utilization of home ore and arrangements are being made by the Shipping Controller which will render it possible to import as large a quantity of foreign ore as was imported prior to the War. It is proposed to release iron and steel forthwith. The difficulties which may arise owing to the fact that through the exigencies of war the price of steel now stands at an artificial level have not been overlooked, and it is intended to continue orders fixing for a period a maximum price for steel, though this may involve continuing some measure of Government assistance for that period.

“With regard to other metals, I am glad to be able to assure the House that there is a sufficient supply available to render it possible to release some from control now and nearly all the rest within six months. I am convinced after a close survey of the position that we shall be able to meet the demands which reconstruction will make on our resources. But while I am satisfied that there will be enough for all if it is equitably divided, there must be no selfish attempts on the part of individuals to secure more than their share, and for this purpose it may be necessary to take precautions against hoarding.

“Steps are being taken in the meantime to secure the release of much usable stock and to grant further supplies of metals to those industries now limited to a fixed ration. Great discrimination will be required in the discharge of this duty, but the various Controls will call into counsel representatives of the trades concerned and ease their own task by setting Industry to govern itself.”

As regards the non-ferrous metals, a very small amount of tin or copper, for example, gives employment to great numbers, for many industries use a little of each of these metals, and without a supply of them many in the engineering or brass-working trades would be without employment. There is, however, no reason to fear a shortage of non-ferrous metals, and it remains only to supervise the distribution.

## TEXTILE INDUSTRIES

Our great *Cotton* industry is entirely dependent upon imported raw materials. Various kinds of raw cotton come to us from the U. S. A., from Egypt, India, Brazil, and West Africa. In 1913 our cotton mills in Lancashire consumed 3,281,509 bales of American cotton and 400,000 bales of Egyptian cotton.

The number of spindles at work on August 31st, 1913, in the United Kingdom was 55,653,000, which was 39 per cent. of all the spindles in the world.

In July, 1914, cotton spinning and weaving employed about 274,000 men and 415,000 women; but in 1918 there are only 157,000 men and 379,000 women employed. Therefore, 117,000 men and 36,000 women less than in 1914 are dependent upon our present supplies, and of those many are working on short time. Will those who have gone out of the industry and wish to return find a place as soon as the War is ended? Will the manufacturers begin at once to work their machines fully?

It is unlikely that any difficulty will occur in finding a market for our cotton goods, although it is true that some other countries, particularly Japan, have enlarged their place in the world-market during the War. The general shortage of the last few years in the supply of cotton goods has created a large demand, and therefore the problem of finding employment in the cotton trade reduces itself to a problem of the supply of raw material. First, the allocation of immediately available supplies will be necessary, for even before we import more we can use our stocks more rapidly as soon as peace is secure. During the War the Cotton Control Board has regulated the consumption of raw material, and it will probably continue to control the situation during the transition to peace. The Board consists of representatives of employers and workers in the Cotton industry, together with some Government officials. It has introduced the principle of payment to those workers who are put on short time owing to a lack of raw material; and it practically insures the workers against unemployment and under-employment.

The available supplies will probably be increased very rapidly now that peace is in sight and we can release ships from carrying munitions of war; and the remaining problem of allocation to the different mills will then become easier. There will be a world demand for raw cotton from America, but so long as the price is not prohibitive there should be enough to supply our industries. The supply in Egypt is less than it was in 1914—about 800,000 bales in the place of one million—since wheat had to be grown in Egypt in-

stead of cotton; but there is a Control Commission in Alexandria which will presumably continue to exist for a short time after the War in order that the most may be made of such supplies as exist. In the case of cotton, the shortage of supply in other countries will have to be considered, and that problem we shall refer to below. But from what has been so far said it will be clear that adequate employment in the trade cannot be secured unless there is some supervision and control of supplies.

The *woolen and worsted* industry, chiefly in Yorkshire, employed in July, 1914, about 134,000 men and 170,000 women. It now employs about 100,000 men and about the same number of women as in 1914. There is therefore not much room to take on more workers; and the raw material now used for army purposes can probably be used for peace production. But we must allow for the fact that the returning armies in all countries will need civilian clothing, that stocks of clothing are low and that foreign markets are clamoring for woolen goods. Clearly, therefore, if material is adequate there may be more employment in the industry than in 1914. No special problem arises except in regard to future supplies and prices and the possible danger to the trade if the wool supplies of the world are competed for after the War. Other countries are in desperate need of wool; and we are now protected by the circumstances of the War from feeling the effect of an abnormal world-shortage of wool. Therefore, although there is no immediate danger of unemployment in this trade owing to lack of raw material in England, some kind of international organization may be necessary soon after the War.

We have now the Wool Control Board, which will probably continue its operations during the transition from war to peace; and there will be the Wool Council to look after the interests of all concerned.

#### BOOT AND SHOE INDUSTRY

The problem for the Boot and Shoe industry will be the supply of hides from America, of calf-skins from the Continent, of goat-skins from India and South America. Our net imports in 1913 were as follows:—hides worth £3,000,000, skins worth £1,749,000, and leather worth £5,057,000. The quantities in 1913 of our net imports of hides were 727,000 cwts., and of leather 771,000 cwts.; but in 1915 the net imports had risen to 1,375,000 cwts. of hides and 1,316,000 cwts. of leather. Special efforts had been made to secure leather for army boots, not only for our own soldiers but for our Allies, and some of the stocks accumulated may be suitable for civilian needs.

Probably there will not be any lack of heavy leathers, although light leather and skins may be deficient in quantity.

The trade employed about 110,000 men and 56,000 women in 1914, and now employs about 81,000 men and 71,000 women. Many of the men, however, are unskilled substitutes, and they will probably be replaced by skilled men, for the unskilled man may have been able to work at the standardized patterns of Army boots and civilian war-time boots, but his place will have to be taken by the skilled man when leather is available for the better class of boots after the War. There should be so great a civilian demand that probably all men in the boot and shoe trade before the War will easily find employment. The transition to peace production will be very rapid and there will probably follow a time of good employment—possibly an expansion of the numbers employed in 1914. The raw material problem is reduced to maintaining generally the present supply of hides which are required for the tanning of sole leather, and obtaining more of the lighter dressed upper leathers.

#### TIMBER

The housing program for after the War depends partly upon the supplies of timber; and, of course, the building trade cannot resume its full activities until we have timber enough in the United Kingdom. Building has practically ceased during the War. In July, 1914, 758,000 men and 5,900 women were employed, and there are now employed only about 400,000 men and 25,000 women. Those who have left for the Army or for munitions will desire to come back, and the urgent need for houses makes it a national interest that building should revive speedily. We should need about 100,000 standards of timber a month, without regard to pit-props and other uses for wood. We have now on hand only enough for three months' use under peace conditions.

The supply depends upon shipping, and this may very well be available; but we have to be on the look-out to secure what timber can be had. In Sweden and Finland there are about 2,000,000 standards; and some 600,000 standards are sawn and ready for shipment from Canada, Mexico and Scandinavia.

The Minister of Reconstruction, in the speech already referred to, said:—

“The position as regards timber is difficult. It is bulky and our tonnage has to be economized, but apart from this there is little doubt that events in Russia, which has so far been our largest source of supply, will seriously affect the situation. Arrangements are in

hand to provide supplies from overseas, but it is clear that continued felling will be necessary at home for some time to come, and with this need in view woods have been purchased ahead by the Timber Supplies Department."

#### PAPER-MAKING

The important raw materials for Paper-making are wood-pulp and Esparto grass. We were using before the War about 81,500 tons of wood-pulp a month, but only one-sixth of that amount is now available in the United Kingdom. The Paper Controller was compelled to restrict the use of paper and the import of pulp; and other countries have set up industries in paper and printing since the War.

In the paper-making and printing trades in July, 1914, there were employed about 260,000 men and 147,000 women, and now there are employed 160,000 men and 143,000 women. The restricted employment is largely due to the lack of raw materials; and there is urgent need for an increase in supply before the men of these trades are demobilized from the Army.

#### OTHER INDUSTRIES

The industries shortly reviewed above are not the only industries dependent upon imported materials. In the first place, material such as rubber takes little tonnage and gives a large proportion of employment as compared to some other materials, and yet the supply may be deficient in view of the immense demand consequent on the War. And rubber is important not only for those who work at rubber manufactures, but because so many other trades depend upon or are closely connected with its use. Motor and cycle makers, for instance, are in that position; and these trades before the War employed about 118,000 men and 10,500 women.

The food production industries are largely dependent upon imported raw material; and quite apart from the maintenance of food supplies the import of sugar, cocoa and other such articles is necessary for the employment of thousands of workers.

In this connection we may note the peculiar problem of women's employment. Most women in industry before the War were employed in the textile, clothing, and food-production industries; and these are precisely the industries which are most dependent upon imported raw material. Now, during the War about a million more women have come into industry than were in industry in 1914. Many of these went from dress-making and millinery, many from

domestic service, many from their home-work. The number of women employed outside their own homes and exclusively of domestic service in 1914 was 3,276,000. It is estimated that about 400,000 during the War have left domestic service and dress-making in order to enter industry, and at the close of the War about 4,809,000 women were employed in industry and commerce. But even if those who were employed at home and in domestic service return to their former work, there will still be a surplus of women in industry on the pre-war basis. If men are unemployed, work may be found in road-making or in building or in other "heavy" occupations. But none of these occupations provides employment for women; and, indeed, the truth is that there is no "stop-gap" occupation which may be used if great numbers of women are unemployed. The only immediate remedy for possible unemployment is the expansion of the demand for women in the careers they normally followed before the War.

The supply of imported raw materials is therefore of the first importance for the employment of women. The more textile and food material we have, the more easily we shall be able to find places for all the women who wish to continue in the mills and the workshops.

Again, we cannot afford to neglect the situation outside the United Kingdom, if we are to understand the problem of raw materials. The sources of our supply are in many instances the same as the sources of supply for France and Italy. France, for example, imported 346,160,000 kilograms of raw cotton in 1912, and Italy 214,086,000 kilograms. France had in 1912 about seven million spindles and Italy four and a half millions. According to the 1906 Census the number of persons employed in France in the Cotton industry was 167,000, and in the Clothing trades, which depended on Cotton and Wool, about 938,900 were employed. The textile industries in Italy in 1911 employed only 30,780 persons, so some of the Italian imports must have gone elsewhere to be manufactured. It is, however, obvious that the supplies of cotton should not be thought of simply in the terms of our own needs. We owe it to our Allies to see that they too have employment. And even if we allow for destruction of machines and men during the War, it is clear that in those countries also the Governments will desire raw material to give employment before they demobilize their armies and discharge their munition workers.

We should also consider the position of Germany, should she be without raw material for the textile industries. In 1913 Germany imported cotton worth 600 million marks and wool worth 400 mil-



lion marks. In Saxony, where the textile industry is chiefly carried on, in 1912 there were 255,766 persons employed in various textile trades. They now have no cotton. But if we want them all to contribute to the restoration of devastated territories, we shall have to give them employment. Whatever policy, therefore, is adopted, full consideration must be given to the position of the various nations.

To leave the situation uncontrolled might be disastrous. Of course, there may be enough material to go round; it may be that no one will try to "corner" supplies; and it may be that prices will not rise rapidly as a result of competitive buying. But we cannot rely upon merchants loving one another; still less can we rely on their loving the manufacturers. Therefore, without being unduly suspicious, we may have to make preparations for supervision and control of the supplies of raw material on an international scale.

#### GENERAL CONCLUSIONS

The important point which must be realized is that the normal organization of trade has been so disturbed by War conditions that the supply of raw materials cannot be left to depend upon the operation of forces at work before the War. The transition from war to peace adds new problems to those of supply during the War; and for this reason the Government has given special consideration to the question of raw material supply. The first danger to be avoided is a general scramble. But this involves some Government control or supervision, to be gradually relaxed as the supplies become more adequate. The control will exist only where there is a shortage of supply or if there is a shortage of ships; and it will exist only for the assistance of the industries in the general interests of the nation. The next step must be to secure that materials are provided for the industries somewhat in advance of the demobilization of men from the Army or the discharge from war work. The Government will therefore hasten the importation of material in order to shorten the period of demobilization.

In view of the danger of unemployment, special consideration must be given to those trades which give employment to a large number of persons. Cotton, for example, may have to take precedence of timber. And secondly, if great numbers are employed in any trade on raw material which does not take up much tonnage, some precedence should be given to such raw material. The principle, therefore, according to which we must allocate our tonnage for imports of raw material must involve a consideration of employment.

But the problem cannot be solved by simply counting the number employed in one industry, since the raw material for one industry

may set going many other subordinate trades. From this point of view timber may be more important than cotton, if the building trades can set going all dependent trades such as furnishing, sanitary engineering, and the rest.

It will be understood that it is no part of our purpose here to decide which trades should take precedence or which imported material will employ most labor. It is sufficient if it be recognized by the public that the problem is both urgent and very complex. It is likely, as we may learn from our English habits, and, indeed, from the history of all successful administration, that the organization to control the situation must be tentative at first and flexible enough to be modified as the situation changes. We cannot have a *Code Napoléon* for raw materials.

#### THE ORGANIZATION OF CONTROL

How is the allocation of tonnage and the distribution of material among the trades to be done? The Government has established a *Priorities Committee* of Cabinet Ministers on the model of the present War Priorities Committee. This will be the ultimate authority for allocating raw materials; and it will naturally see that the needs of the State take precedence of the requirements of industry; for example, in the case of material for building.

Secondly, a *Standing Council* has been established consisting of leading men in industry and commerce, together with representatives of labor and of the departments chiefly concerned. This Council will advise the Cabinet Committee on the allocation of tonnage to the different materials and the distribution of them to the industries. It will practically decide on the amount which industry can have.

The Standing Council will naturally take account and make use of the organization for the control of raw material which already exists.

During the war period the principal of raw materials of industries have been in various ways under strict Governmental control. This control has been vested for the most part in three departments:—

Ministry of Munitions	Metals and ore.
War Office	Wool, hemp, flax, jute, hides and skins, and tanning materials.
Board of Trade	Cotton (and miscellaneous).

The control of materials required for building has been dis-

tributed as follows: Ministry of Munitions, steel and bricks; War Office, cement; the Timber Controller (working under the direction of the Board of Trade), timber.

The central direction of all these control departments now lies with the newly constituted Standing Council which meets at the Ministry of Reconstruction, 2 Queen Anne's Gate Buildings, S. W. This Council, which is responsible to the Committee of Cabinet Ministers (with offices at 11, Pall Mall, S. W. 1), will be charged with the decision of all questions relating to the priority and the allocation of materials in the Reconstruction period, and will determine whether, in any given material control is necessary, and if so, to what extent and in what form. It is hoped that such control as may be necessary may be gradually more and more devolved upon organizations representing the trades concerned. At present it is arranged that the Control Authorities which have, during the War, controlled particular materials should "carry on" under a general instruction that applications for materials should be considered by them sympathetically and upon a new basis. The Standing Council has been in almost daily session since it was formed; but it is obvious that an estimate, both of the requirement and supply of materials, can only be formed after a very wide and careful survey. Pending the completion of such a survey, it is possible to speak only in a very general fashion as to the probable situation with regard to the supply of materials in the immediate future, and any statement must be necessarily of a very guarded character.

The industries themselves will provide organizations for advising on the demand for material among the firms concerned. There will, therefore, be *Trade Organisations*—Industrial Councils or Committees in each industry—whose advice will be sought by the Government when the controlling authorities are considering the needs of this or that trade.

Such is the organization; but in order to understand its working it is necessary to reverse the order we have named, for the success of the scheme will depend upon the vitality and energy of those actually engaged in industry.

If the industries are prepared to say what material they need and what number they can employ, the organization we have briefly described will be able to set to work in the early days of peace; and it is hoped that the procedure will be of the following kind.

The industries should each have some fully representative organization which will put before the Government, among other things, the need for raw material. Presumably a Joint Industrial Council will have a Committee to consider this need; and special Committees

will be set up in those industries in which no Joint Industrial Council exists. It will be for the industries to arrange the composition of the Committees; but most of those so far set up and recognized by the Government are joint Committees, containing both labor representatives and representatives of the employers. It will be easily understood that since employment in so many cases depends upon the amount of raw material obtained and the method of its distribution, representatives of labor are very much interested in raw material supply. The Government has accepted the recommendations of the Whitley Committee in regard to Joint Industrial Councils; and the Ministry of Labor has been able to promote organization in many industries. The Ministry of Reconstruction meanwhile has brought into existence various joint Committees known as Interim Industrial Reconstruction Committees. All such bodies, therefore, will naturally give attention to raw material supply.

Some of the work of reviewing the need for raw materials has already been done; and various special Committees of representatives of industry have already made recommendations to the Ministry of Reconstruction. The problems these Committees have considered are indicated in their terms of reference, which were generally as follows:—

To consider and report upon—

The nature and amount of supplies of materials and foodstuffs which in their opinion will be required by the United Kingdom during the period which will elapse between the termination of the War and the restoration of a normal condition of trade; and the steps which should be taken to procure these supplies, having regard to:—

(a) The probable requirements of India, the Dominions and Crown Colonies for such supplies at the close of hostilities.

(b) The probable requirements of belligerents and neutrals for such supplies at the close of hostilities.

(c) The sources from which, and the conditions under which such supplies can be obtained and transported and, in particular, the extent to which they might be obtained from the United Kingdom or within the Empire or from Allied or Neutral countries.

Representative joint Committees of the different trades will have to consider similar problems; but their first task will be to collect from the firms or associations concerned information as to the amount of labor they can employ, the rapidity with which their machinery can be set going on "peace" production, and the amount of raw material they could use on this machinery. If the full amount cannot be supplied at once, the responsible organization

representing the industry may have to allocate a proportion to the different firms, perhaps following the plan adopted by the Cotton Control Board. It will obviously be more in the national interest if many firms employ many persons working on short time rather than that a few firms should be working a few employees very hard while no employment is obtainable under other firms in the same trade.

If we suppose, then, that the trades have made a review of their needs and have indicated to the Ministry of Labor the number of persons they can employ and the rate at which new employees can be taken on, the representative Committee then passes on to the Standing Council the statement of the requirements of the industry for raw material.

The Standing Council will have to adjust the claims of the different industries. The members of that Council will be informed of the supplies available and, presumably, of any questions of general policy which will affect the raw material supply. It is contemplated that there shall be an Imperial Board to consider in relation to the problems of the Standing Council the supplies obtainable within the Empire. The Dominions Royal Commission has already reported on certain improvements which may be undertaken in coördinating the commerce and industry of the British Empire; and in their reports will be found further details as to the raw material we usually imported before the War from other parts of the Empire and from foreign countries.

It will be the task of the Standing Council not only to allocate as much raw material as can be carried between the different industries, but also to see that there is an organization for arranging for the distribution of the material within each industry which needs to be rationed. Thus, as far as possible, advice on the need for supplies will be sought from representatives of the industries. The principle of control where control exists will be quite different from the war-time control by the State, for the State in time of war is buyer and user of most of the commodities controlled, but as soon as peace is secured, private purchase and private use will begin again to dominate the markets.

It is, therefore, essential that the control should not be from above, but should be exercised by those immediately concerned in industry; and, further, obviously fewer materials will need to be controlled in proportion as we return to normal life. The findings of the Standing Council will be put before the Cabinet Committee for post-war priorities; and this Cabinet Committee will have the duty of finally deciding the proportion of tonnage to be allotted

to the different imported raw materials. It is to be hoped that in the case of most of the raw materials the need for this allocation will pass very soon after peace is secured. The critical time comes with the demobilization of the Forces and the discharge of civil war-workers. It is clear that coördination between the rate of discharge and the amount of raw material to give employment can be secured only by a large view of the whole problem. But as soon as the returning soldiers and the discharged munition workers obtain employment they will provide employment for others. For example, the more speedily our textile manufacture turns to full "peace" production, the more workers will be required in the clothing trades and in the various occupations, in shops and stores, by which goods are distributed.

Not only will the different industries have to be thought of, but also the different localities. It may in some cases be necessary to give opportunities for employment in places in which none of the greater industries is found. Therefore the raw material supplies may have to be so distributed that certain towns may have a share quite apart from their importance as industrial centers. Lace, for example, is not an urgently needed article for reconstruction, but the lace trade employs so many that it may be in the national interest to give it priority to some non-essential trade which employs few, and the lace trade is in certain districts which may need special consideration.

It will be understood that the examples we have given are purely hypothetical, as there is no reason to expect any particular crisis in this or that industry or in this or that district. The organization which we have described is to work for the avoidance of a danger; it is not created to cure an evil already in existence. Foresight is what is required.

Over all control there will remain for a time some of the present inter-Ally machinery for securing supplies; for we must suppose that in obtaining and allocating supplies to our own industries due regard will be paid to the needs of the devastated territories of Belgium, France, and Serbia. Moreover, we are bound in honor to consider the needs of French and Italian industry.

The organization of the control by which food and raw materials will be distributed by the Allies is the subject of another pamphlet in this series. But a short summary of the situation may be given here in order to complete the description of the supply of raw materials. We have had during the War an *Allied Maritime Transport Council*, which allocated the tonnage for the various imports to the countries of the alliance. This Council was advised by Pro-

gram Committees, which drew up lists of the requirements of the different nations for this or that material. But there have been also organizations for the joint purchase of foods needed by all the Allies. It was found that if each country attempted to buy separately in North or South America, the price was forced up: and yet it was not to the advantage, for example, of France or England that either should pay more because the other was buying. An arrangement was, therefore, made for joint purchases, and this has been effective chiefly in regard to foodstuffs. In regard to wool for army clothing the British Government has had control of most of the supplies, and an adjustment is made between the needs of the different Allies. In regard to cotton, the United States Government controls the sale in the States, and the British Government controls the whole of the Egyptian crop. But it has been recognized during the War that such material as was available was to be allocated according to the needs of the different countries, and this principle cannot cease to be applied in the difficult time of transition from war to peace. We must therefore expect to find for some time an international arrangement for the control of raw materials.

The whole scheme involves much difficult adjustment of claims, and an organization equal to the problem is now being worked out. This is already partly in existence; some of the War organization needing only modification to adapt it to peace. But the greatest need will be public and general coöperation among all concerned in industry. The ordinary citizen can do very much to smooth the crossing from war to peace.

## APPENDIX C

### THE EMPLOYMENT EXCHANGE FROM WITHIN

#### A DAY WITH THE MANAGER

(From Report to Ministry of Labor)

Managers of Employment Exchanges, in the variety, number and novelty of the things which fill their crowded hours, yield to no other class of public servant. Take these leaves from the life of one amongst them. A mass of correspondence reaches him daily. Most of it will deal with routine matters, but each letter must be examined, and 20 or 30 will require personal attention. Meanwhile the telephone will have rung and various questions have been answered, necessitating reference to a volume of instructions, an Act of Parliament, a Statutory Order or a file of papers. The questions are varied, and will range from a request for advice about an opening for a son to an employer asking "What's this about 12½ per cent.?"

The post-bag is always interesting, if rather overwhelming. The following will indicate the variety of the inquiries which reach an Exchange. An Englishwoman in California desires to return to England, and is refused a passport unless she has a guarantee of work; will the manager say whether the Consul is entitled to make this stipulation? Another lady seeks war work for her dog. A wife, whose husband has failed to communicate with her, inquires for his address. Then there are the people who, needless to say, will "write to the Government about it," all of which communications come to the Manager for investigation and report; and no communication from an ambassador could receive more punctilious attention.

Department circulars and instructions will usually occupy the next hour or two. Meantime the Manager has smoothed out some difficulty about a War Munition Volunteer, Women for the Land, or some other of the many corps recruited through an Exchange. The next item is visits to local firms to clear up matters requiring a personal interview.



Arriving back, he finds a workman waiting. The man is badly needed at a distance, but prefers a job nearer home. The clerk has been trying to persuade him to take up the more urgent work. There is no power to compel it, and the Manager has only his own personality to depend upon in such cases. Presently he finds himself with a non-union workman complaining that favor is shown to Society men at the Exchange (or it may equally likely be a Society man complaining of favor in the reverse direction). The Manager usually has the matter cleared up sooner or later, for the complaining workman, once he is shown the actual working of the Exchange system, and treated as a sort of partner in the concern, is usually a fair-minded man and open to conviction.

Meals are hurried matters in Exchanges, and our Manager will probably have other visits to firms to pay after his lunch. On his return to the Exchange he finds a mass of correspondence, reports and returns to be examined and sent away. Somehow he will find time to consult with the Military Tribunal, the Food Control Committee, or some other Department with which his work is associated. Questions will arise as to Unemployment Insurance, Military Service, Restricted Occupations, permits for aliens to work upon munitions, transfer of Munition Volunteers desiring a change. Men in all parts of the kingdom, and even abroad, will write to their Exchange as to being released for work upon munitions or farms. Occasionally a soldier will write to ask why his wife has been recruited for the Women's Army Corps. Another—such is the contrariety of human nature—will ask why his wife has not been recruited. Scores of questions arise outside the business of an Exchange altogether—Health Insurance is a favorite—and one Manager has been threatened with serious trouble because he had not removed the dust of an irate householder. All these questions must receive careful attention before an answer is given. The mistakes of the public servant do not end quietly or quickly; they meander on for months around Whitehall, in and out of the newspapers, and perhaps into the House of Commons.

The Manager of an Exchange must make himself master of a dozen or twenty Acts of Parliament, with all their attendant Regulations. The Statutory Orders touching his work are numbered in hundreds. Not only must he know these, but he must be able to explain them—quite another quality—and to explain them in such a way that workers unaccustomed to legal phrases and formulæ may be able to understand them. War legislation is a hurried matter, and consequently teems with difficulties, but your Exchange Manager has to see it through. That writer who described officials

as never taking responsibility or acting without precedent would receive a shock from a day with the Manager of an Exchange.

The evenings are frequently occupied with Committee meetings, and it is a tired man who finds himself about 9.30 P. M. eating the meal which should have been consumed several hours earlier. Many Managers serve upon six committees in addition to their ordinary duties.

Even in sleep their trials are not ended. One was aroused at 2 A. M. by twenty fitters, arrived to carry out urgent work in a dock-yard, and the Manager, pausing only to add to his scanty night attire, set out to conduct them thither.

Somewhere amongst all this our Manager must find time to see to repairs of his premises, applications by his staff, supplies of furniture and of stationery, of coals, soap and candles, for no servant of the Empire, from Governor-General to village policeman, is more completely responsible for his district. But they are mostly men accustomed to responsibility from their early days. Some have been heads of departments in commercial life, others were foremen in workshops, and many were leaders and organizers of trade unions.

Life for a Manager is never dull, whatever else it may be. Here and there they are wearing out; they will never rust out.

## APPENDIX D

### REPORT OF A CONFERENCE

**BETWEEN ORGANIZERS OF TRADE UNIONS, BRISTOL EMPLOYERS AND OTHERS CONCERNED WITH THE INDUSTRIAL EMPLOYMENT OF WOMEN, CONVENED BY THE BRISTOL ASSOCIATION FOR INDUSTRIAL RECONSTRUCTION, ON THE 16TH AND 17TH MARCH, 1918, ON THE POSITION OF WOMEN IN INDUSTRY AFTER THE WAR.**

#### I. GENERAL CONSIDERATIONS

(1) At the present time it is estimated that not less than 4,713,000 women are engaged in industrial occupations, covering well-nigh the whole field of industry. At the end of the War a very large number of these women will be displaced as war industries are shut down and factories gradually pass from a war to a peace footing. As soon as an armistice is declared a large number of women will be discharged from the various munition factories, and on the declaration of peace, factories in every part of the country will discharge many thousands of women workers.

(2) The absorption of scores of thousands of women thus displaced from occupations which they have followed for a prolonged period will create a series of industrial problems of an exceedingly grave character.

A large number of women now employed in industry have entered industrial life for the first time since the outbreak of war. While, doubtless, many at the termination of hostilities will be anxious to resume their normal mode of life, and leave industrial occupations, it seems clear that a very large number, for one reason or another, will elect to remain in industry. Some have found a new freedom in their work, and are disinclined to return to the comparative monotony which is the lot of the "stay-at-home" woman. Others, having developed a real liking for their work, will wish to continue it. Others, owing to the necessity of supporting, or helping to support, male relations who have been incapacitated in the War, or owing to the increased cost of living, or other pecuniary reasons, will of necessity have to earn their own living. Others will have to do so because their men folk will return no more. For

these and other reasons we are of opinion that the number of women desiring to remain in industry after the War, both actual and relative, will very greatly exceed the number of women engaged in industrial occupations before the outbreak of hostilities.

(3) From these premises a number of problems emerge:—

- (i.) Into what industries should the women displaced at the conclusion of peace be directed?
- (ii.) In what industries should women be retained, and from which should they retire in favor of male labor?
- (iii.) What is the best type of industrial organization for women workers?
- (iv.) Upon what lines should we proceed in the great task of industrial reorganization which will follow the War?
- (v.) Upon what principle should the remuneration of women workers be based?
- (vi.) How far is welfare work necessary or desirable?

(4) If a solution is to be found for these, and kindred problems, a definite industrial policy, as to the position of women workers after the War, is needed.

## II. THE INDUSTRIAL EMPLOYMENT OF WOMEN AFTER THE WAR

(1) The underlying fact in relation to the position of woman in industry is that her position as an industrial worker is, and always must be, of secondary importance to her position in the home. To provide the conditions which render a strong and healthy family life possible to all is the first interest of the State, since the family is the foundation stone of the social system.

(2) It is, accordingly, the duty of the State to ensure that women are only employed as factors in industrial efficiency in so far as the interests of family life and the healthy development of the race are not prejudiced.

(3) Whilst the experience of the War has shown that women can adapt themselves to the needs of almost any calling, it is clear that many occupations now being followed by women are unsuitable for the permanent employment of female labor.

We welcome the admirable series of Reports issued by the Health of Munition Workers' Committee and, in our opinion, a thorough inquiry into the effect of different occupations on the health and physique of women should be undertaken, at the earliest possible date, as a necessary part of the preparation which is made for the task of Demobilization. It is obvious that a final decision as to the effect of many occupations on the health of women engaged therein

can only be arrived at after the lapse of a considerable period of time, but, in view of the importance of the issues involved, we feel that sufficient experience has now been gained to justify such an inquiry being instituted. Such an investigation would probably result in certain occupations being ruled out, on physical grounds, as unsuitable for the employment of women. After the War, it should be made illegal for women to be employed in such occupations.

(4) The entry of women workers into, or their continuance in, industries suitable, so far as questions of health and physique are concerned, for the employment of women involves the consideration of wider problems. Before setting out our conclusions as to the employment of women after the War in such industries it will be convenient to place on record certain facts:—

- (i.) It is estimated that the total number of women employed in industrial and commercial occupations, other than domestic occupations, was 4,713,000 in October, 1917, as compared with 3,287,000 in July, 1914—an increase of 1,426,000.
- (ii.) Of the 4,713,000 women engaged in industrial and commercial occupations, 1,413,000 were directly replacing men.
- (iii.) The number of women employed solely on munitions work was 704,000 out of a total of 1,400,000 employed in the production and distribution of commodities for the British and Allied Governments.
- (iv.) The following table shows in detail the estimated distribution among the various industries of the women engaged therein, in July, 1914, and October, 1917, respectively, namely:—

<i>Occupation.</i>	<i>Number employed in</i>	
	<i>July, 1914</i>	<i>Oct., 1917.</i>
Controlled and Private Industries.....	2,176,000	2,706,000
Government Establishments .....	2,000	216,000
Gas, Water and Electricity (Local Authorities)	600	4,600
Agriculture (Great Britain), Permanent Labor	180,000	189,000
Transport, including Tramway Services (Estimated) .....	18,200	111,200
Finance (Banking, Insurance, etc.).....	9,500	67,500
Commerce .....	496,000	831,000
Professions .....	67,500	89,500
Hotels, Public Houses, Cinemas, Theaters, etc.	176,000	200,000

<sup>1</sup> Numbers vary according to the season of the year.

Civil Service (Post Office).....	60,500	107,000
Other Civil Services.....	4,500	51,000
Other Services under Local Authorities.....	196,200	226,200

(v.) The figures given in the above table do not include domestic workers, women employed in certain small workshops and workrooms, or women working in Naval, Military or Red Cross hospitals. In pre-war days domestic service provided employment for a far larger number of women than any other form of occupation. The number so employed in 1911 was 1,620,000. It is estimated that since the outbreak of war there has been a displacement of some 400,000 women from domestic service and small workshops.

(5) In estimating the extent of the problems raised by the employment of women after the war, it may be assumed that a proportion of the 1,426,000 women who have entered industry since the outbreak of war will return to their homes, or will be able to do so without suffering any great hardship, at the termination of hostilities. It is, however, impossible to form any estimate as to what proportion will be able to do so.

Presumably it will be possible for 400,000 women to return to domestic service or small workshops, from which they have been withdrawn, either by the attraction of higher remuneration or the needs of the country. If, however, women are to be persuaded to enter these occupations in large numbers, the wages, hours and conditions of work will require very considerable amendment. In particular, the conditions of domestic service will have to be greatly improved, especially on the side of allowing a much greater amount of freedom to those engaged therein.

(6) It may be anticipated that the 704,000 women now engaged on munitions work will either have to seek other employment or cease to be industrial workers, at any rate for a time, after the war is terminated; and, in addition to this number, a considerable percentage of the 696,000 who are at present engaged on Government work other than munitions work will no longer be needed. On the other hand, workers in such industries as the manufacture of clothing and footwear will probably merely be transferred from war to civilian production, unless this transfer is delayed or prevented owing to shortage of raw materials.

(7) Many women who are replacing men in Government offices and works will have to be willing to give place to the men as they return from their military duties, and a definite policy of regarding the right of the men now serving in the Navy or Army to return to their former occupations should be insisted upon as a simple act

of justice. This policy, in our opinion, should be applied generally in all cases where women have replaced men for reasons attributable directly or indirectly to the war. Women have helped, and are helping, the Nation splendidly, but they must realize that men have not forfeited their right to their jobs by answering their Country's call and doing work which women cannot undertake.

(8) Consideration of the foregoing facts appears to justify the conclusion, already stated in the first Section of this Report, that the cessation of hostilities will be followed by a great dislocation of female labor, involving the necessity of providing fresh occupation for the greater part of 1,426,000 women and girls.

(9) The problem thus presented will be rendered more difficult of solution by reason of the shortage of wellnigh every class of raw material (except steel and certain chemicals), which appears inevitable in consequence of retarded production, depletion of stocks, and destruction of shipping. Time will also be required to reorganize the workshops and factories for the requirements of normal commercial production.

(10) For these, amongst other reasons, it appears certain that there must be a period after the war, of how long duration it is impossible to say, during which a reduction of the demand for labor is inevitable. We have considered the line of policy which should be followed in order to endeavor to meet the situation which will arise in consequence, and our conclusions are as follows:

- (i.) That the first consideration should be to arrange for the suitable employment of all demobilized men, and men discharged from industrial establishments engaged upon the production of munitions of war.
- (ii.) That women should, as a matter of course, relinquish the jobs in which they have replaced men for reasons directly or indirectly attributable to the war, so long as men are available to fill them.
- (iii.) That the school-leaving age should be raised to 15, in order that juvenile labor may not compete with adult labor during the period of demobilization and the readjustment of industry to peace conditions.

We note with satisfaction that the Education (No. 2) Bill, 1918, now before Parliament proposes to confer upon Educational Authorities power to raise the school-leaving age to 15, and we feel that this power should be exercised in the interests alike of the Nation and of Industry.

- (iv.) A determined and sustained effort should be made to attract as large a number of women as possible into those

industries which, by reason of their nature, are more particularly suitable for the employment of female labor. Such industries are incapable of exact definition, since the suitability or otherwise of any industry for the employment of women is constantly altering as new processes and methods of manufacture are introduced. Certain industries, nevertheless, stand out as those for which women are specially adapted. A complete list of such industries is impossible; but by way of illustration we would instance the textile industries, the boot and shoe trade, the printing and allied trades, laundry, garment making, millinery, confectionery, tobacco, the paper, stationery and allied trades, sections of the pottery industry, work in retail shops, clerical occupations, and domestic service.

Many of our schools are understaffed, and the teaching profession, consequently, can absorb a great many women; and if the school-leaving age is raised to 15, as we think it should be, many thousands of extra teachers will be required immediately.

It has, moreover, become clear that the land, especially the less heavy and more skilled processes of dairy work, gardening, fruit growing, etc., offers an expanding sphere of employment for women workers. The wage rates and conditions of work in these and other occupations suitable for the regular employment of women should receive the immediate consideration of those who, by reason of the general displacement of labor at the end of the war, will then be available to return to or enter into them.

- (v.) The extent to which married women are engaged in industrial employment should be reduced to the narrowest possible limits. Women with dependents (children or incapacitated husbands) should receive adequate pensions, so as to avoid the necessity of their being forced to enter industrial occupations in order to live.
- (vi.) The hours of labor for women engaged in industrial occupations, permitted under the Factory Act, 1901, should be drastically reduced. Under the law as it now stands, women may be employed (except on Saturday or its equivalent) for a working day of 12 hours, subject to one-and-a-half hours for meals (or two hours in textile and certain other factories), and for unbroken spells of five hours' duration, save in textile factories, in which case the unbroken spell must not exceed four-and-a-half hours.



These hours, in our opinion, are much too long, both in the aggregate and in the length of the spell which may be worked without a break.

We are of opinion that the policy of an eight-hour day on five days a week, and four hours on Saturday or its equivalent, making a total working week of 44 hours, should be adopted. We believe that these hours of labor would in no way reduce the productive capacity of factories if properly organized. Indeed, the evidence afforded by the Health of Munition Workers' Committee tends to show that the productive capacity of the workers would rather be increased. In our opinion four hours is the maximum length of time which should be worked by a woman without a break, and we think that the best results would be obtained if unbroken spells of work did not extend beyond three hours. Our experience leads us to believe that most women cannot work properly without a break for a longer period.

While we do not feel able to express a final opinion upon the suggestions recently made for the reorganization of factory practice on the basis of two shifts of six hours each, we think such suggestions are worthy of serious consideration.

(11) We have, in the preceding paragraphs, outlined the policy which we think should be followed at the end of the war. There is, however, in our judgment one essential condition to any hope of a satisfactory solution of the many problems involved, namely, that the organization of women workers in properly constituted Trade Unions must be proceeded with as rapidly as possible. Many women, however, will inevitably have to face a period, and probably a long period, of unemployment. The provision made under the National Insurance Acts, 1911-17, will help to tide them over this period of enforced inactivity, but we feel that the amount of benefit, 7/-per week, paid under the Unemployment Insurance Scheme contained in these Statutes, is quite inadequate, and steps should, we think, be taken to supplement the statutory benefit by voluntary insurance, under schemes promoted and administered by the Trade Unions concerned.

### III. THE ORGANIZATION OF WOMEN WORKERS

(1) Upon the question of the industrial organization of women two divergent views were expressed:—

- (i.) That the peculiar needs of women can be best met by the organization of women workers into separate Women's Unions.

- (ii.) That the only satisfactory mode of organization for women is to incorporate them, on equal terms with the men, into Unions, based on the several industries.

(2) In support of the first view, it was urged that, while men have had long experience of industrial organization, women are only just beginning, and at present lack any developed social consciousness, and are much behind men in education, experience and breadth of outlook. Accordingly, a large part of the work which must be undertaken by women's organizations is educational, and the necessary educative work can best be carried out in organizations specially constituted and administered for women.

(3) In support of the second view, it was urged that the superiority of men in the matter of education and intelligence was to a great extent imaginary, and that the same might be said as to the extent to which any considerable social consciousness had been attained in men's organizations. At any rate, the difference between men and women in these respects was not sufficiently great to prevent the effective association of men and women in the same Union organization. The branch life of the men's Union is a great educational force, and the best results would be attained by introducing women on equal terms with men into the same organizations.

(4) We have given careful consideration to the issues thus raised, and the majority of those attending the Conference are of opinion that the interests of women will be best served if the operatives in the several industries are organized in Unions constituted on the basis of the industry in which their members are employed, irrespective of sex, and that women should be accorded an equal status with men in the branch life and organization of the Unions.

(5) As a result of the discussion which has taken place, we feel that there is urgent need for drastic simplification of Trade Union organization. The number of Unions at present existing—over 1,100—together with the complexity which inevitably results from so large a number of organizations, many of which overlap and compete with one another, creates great and needless administrative difficulties, and constitutes a serious handicap to the solidarity of Labor. We understand, for instance, that there are 187 operatives' Unions in the Engineering and allied trades.

(6) We think that many considerations make it desirable that there should be a reorganization of the Unions, with the object (a) of reducing their numbers, and (b) of reorganizing the workers on the basis of the industry in which they are employed.

(7) The Employers' Associations are in much the same position as the Trade Unions. They are for the most part very incom-

plete, and often ineffective, and require coördination and extension.

(8) We are of opinion that the first essential step towards a policy of Industrial Reconstruction is to organize all operatives in their respective Trade Unions, and all employers in appropriate Trade Associations.

(9) A Trade Union, whether of employers or operatives, does not exist solely to further the purely economic interests of its members, important as these undoubtedly are. A Trade Union fulfils, or is capable of fulfilling and should fulfil, wider functions. If it is to play its proper place in the organized life of the Nation, a Trade Union must aim at associating its members for the better discharge of their duties to the community at large, as well as for the pursuit of their individual or sectional interests and rights. A Trade Union should fulfil important social and educational functions as well as economic. It should aim at affording to its members an opportunity to gain a deeper social consciousness and to enter upon a life of richer and fuller experience. It is of the greatest importance, therefore, that care should be taken to see that the ideal side of Trade Unionism is kept well to the fore in Union propaganda. We feel that the best interests of Unionism will not be served by enrolling large numbers of new members who have not grasped the underlying ideals of the movement, and join a Union solely on a "bread and butter" basis. Such a policy is bound to render Trade Union organization fatally unstable and immensely difficult to maintain. Those charged with the duty of organizing women should, therefore, leave no stone unturned to bring home to the women concerned the high ideals for which modern Unionism should stand, and to impress upon them the essential importance of personal loyalty to their fellow-members, to the industry of which they form part, and to the community of which they are citizens.

10. Great as have been the services rendered by the Trade Unions to the Nation in the past, and during the war, we feel that in the future they are destined to render yet greater service. The battle for recognition is well-nigh won. By adopting the first Whitley Report the present Government, on behalf of the Nation, has definitely recognized Trade Unions as essential factors in the industrial organization of the national life and the starting-point of Industrial Reconstruction. This action on the part of the Government furnishes an additional reason for a great and rapid extension and simplification of Trade Union organization for both employers and operatives.

## IV. THE WHITLEY REPORTS

(1) We have given careful consideration to the three Whitley Reports, and the policy outlined therein of constituting a new control in industry by establishing, in each industry, a system of industrial self-government through the medium of Joint Standing Industrial Councils, equally representative of the organized employers and operatives engaged in the industry. We are of opinion that the proposals contained in the Reports afford a practical basis for the reorganization of industry, and indicate a sound line of advance towards Industrial Reconstruction.

(2) We welcome the proposals of the second Whitley Report, which aim at bringing all unorganized industries under the control of Trade Boards, having powers extended to questions affecting both wages and hours of labor, and questions cognate to wages and hours. For reasons which are set forth in the section of the present Report dealing with the remuneration of women workers, we are of opinion that there is urgent need for a very wide extension of Trade Boards.

(3) We notice with interest and endorse the stress laid in the Reports upon the importance of Works Committees. In our opinion the principle of Works Committees is sound and the formation of such Committees should be encouraged, quite apart from their operation as a part of the Whitley Scheme of industrial self-government. Such committees are, in our judgment, of the greatest possible service for the satisfactory conduct of industry, and afford one of the best practical methods of securing better relations between management and the operatives.

## V. THE REMUNERATION OF WOMEN WORKERS

(1) It is generally admitted that a considerable number of women engaged in industry before the war were not paid a living wage. There were several causes which seem to us to have contributed to bring this about.

(i.) Until recently comparatively few women were organized, and, consequently, they were obliged to accept whatever wages were offered them.

(ii.) Women were mainly employed in the less skilled or unskilled trades, the work required of them being of a repetition character which was easily and quickly picked up. The supply of labor suitable for work of this character tended, in many localities, to exceed the demand, conse-

quently a low rate of wage sufficed to command the services of a sufficient number of women.

- (iii.) Many girls entered industry with no intention of remaining for any great length of time; it was merely necessary to bridge the gap between school days and marriage. The amount of wages received was in many cases not a matter of serious concern. They were content with the equivalent of pocket money. It was impossible for the employers to distinguish or differentiate between women who entered industry for the purpose of earning their own living, and, possibly, supporting not only themselves but dependents as well, and the "pocket-money" entrants, and the presence of the latter inevitably operated to depress wages.
- (iv.) Although many women have dependents to support, the majority have not. They are, consequently, able to maintain a fairly satisfactory standard of life on a lower wage than a man usually requires to maintain a similar standard.
- (v.) There would appear to be in the minds of some employers an element of prejudice against the employment of women, because they are less physically fit than men for some occupations. In accordance with this view, the work of women is regarded as of less worth than that of men, and should be rewarded therefore at a rate of remuneration substantially lower than that which men can rightly claim.
- (vi.) It has been very generally assumed that a woman can live on a smaller income than a man. We believe that this assumption is erroneous.
- (vii.) Trade Boards, on being constituted, have tended to fix minimum rates for women workers with regard to the wages actually received by the lower-paid workers, in the industries concerned, before the Boards were established. The rates fixed, consequently, were low.

(2) For the reasons already given in the earlier sections of this Report, the war has materially affected the economic position of women. Many of the causes which formerly tended to maintain the wages paid to women operatives at a low figure will no longer operate in the post-war period. Moreover, during the war large numbers of women have grown accustomed to earn comparatively high wages, and the rates of wages paid to women generally have risen considerably in consequence of the standards established by the Orders made by the Ministry of Munitions, under Section 6 of the Munitions of War Act, 1916, fixing the rate of remuneration for

women employed on various kinds of munitions work. For these reasons, it is certain that women will in the future demand, and are justly entitled to receive, a much higher rate of remuneration for their services than in pre-war days. Women are now presented with a unique opportunity to raise permanently the standard of women's remuneration in industrial occupations. The standards established by the Government during the war will afford very important precedents, and steps should be taken without delay to prevent the rates obtained during the past three years being lowered. The first essential step to this end is thorough and efficient organization. The second is to formulate some definite principle on which to proceed in future negotiations on wage questions.

(3) With the necessity and form of organization we have already dealt in the second section of this Report. It remains to consider what basis should be adopted when fixing the rate of remuneration to be paid to women workers.

Now that women are rapidly becoming organized, either in Trade Unions of their own or in men's Unions, standard rates will gradually become established in the organized industries by collective bargaining, either on the lines hitherto practised, or upon the Joint Industrial Councils, National and District, proposed by the Whitley Committee. In unorganized industries the same result will be obtained by the decisions of Trade Boards. The fact, however, that machinery exists for fixing standard or minimum rates of wages does not in any way dispense with the necessity of arriving at some intelligible principle as the basis upon which such rates should be fixed.

(4) A demand is at present made in many quarters, on behalf of women workers, for equal pay for equal work for men and women alike. This principle is, however, much easier to assert than to apply. It is not always easy to say when equal work is performed. It is, moreover, by no means clear that, if applied, the principle will always operate to the pecuniary advantage of the woman. Many employers, if faced with the necessity of paying equal rates to men and women, would prefer to employ men. On the other hand, if women can be employed on the same work as men at lower wages than those demanded by men, the men's standard of life is endangered. This last point is of such great importance that, notwithstanding the difficulties involved, we think that the principle of equal pay for equal work, in the sense that a woman should receive the same rate of pay as a man for the same volume and quality of work, assuming equal adaptability to other necessary work, should

be adopted as the basis of women's remuneration in all cases where women are employed on work which has been hitherto regarded as men's work.

(5) In other occupations followed by women we favor the following principle, namely, that in determining the rate of wage which should be paid, a distinction should be drawn between a minimum or "basic" wage and additional wages above the minimum, which may conveniently be termed "secondary" wages. The former should be determined primarily by human needs; the latter by the value of the service rendered, as compared with the value of the services rendered by workers who are receiving the basic or minimum wage.

(6) The "basic" wage for a woman of average industry and capacity should be the sum necessary to maintain her in a decent dwelling and in a state of full physical efficiency, and to allow a reasonable margin for recreation and contingencies.

(7) The "secondary" wage should be determined by the cash value to be placed upon any special gift or qualification required for the performance of the work undertaken.

(8) The cash equivalent of the "basic" and "secondary" wages in any industry or particular instance must be determined, in the organized industries, by agreement, either between the Unions and the Employers' Association or the individual employers, as the case may be, by the ordinary processes of collective bargaining as at present practised, or upon the Joint Industrial Councils which we hope will be established in the near future, and in unorganized industries, by Trade Boards established under statutory powers. Some organization for the purpose is imperatively needed in every industry if much confusion, bitterness and strife is to be avoided. We should prefer to see the work of fixing rates undertaken by the self-governing industrial bodies proposed in the first Report of the Whitley Committee, but, failing these, we feel that it is necessary that immediate steps should be taken to extend the Trade Boards Act to all industries, and to enlarge the powers of the Boards on the lines suggested in the second of the Reports of the Whitley Committee. We note with satisfaction that legislation to this end is contemplated in the near future. There is no reason, in the nature of things, why a Trade Board should fix minimum rates with reference to the rates paid in the poorly-paid shops. In the future we do not believe that they will be so fixed. Minimum rates should, we think, be determined with reference to the wages paid by "good employers," the standard adopted in the Fair Wages Clauses approved by resolution of the House of Commons.

(9) We favor some such plan as above set forth to any attempt to define a "living wage" in terms of money. This cannot be done satisfactorily, since values are constantly changing. It seems to us better to lay down the main factors which should be considered in determining what is a "living wage," and embody these factors in a formula such as that set out above. The formula can then be "priced out," so to speak, and adjusted from time to time as occasion demands.

(10) The proposals outlined above do not fully meet the case of women with dependents. We are unable to come to any satisfactory conclusion as to how this very serious question should be dealt with. The basic wage for women will inevitably be fixed with reference to the needs of a single and unencumbered woman of average capacity. No other course, indeed, appears to be possible. If she has dependents, they must be otherwise provided for. It seems to us that such provision is an obligation which should rest upon the community as a whole, and must be made irrespective of industrial relationships. We are entirely opposed to the recent tendency in industrial legislation to complicate industrial questions by throwing upon industry non-industrial functions.

#### VI. WELFARE WORK

(1) While we recognize that the development of Welfare Work in recent years is part of the general movement which aims at humanizing industrial life, we nevertheless feel that the lines upon which this work is developing are very far from satisfactory.

(2) In the first place, we think that the phrases "Welfare Work," "Welfare Supervisor," etc., are unfortunate, and lead to grave misapprehension as to the objects sought to be attained by the work with which these terms are associated. They are held to imply the idea of patronage. We think that it is very desirable that a new designation should be applied to this branch of industrial organization. Again, largely in consequence of the greatly increased need for work of this description entailed by the war, a large number of women appointed as Welfare Supervisors have been quite unsuited for the work. They have lacked experience and understanding of industrial conditions, and have often been tactless in exercising the very delicate tasks entrusted to them. For these reasons the whole idea of welfare work is misunderstood, and has come to be regarded with suspicion, by large numbers of operatives. There is grave danger of the whole movement falling into serious disrepute in consequence. This, we think, would be a great misfortune, inas-



much as, when its proper function is understood, we believe that there is a great field of usefulness open to welfare work, conducted by suitable and properly trained persons.

The appointment of Welfare Supervisors marks a new idea in Factory organization. It denotes a new sense of responsibility on the part of those who employ the labor of others for the well-being of those whom they employ. The function, accordingly, of a Welfare Supervisor is to see that proper attention is paid to the "human," as contrasted with the productive, aspects of factory life and work.

(3) Girls fresh from the discipline of a well-ordered school need help and friendly supervision in the unfamiliar turmoil of their new surroundings. They are not women, and cannot be treated as such. High wages, and in many cases the absence of the father, tend to relax home control. Healthy and organized recreation is frequently difficult or impossible to obtain. If smooth working is to be secured, the real causes of discontent and trouble must be ascertained and appreciated. The problems involved are a special branch of factory administration, and they are likely to remain unsolved unless suitable women are specially trained and deputed for the purpose. They include questions of character and behavior; the maintenance of suitable and convenient sanitary accommodation; the maintenance of health under the strain and stress of industrial work, which requires constant oversight of hours, rest periods, overtime and night work.

(4) For these reasons we are of opinion that, under present conditions, Welfare Supervisors are desirable wherever girls under 18 years of age are employed.

(5) We are also of opinion that Welfare Supervisors will in many cases be found desirable in works where adult women are employed. As businesses are at present organized a woman is rarely, if ever, found among the active body of Directors, and many questions constantly arise in the daily routine of factory management, where women are employed, which it is exceedingly difficult and oftentimes impossible for a man to deal with satisfactorily, and consequently the presence of a well-trained and sympathetic woman, entrusted with the duties specified above, is of the greatest possible assistance, both to the women employed and to the management.

(6) Generally, in our opinion, a Welfare Supervisor should be responsible to the principals only, and the greatest possible care should be taken to appoint only suitable and specially trained persons for undertaking these delicate and responsible duties. The officer appointed should be a woman of good standing and education, sympa-

thetic, tactful and sensible in dealing with others, and having, if not actual experience, at least a good understanding of industrial conditions.

(7) A Welfare Supervisor should not, in our judgment, generally undertake home visiting, except at the request of the person to be visited, or his or her parents or guardians in the case of young people.

## APPENDIX E

### LABOR'S PRONOUNCEMENT ON THE RESTORATION OF TRADE UNION CUSTOMS AFTER THE WAR.

The Government has guaranteed the restoration of Trade Union rights after the war, and this guarantee has been the material factor in inducing Trade Unions to suspend their rules for the period of the war. It is, therefore, of the greatest importance that the Trade Unions should have the fullest possible knowledge of the scope and substance of the Government guarantees. In the following memorandum the attempt is made to set out all the definite guarantees that have been given, together with some of the most important pronouncements of leading Ministers with regard to them.

Though the guarantees are most clearly set out in the Second Schedule to the Munitions of War Act, 1915, it has been thought well to begin with a short historical introduction, showing how the need for the guarantees first arose and received recognition.

#### I.—BEFORE THE MUNITIONS ACT

The shortage of labor began to be felt in the engineering industry as early as November, 1914. By that time, unemployment among skilled engineers had practically disappeared, and the enlistment of skilled men had aggravated a shortage which in any case would have become serious. On November 26th a Composite Conference was held between the A.S.E., the Toolmakers, and the Engineering Employers' Federation to discuss the introduction of female labor on certain machines at Messrs. Vickers, Crayford. An agreement was finally secured by which women in this firm were allowed on purely automatic machines only, the settlement to be—

“observed until the termination of the war, when the whole question shall be discussed, if desired, without the foregoing settlement being urged to the prejudice of either party.”

This purely local settlement was no sooner secured than the Engineering Employers' Federation approached the Trade Unions and asked them to refrain from pressing to an issue during the war any question of the manning of machines or hand operations, demarcation, employment of non-unionists or women, and working of un-

limited overtime. The only guarantee suggested by the employers was in the following terms:—

“The following arrangements shall have effect during the war, and shall in no way prejudice any of the parties on any of the points covered, and the parties shall at the termination of the war, as the Federation and the Unions now undertake, revert to the conditions which existed in the respective shops on the outbreak of hostilities.”

These proposals were rejected by the Trade Unions, and it was after their rejection that the Government first formally intervened. Already, on January 2nd, the War Office and the Admiralty had written to the Trade Unions asking them to accelerate production, and the Board of Trade had urged the importance of a settlement. On February 4th the Government appointed the Committee on Production, which, during the following months, issued a series of reports on which subsequent Government action was largely based. In addition, on February 8th, Mr. Tennant made in the House of Commons his much criticized speech calling for the relaxation of Trade Union rules.

The most important Memoranda of the Committee on Production were issued on February 20th. They dealt respectively with the Production of Shells and Fuses, with the Avoidance of Disputes, and with the following suggested form of guarantee to workpeople:—

“In order to safeguard the position of the Trade Unions and of the workpeople concerned we think that each contracting firm should give an undertaking, to be held on behalf of the Unions, in the following terms:—

“TO HIS MAJESTY’S GOVERNMENT:

“We hereby undertake that any departure during the war from the practice ruling in our workshops and shipyards prior to the war shall only be for the period of the war.

“No change in practice made during the war shall be allowed to prejudice the position of the workpeople in our employment or of their Trade Unions in regard to the resumption and maintenance after the war of any rules or customs existing prior to the war.

“In any readjustment of staff which may have to be effected after the war, priority of employment will be given to workmen in our employment at the beginning of the war who are serving with the colors or who are now in our employment.

“Name of firm.....”

“Date.....”

This suggested guarantee forms the basis of the safeguarding clauses of the Treasury Agreement.

The first fruits of the activity of the Committee on Production was the Shells and Fuses Agreement, concluded on March 5th at a Conference between the Engineering Employers' Federation and the Trade Unions concerned. Only the clauses in this agreement which deal with restoration after the war are here quoted:—

“(6) Operations on which skilled men are at present employed, but which, by reason of their character can be performed by semi-skilled or female labor, may be done by such labor during the war period.

“Where semi-skilled or female labor is employed in place of skilled labor the rates paid shall be the usual rates of the district obtaining for the operations performed.

“(7) The Federation undertakes that the fact of the restrictions being temporarily removed shall not be used to the ultimate prejudice of the workpeople or their Trade Unions.

“(8) Any federated employer shall at the conclusion of the war, unless the Government notify that the emergency continues, reinstate the working conditions of his factory on the pre-war basis, and as far as possible afford reemployment to his men who are at present serving with His Majesty's Forces.

“(9) These proposals shall not warrant any employer making such arrangements in the shops as will effect a permanent restriction of employment of any trade in favor of semi-skilled men or female labor.

“(10) The employers agree that they will not, after this war, take advantage of this agreement to decrease wages, premium bonus times, or piecework prices (unless warranted by alteration in the means or method of manufacture) or break down established conditions, and will adopt such proposals only for the object of increasing output in the present extraordinary circumstances.

“(13) In the event of semi-skilled or female labor being employed as per the foregoing clauses they shall first be affected by any necessary discharges either before or after the war period.

“(14) The liberty of any employer to take advantage of these proposals shall be subject to acquiescence in all the provisions thereof and to intimation of his acquiescence to the local representatives of the Unions through his local association.”

The last of the series of special Memoranda by the Committee on Production was published on March 4th. Acting upon these Memo-

randa, the Government summoned the first Treasury Conference for March 17th. The Conference, which was addressed by Mr. Lloyd George, appointed a special sub-committee, which afterwards became the National Labor Advisory Committee. This Committee drew up proposals, largely based on the reports of the Committee on Production, and these reports, after amendment, were endorsed by the full Conference with the exception of the Miners' Federation of Great Britain, whose delegates refused to accept compulsory arbitration, and the Amalgamated Society of Engineers, who demanded further safeguards. As we shall see, the second of these bodies subsequently accepted the agreement, these further safeguards having been promised.

It is necessary to set out in full the clauses of the Treasury Agreement dealing with the restoration of Trade Union conditions after the war, as these form the first substantial guarantee afforded to Labor.

(4) Provided that the conditions set out in paragraph (5) are accepted by the Government as applicable to all contracts for the execution of war munitions and equipments the workmen's representatives at the Conference are of opinion that during the war period the relaxation of the present trade practices is imperative, and that each Union be recommended to take into favorable consideration such changes in working conditions or trade customs as may be necessary with a view to accelerating the output of war munitions or equipments.

(5) The recommendations contained in paragraph (4) are conditional on Government requiring all contractors and sub-contractors engaged on munitions and equipments of war or other work required for the satisfactory completion of the war to give an undertaking to the following effect:—

- (i.) Any departure during the war from the practice ruling in our workshops, shipyards, and other industries prior to the war shall only be for the period of the war.
- (ii.) No change in practice made during the war shall be allowed to prejudice the position of the workpeople in our employment, or of their Trade Unions in regard to the resumption and maintenance after the war of any rules or customs existing prior to the war.
- (iii.) In any readjustment of staff which may have to be effected after the war priority of employment will be given to workmen in our employment at the beginning of the war who are

- ...serving with the colors or who are now in our employment.
- (iv.) Where the custom of a shop is changed during the war by the introduction of semi-skilled men to perform work hitherto performed by a class of workmen of higher skill, the rates paid shall be the usual rates of the district for that class of work.
  - (v.) The relaxation of existing demarcation restrictions or admission of semi-skilled or female labor shall not affect adversely the rates customarily paid for the job. In cases where men who ordinarily do the work are adversely affected thereby, the necessary readjustments shall be made so that they can maintain their previous earnings.
  - (vi.) A record of the nature of the departure from the conditions prevailing before the date of this undertaking shall be kept and shall be open for inspection by the authorized representative of the Government.
  - (vii.) Due notice shall be given to the workmen concerned wherever practicable of any changes of working conditions which it is desired to introduce as the result of this arrangement, and opportunity of local consultation with men or their representatives shall be given if desired.
  - (viii.) All differences with our workmen engaged on Government work arising out of changes so introduced or with regard to wages or conditions of employment arising out of the war shall be settled without stoppage of work in accordance with the procedure laid down in paragraph (2).
  - (ix.) It is clearly understood that except as expressly provided in the fourth paragraph of clause 5 nothing in this undertaking is to prejudice the position of employers or employes after the war.

(Signed)

D. LLOYD GEORGE.

WALTER RUNCIMAN.

ARTHUR HENDERSON

(Chairman of Workmen's Representatives).

WM. MOSSES

(Secretary of Workmen's Representatives).

March 19th, 1915.

For convenience, the material difference between the clauses of this undertaking and those of Schedule II. of the Munitions Act are set out here, although Schedule II. itself is quoted on a later page.

## TREASURY AGREEMENT

## SCHEDULE II.

<p>Clause (iii.) "or who are now in our employment."</p> <p>Clause (vi.) "conditions prevailing before the date of this undertaking."</p> <p>Clause (vii.) "desired to introduce as a result of this arrangement."</p> <p>Clause (viii.) "in accordance with the procedure laid down in paragraph (2)."</p>	<p>"or who were in the owners' employment when the establishment became a controlled establishment."</p> <p>"conditions prevailing when the establishment became a controlled establishment."</p> <p>"desired to introduce as the result of the establishment becoming a controlled establishment."</p> <p>"in accordance with this Act without stoppage of work."</p>
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There are other small verbal changes; but these alone affect the meaning of the document. The net effect of the changes is this:—

(1) Under the Munitions Act a statutory guarantee is given applying only to controlled establishments and dating only from the day on which any particular establishment becomes controlled.

(2) Under the Treasury Agreement, this guarantee is dated back to March 19th, 1915, in the case of all establishments which availed themselves of the Treasury Agreement, whether they subsequently became controlled or not. But this guarantee has no statutory force, and rests only on an undertaking given by firms to the Government.

It will be seen that the acceptance of the Treasury Agreement by the Unions was conditional upon the employer giving a guarantee to the Government that Trade Union rules and customs should be restored after the war. It would be desirable to discover from the Government the number of guarantees from individual firms under the Treasury Agreement which they secured on behalf of the Unions between the date of the agreement and the passage of the Act.

Mr. Arthur Henderson, speaking during the Committee stage of the Munitions Bill on July 1st, 1915, used these words:—

"We have to keep in mind that this schedule has been operating since the the 19th of March, and has been made a condition of Government contracts that have been given out since that date."

The passage of the Munitions Act, it will be understood, did not remove the necessity for these guarantees, which serve to pre-date the provisions of Schedule II. by a number of months. Moreover, the Treasury Agreement applied to certain trades and industries which



did not come under the provisions of Schedule II. of the Munitions Act, and in their cases the Treasury Agreement still holds good as a guarantee of restoration. In order that the importance of this point may be realized a list of the Unions which accepted the agreement, divided into large groups, is given. It will be seen that textile workers, railwaymen, transport workers, boot and shoe operatives, and others are included.

(A.) GENERAL.

The Parliamentary Committee of the Trades Union Congress.  
The General Federation of Trade Unions.

(B.) ENGINEERING.

Amalgamated Society of Engineers.  
Steam Engine Makers.  
United Machine Workers.  
Amalgamated Toolmakers.  
United Patternmakers.  
Friendly Society of Ironfounders.  
Associated Ironmolders of Scotland.  
Associated Blacksmiths and Ironworkers.  
Electrical Trades Union.  
Federation of Engineering and Shipbuilding Trades.

(C.) SHIPBUILDING.

United Boilermakers and Iron and Steel Shipbuilders.  
Shipconstructors' and Shipwrights' Association.  
Sheet Iron Workers and Light Platers.  
Shipbuilding Trades Agreement Committee.

(D.) IRON AND STEEL TRADES.

British Steel Smelters.  
Associated Iron and Steel Workers.

(E.) OTHER METAL TRADES.

National Amalgamated Sheet Metal Workers.  
General Union of Braziers and Sheet Metal Workers.  
Operative Plumbers.

(F.) WOODWORKERS.

Amalgamated Society of Carpenters and Joiners.  
General Union of Carpenters and Joiners.  
House and Ship Painters and Decorators.  
Scottish Painters.  
Furnishing Trades Association.  
Woodcutting Machinists.  
Amalgamated Cabinet Makers.

(G.) LABORERS.

National Union of Gasworkers and General Laborers.

Workers' Union.

National Amalgamated Union of Labor.

(H.) TRANSPORT.

National Union of Railwaymen.

National Transport Workers' Federation.

(I.) WOOLEN.

General Union of Textile Workers.

(J.) BOOT AND SHOE.

National Union of Boot and Shoe Operatives.

The Amalgamated Society of Engineers, as we have seen, was not satisfied with the safeguards provided by the Treasury Agreement. Accordingly, on March 25th, 1915, a Special Conference was held between the A.S.E. and the Government, at which Mr. Lloyd George gave, on behalf of the Government, a further undertaking in the following terms:—

#### ACCELERATION OF OUTPUT ON GOVERNMENT WORK

At a meeting held at the Treasury on March 25th, 1915, between the Chancellor of the Exchequer and the President of the Board of Trade and the Executive Council and Organizing District Delegates of the Amalgamated Society of Engineers, the Chancellor explained the circumstances in which it had become essential for the successful prosecution of the war to conclude an agreement with the Trade Unions for the acceleration of output on Government work. After discussion, the representatives of the Amalgamated Society of Engineers resolved that in the light of the Chancellor of the Exchequer's statement and explanations the agreement be accepted by the Union, and expressed a desire that the following statements by the Chancellor of the Exchequer in answer to questions put to him as to the meaning of various clauses in the memorandum agreed upon at a conference with workmen's representatives on March 17th-19th be put on record:—

1. That it is the intention of the Government to conclude arrangements with all important firms engaged wholly or mainly upon engineering and shipbuilding work for war purposes, under which their profits will be limited, with a view to securing that benefit resulting from the relaxation of trade restrictions or practices shall accrue to the State.

2. That the relaxation of trade practices contemplated in the agreement relates solely to work done for war purposes during the war period.

3. That in the case of the introduction of new inventions which

were not in existence in the pre-war period, the class of workmen to be employed on this work after the war should be determined according to the practice prevailing before the war in the case of the class of work most nearly analogous.

4. That on demand by the workmen the Government Department concerned will be prepared to certify whether the work in question is needed for war purposes.

5. That the Government will undertake to use its influence to secure the restoration of previous conditions in every case after the war.

D. LLOYD GEORGE.

WALTER RUNCIMAN.

J. T. BROWNLIE, Chairman.

W. HABOLD HUTCHINSON, Executive Council.

GEORGE RYDER, Organizing District Delegate.

ROBERT YOUNG, General Secretary.

## II.—THE MUNITION OF WAR ACT, 1915

No further pledges were given until the passage of the Munitions of War Act in July, 1915. The effect of this Act was to create a special class of controlled establishments in which profits were limited, and "any rule, practice, or custom not having the force of law which tends to restrict production or employment" was suspended for the period of the war. The provisions for suspension of Trade Union customs and the guarantees of restoration under the Act are alike limited to controlled establishments.

The passage in the Act itself which makes provision for restoration is as follows:—

4. (4) The owner of the establishment shall be deemed to have entered into an undertaking to carry out the provisions set out in the second Schedule to this Act, and any owner or contractor or sub-contractor who breaks or attempts to break such an undertaking shall be guilty of an offense under this Act.

20. (2) This Act shall have effect only so long as the office of Minister of Munitions and the Ministry of Munitions exist:—

Provided that [Part I. of] <sup>1</sup> this Act shall continue to apply for a period of twelve months after the conclusion of the present war to any difference arising in relation to the performance by the owner of any establishment of his undertaking to carry out the provisions

<sup>1</sup> The words in square brackets were struck out in the Amending Act of 1916.

set out in the second Schedule to this Act, notwithstanding that the office of Minister of Munitions and the Ministry of Munitions have ceased to exist.

14. (1) Any person guilty of an offense under this Act—

(a) shall, if the offense is a contravention of or failure to comply with an award, be liable to a fine not exceeding £5 for each day or part of a day during which the contravention or failure to comply continues, and, if the person guilty of the offense is an employer, for each man in respect of whom the contravention or failure takes place.

(2) A fine for any offense, under this Act, shall be recoverable only before the munitions tribunal established for the purpose.

#### SCHEDULE II.

1. Any departure during the war from the practice ruling in the workshops, shipyards, and other industries prior to the war, shall only be for the period of the war.

2. No change in practice made during the war shall be allowed to prejudice the position of the workmen in the owners' employment, or of their Trade Unions in regard to the resumption and maintenance after the war of any rules or customs existing prior to the war.

3. In any readjustment of staff which may have to be effected after the war priority of employment will be given to workmen in the owners' employment at the beginning of the war who have been serving with the colors or who were in the owners' employment when the establishment became a controlled establishment.

4. Where the custom of a shop is changed during the war by the introduction of semi-skilled men to perform work hitherto performed by a class of workmen of higher skill, the time and piece rates paid shall be the usual rates of the district for that class of work.

5. The relaxation of existing demarcation restrictions or admission of semi-skilled or female labor shall not affect adversely the rates customarily paid for the job. In cases where men who ordinarily do the work are adversely affected thereby, the necessary readjustments shall be made so that they can maintain their previous earnings.

6. A record of the nature of the departure from the conditions prevailing when the establishment became a controlled establishment shall be kept, and shall be open for inspection by the authorized representative of the Government.

7. Due notice shall be given to the workmen concerned wherever practicable of any changes of working conditions which it is desired to introduce as the result of the establishment becoming a controlled

establishment, and opportunity for local consultation with workmen or their representatives shall be given if desired.

8. All differences with workmen engaged on Government work arising out of changes so introduced or with regard to wages or conditions of employment arising out of the war shall be settled in accordance with this Act without stoppage of work.

9. Nothing in this Schedule (except as provided by the third paragraph thereof) shall prejudice the position of employers or persons employed after the war.

In September the Minister of Munitions set up the Central Labor Supply Committee in order to give greater effect to the suspension of Trade Union rules. This Committee, on which employers and employed were represented, together with the Ministry of Munitions, drew up the Dilution of Labor Scheme, and the Circulars L. 2 and L. 3, which lay down rates of wages for women on men's work and for unskilled and semi-skilled men on skilled men's work. These Circulars contain no new guarantees; but, in issuing them, the Ministry of Munitions expressly drew attention to the fact that they were "strictly confined to the war period and subject to the observance of Schedule II. of the Munitions of War Act."

### III.—THE MUNITIONS OF WAR (AMENDMENT) ACT, 1916

Most of the new guarantees given to Labor in connection with the amendment of the Munitions Act at the close of 1915 dealt rather with the rates of wages to be paid during the war and with the actual administration of the Act than with the question of restoration. Attempts were made to introduce a new clause greatly extending the scope of the records of departures from Trade Union custom which must be kept under Schedule II. This, however, was opposed by the Government, and negatived without a division. The only clause containing an important new guarantee had to do with the question of non-union labor<sup>1</sup> :—

15. Where non-union labor is introduced during the war into any class of work in a controlled establishment in which it was the practice prior to the war to employ union labor exclusively, the owner of the establishment shall be deemed to have undertaken that such introduction shall be only for the period of the war, and if he breaks or attempts to break such an undertaking he shall be guilty of an offense under the principal Act and liable to a fine not exceeding

<sup>1</sup> Two purely drafting amendments designed to remedy technical flaws in the principal Act have been ignored, and, in describing the principal Act, it has been assumed that these amendments have taken effect.

£50; but, subject as aforesaid, such introduction shall not be deemed to be a change of working conditions.

#### IV.—SUMMARY OF THE GUARANTEES

1. A general promise has been given, and many times repeated, that all changes made during the war are only for the period of the war, and that restoration will take place in all cases when the war is over.

2. Statutory form has been given to this promise in the case of establishments which are controlled under the Munitions of War Acts. Only in such establishments are Trade Union rules suspended by law, and only in such establishments is there a *legal* guarantee of restoration.

3. In other cases, i.e., in regard to establishments which are not controlled and in industries outside the scope of Part II. of the Munitions Act, the guarantees of restoration depend on the Treasury Agreement and on undertakings entered into by firms and by the Government. These guarantees are obligations of honor; but are not *legally* enforceable.

4. Priority of employment after the war is guaranteed by law in the case of controlled establishments to men serving with the colors, and to men who were employed in any establishment when it became controlled.

5. A similar guarantee, resting upon the Treasury Agreement and not legally enforceable, exists in the case of establishments which are not controlled. This guarantee also holds good as from March 19th, 1915, in the case of establishments which subsequently became controlled (i.e., a man who was employed between March and July in an establishment which became controlled under the Munitions Acts is guaranteed priority of employment under the Treasury Agreement).

6. The Government has given a promise, which has not the force of law, that where new inventions are introduced, the class of workmen to operate them after the war shall be determined according to the practice prevailing before the war in the nearest analogous class of work.

7. It is guaranteed by law that where non-union labor is introduced on any class of work in a controlled establishment, in which it was the practice prior to the war to employ union labor exclusively, the introduction of such labor shall be only for the war period.

## V.—NOTE ON GOVERNMENT ESTABLISHMENTS

The question has arisen whether the Government itself, in its capacity as employer, is bound by the above pledges. The following answer, given by the Prime Minister on August 21st, 1916, in answer to a question by Mr. Duncan, explains the position:—

“The Crown, not being expressly named in the Munitions of War Act, 1915, is not as a matter of law bound by its provisions. There is a special machinery for settling such questions in the dockyards to which it seems desirable to resort in the first instance. There are other cases in which it is practically impossible to arbitrate in regard to isolated classes without reference to the interest of others. It is quite recognized that, subject to exceptional cases, the spirit of this provision of the Act should be observed by Government Departments.”

The question and answer in this case refer only to “the provisions for the avoidance of disputes enforced upon private employers”; but it is to be presumed that the answer applies in principle to the restoration of Trade Union conditions after the war.

## APPENDIX

In the following Appendix there have been gathered together for reference the most important statements made by responsible members of the Government on the question of Trade Union rules. Extracts from the early speeches of Mr. Tennant and Mr. Harold Baker, on behalf of the War Office, in February, 1915, though they contain no reference to guarantees, have been given because they are the earliest Government pronouncements on the matter of Trade Union rules. Apart from these two extracts, only passages containing explicit promises of restoration after the war are included:—

MR. TENNANT'S SPEECH, HOUSE OF COMMONS, FEBRUARY 8TH, 1915:—

“I would appeal to the hon. gentlemen below the gangway (the Labor Party) to help us to organize the forces of labor, to help us so that where one man goes to join the colors his place may be taken by a man who is not of military age, or of military physique, or by a woman. I believe that might be done.

“I would ask them to assist the Government also in granting only for the period of the war some form of relaxation of their rules and regulations.

"In the works of many firms, not so much armament firms as clothing firms, Factory Act rules and regulations have been largely abrogated already, and I would seriously ask the Labor Party whether they could not prevail upon the Trade Unionists in this country to adopt a measure of a purely temporary kind for the relaxation of some of the more stringent regulations."

MR. HAROLD BAKER'S SPEECH, HOUSE OF COMMONS, FEBRUARY 9TH, 1915:—

"There are certain steps which may be considered desirable. The Trade Unions have a perfectly proper desire to safeguard their interests against the time when peace returns. If we leave these things to be settled by fair and proper discussion outside we shall be more likely to achieve the result desired."

LORD KITCHENER'S SPEECH, HOUSE OF LORDS, MARCH 15TH, 1915:—

"It has been brought to my notice on more than one occasion that the restrictions of Trade Unions have undoubtedly added to our difficulties, not so much in obtaining sufficient labor, as in making the best use of that labor. I am confident, however, that the seriousness of the position as regards our supplies has only to be mentioned and all concerned will agree to waive for the period of the war any of those restrictions which prevent in the very slightest degree our utilizing all the labor available to the fullest extent that is possible."

"The second proposition is the suspension where necessary during the war of restrictions of output. Here, again, I want to make it perfectly clear that I am only discussing this suspension during the war. The increase in output is so essential to us, where we have to turn out munitions of war not merely for ourselves but to help our Allies, that I do hope you will help us for the moment by suspending the operation of any rules or regulations which tend to diminish the output. I know it is a very difficult question for you to decide upon, but it is very important for the State at the present juncture."

MR. ASQUITH'S SPEECH, MARCH 20TH, 1915:—

"What are those sacrifices? They may, I think, be summarized under three heads—limitation of profits, the temporary suspension of restrictive rules and customs, and the provision of reasonable compensation in cases of proved injury or loss. The first, you observe, falls upon the employer, and the second upon the men—especially upon those men who are members of Trade Unions—and the third



upon the State. Let me deal with each of them in a single sentence. As to profits, I believe we shall all agree that the firms and companies who are supplying the State with munitions of war should not be entitled thereby to make undue profits out of them. That we know is the opinion, and is going to be the practice of some of the greatest and most representative of those bodies. Under the second head, I believe there is an equally general agreement, and I hope and trust that that agreement will be translated into practice, and that restrictive regulations, whether as regards output or as regards demarcation of different classes of labor—regulations on long experience, which we may without prejudice agree to be quite appropriate to normal conditions—may be suspended while war lasts, to be resumed thereafter. I know well that an agreement to that effect has been come to between the Federation of Engineering Employers and the great Trade Union, the Amalgamated Society of Engineers, which is the custodian and the experienced and tried trustee of the interests of the men, and I would venture to express a strong appeal that the agreement may be carried out not only as between the parties to it, but with the general assent of all men who in this critical stage of our fortunes are engaged in the fabrications of munitions of war. They will suffer for nothing in the long run.

"I am not one of those, if there be such, who think that in these matters the Trade Unions have been pursuing chimeras or indulging in a passion for domineering and restrictive regulation. I believe, on the contrary, that the great bulk, I won't say all—many of them are much open to argument—but the great bulk of the rules and customs which they have adopted as the fruit of long experience are justified by that experience, and have tended not to diminish but to increase the output of our industries. But we are living in exceptional times. We have to meet a special emergency, and you may be sure they will not be prejudicing the interests of their Unions or the cause which the Union represents if they consent, so long as those critical conditions prevail, to a temporary waiving and suspension of those customs and rules."

MR. LLOYD GEORGE, TREASURY CONFERENCE, MARCH 22ND, 1915:—

"As to that . . . we realized that when Labor was making concessions to us by relaxing certain rules during the period of the war Labor was quite right in insisting on the strictest safeguards against those concessions being abused. I think you may say that we have practically accepted the safeguards suggested by the delegates; we were so entirely in agreement with them as to the desirability of protecting the workmen's interests in the matter."

**MR. LLOYD GEORGE'S SPEECH, HOUSE OF COMMONS, INTRODUCING THE MUNITIONS BILL, JUNE 23RD, 1915.**

"The next thing is the suspension during the war, on the honor and pledge of the nation that things would be restored exactly to the position they were in before the suspension, of all these restrictions and practices that interfere with the increase of the output of war materials."

**THE HOME SECRETARY (SIR JOHN SIMON), SPEAKING ON THE SECOND READING OF THE MUNITIONS BILL, JUNE 28TH, 1915.**

"In the first place, you must make it plain, and you must not only make it plain, but as far as may be you must provide in your Statute that this concession that workpeople make in the crisis of the war for the country's sake is a temporary concession, which does not in the least prejudice their established rights so hardly won after, in many cases, a long struggle in times past. This is a provision for the war, and for the war only, and it is an essential condition of that which we are asking, that when the war is over the honor of the House of Commons is pledged, the promise of the Government is given, and all who really try to carry this Bill undertake that organized workpeople are not to suffer because of the temporary abandonment of Trade Union restrictions."

**MR. LLOYD GEORGE'S STATEMENT IN THE HOUSE OF COMMONS ON PROGRESS OF MUNITIONS DEPARTMENT, JULY 28TH, 1915.**

"I hope they will take not merely a promise, but a solemn undertaking put in an Act of Parliament by which not merely the Government, but the whole of the House of Commons and the House of Lords undertook that at the end of the war the fact of their abandoning those practices now will not prevent them restoring the practices at the end of the war. It is so vital that this should be done during the war that even an undertaking of that kind must be honored."

**MR. LLOYD GEORGE'S SPEECH TO THE TRADES UNION CONGRESS, SEPTEMBER 9TH, 1915:—**

"The next undertaking we gave was that we would give a guarantee that at the end of the war the pre-war conditions would be restored. How have we done that? We have done it, not merely by solemn declaration on the part of the Government, but we have embodied them in an Act of Parliament. We have a statutory guarantee carried unanimously by Parliament, by men of all parties—employers, workmen, Liberal, Unionist, conscriptionist, anti-conscriptionist, pro-German, and anti-German—all sorts and conditions of men. They are all in it, and they are all committed to that guarantee."

**MR. ASQUITH'S REPLY TO THE TRIPLE ALLIANCE DEPUTATION, AUGUST 3RD, 1916. ("TIMES" REPORT.)**

"Mr. Asquith said they were already taking steps to collect and classify the various war pledges, if he might so describe them, which had been given affecting Trade Union practices. So far as something like 4,000 controlled establishments were concerned, Part I. of the Munitions Act provided for the continuance of an arbitration machinery for the interpretation of these agreements for a year after the war, and the Government were carefully considering what machinery was required to dispose of differences of interpretation, if there be such, in agreements affecting other works and establishments. Speaking generally on this point, he wished to say that the pledges which had been given, and the obligations incurred under them, were, in the view of the Government, obligations of honor and indisputably valid, and nothing but the assent of all the parties concerned could vary them or dispense with their complete fulfilment."

(**"DAILY CHRONICLE" REPORT.**)

"On the first of the five proposals put before him (restoration of Trade Union practices after the war) the Prime Minister said that most explicit and emphatic pledges had been given that all Trade Union conditions should be restored after the war, and the Government had no intention of departing from that pledge in the least degree. Provision was made for the interpretation of these agreements in all controlled establishments, and the Government was carefully considering the kind of machinery to be set up to dispose of the difficulties of interpretation in other establishments."

**MR. MONTAGU'S SPEECH, HOUSE OF COMMONS, AUGUST 15TH, 1916.**

"But the cessation of disputes and the postponement of the reforms which slowly emerged from the clash of conflicting interests do not exhaust the full measure of the sacrifices which organized Labor has made. The Trade Unions place on one side the whole armor of Trade Union regulations upon which they had hitherto relied. For the weapons slowly forged during long years of struggle—rules and customs relating to hours of labor, overtime, the right of entrance to trades, demarcation of industry, the regulation of boy labor, and the exclusion of women from certain classes of occupations—all these, directly or indirectly, might have tended to reduce the output during the war. The Government asked Labor to put all these on one side. It was a great deal to ask. I doubt if any community has ever been asked for greater sacrifices, but with a loyalty and statesmanship which cannot be over-estimated the request was

readily granted. The Trade Unions required, and they were right to require, a scrupulous record and recognition of what they were conceding. It was promised to them as a right, but they will receive more, not only the restoration of the system they temporarily abandoned, but the gratitude of the Army and of the nation, and they will, I trust, place the nation still further in their debt by playing an important part in devising some system which will reconcile in the future conflicting industrial interests."

## APPENDIX F

### THE LABOR PARTY'S STATEMENT ON THE LABOR PROBLEMS AFTER THE WAR

#### DEMOBILIZATION

(i.) That when peace comes the demobilization and discharge of the seven or eight million wage-earners now paid from public funds, either for service with the Colors or on munition work and other war trades, will bring to the whole wage-earning class grave peril of Unemployment, Reduction of Wages, and a lasting Degradation of the Standard of Life, which can be prevented only by deliberate National Organization;

(ii.) That this Conference accordingly calls upon the Government to formulate its plan, and make in advance all arrangements necessary for coping with so unparalleled a dislocation of industry;

(iii.) That regard should be had, in stopping Government orders, reducing the staff of the National Factories, and demobilizing the Army to the state of the Labor Market in particular industries and in different districts, so as both to supply the kinds of labor most urgently required for the revival of peace production, and to prevent any congestion of Unemployed;

(iv.) That it is imperative that suitable provision against being turned suddenly adrift without resources should be made not only for the soldiers, but also for the three million operatives in munition work and other war trades, who will be discharged before most of the Army can be disbanded;

(v.) That the Conference, noting the month's furlough, gratuity, free railway ticket, and a year's Unemployment Benefit if out of work already promised to the soldier, urges that (a) there should be no gap between the cessation of his pay and separation allowance and the beginning of his Unemployment Benefit, and (b) that this special ex-soldier's Unemployment Benefit given to all should be additional to any Benefit under the National Insurance Act, to which many men are already entitled in respect of contributions deducted from their wages; and

(vi.) That any Government which allows the discharged soldier to

fall into the clutches of the Poor Law should be instantly driven from office by an outburst of popular indignation.

#### THE MACHINERY FOR SECURING EMPLOYMENT

(i.) That the Conference emphatically protests against the work of re-settling the disbanded soldiers and discharged munition workers into new situations—which is a national obligation—being deemed a matter for charity; and against this public duty being handed over either to committees of philanthropists or benevolent societies, or to any of the military or recruiting authorities;

(ii.) That in view of the fact that the best organization for placing men in situations is a national Trade Union having local Branches throughout the Kingdom, every soldier should be allowed, if he chooses, to have a duplicate of his industrial discharge notice sent through, one month before the date fixed for his discharge, to the Secretary of the Trade Union to which he belongs or wishes to belong;

(iii.) That, apart from this use of the Trade Union, it is necessary to make use of some such public machinery as that of the Employment Exchanges, but that before the existing Exchanges (which would need to be greatly extended) can receive the coöperation and support of the organized Labor Movement, without which their operations can never be fully successful, it is imperative that they should be drastically reformed on the lines laid down in the Demobilization Report of the Labor after the War Committee, and, in particular, that each Exchange should be placed under the supervision and control of a Joint Committee of Employers and Trade Unionists, in equal numbers.

(iv.) That no Trade Union shall be brought within Part II. of the National Insurance Act, whether administered by the Employment Exchanges or otherwise, unless it has been first consulted, and agrees to its inclusion therein.

#### THE RESTORATION OF TRADE UNION CONDITIONS

(i.) That this Conference reminds the Government that it is pledged unreservedly and unconditionally, and the nation with it, in the most solemn manner, to the Restoration after the War of all the rules, conditions and customs that prevailed in the workshops before the War; and to the abrogation, when peace comes, of all the changes introduced not only in the National Factories and the 4,500 Controlled Establishments, but also in the large number of others to which provisions of the Munitions Acts have been applied;

(ii.) That the Conference places on record its confident expectation and desire that if any employers should be so unscrupulous as to hesitate to fulfil this pledge, the Government will see to it that, in no industry and in no district, is any quibbling evasion permitted of an obligation in which the whole Labor Movement has an interest.

(iii.) In view of the unsatisfactory character of the provisions in the Munitions Act dealing with the restoration of Trade Union customs after the war, the Conference calls upon the Government to provide adequate statutory machinery for restoration:

“(a) By securing that all provisions in the Acts necessary to enforce restoration shall continue in operation for a full year after the restrictive provisions abrogating Trade Union rules (Section 4 (3), and giving Munitions Tribunals disciplinary powers over workmen (Section 7) have been terminated.

“(b) By removing all restrictions upon the right of the workmen to strike for the restoration of the customs which have been abrogated.

“(c) By limiting Compulsory Arbitration strictly to the War period and providing fully that the right to prosecute an employer for a failure to restore Trade Union customs shall continue for a full year after the termination of the restrictive powers in the Acts.

“The Conference further calls upon Parliament to limit all restrictive legislation directed against workpeople strictly to the War period, and, subject to the above exceptions, calls for the abrogation of restrictive clauses in the Munitions of War Acts and in the Defense of the Realm Acts, immediately upon the conclusion of hostilities.”

#### THE PREVENTION OF UNEMPLOYMENT

(i.) That in the opinion of this Conference it is the duty of the Government to adopt a policy of deliberately and systematically preventing the occurrence of Unemployment, instead of (as heretofore) letting Unemployment occur, and then seeking, vainly and expensively, to relieve the Unemployed;

(ii.) That the Government can, if it chooses, arrange the public works and the orders of National Departments and Local Authorities in such a way as to maintain the aggregate demand for labor in the whole Kingdom (including that of capitalist employers) approximately at a uniform level from year to year; and it is therefore the first duty of the Government to prevent any considerable or widespread fluctuations in the total numbers employed in times of good or bad trade.

(iii.) That in order to prepare for the possibility of there being extensive Unemployment, either in the course of demobilization, and in the first years of peace, it is essential that the Government should make all necessary preparations for putting instantly in hand directly or through the Local Authorities, such urgently needed public works as (a) the rehousing of the population alike in rural districts, mining villages and town slums, to the extent, possibly, of 200 millions sterling; (b) the immediate making-good of the shortage of schools, training colleges, technical colleges, etc.; (c) new roads; (d) light railways; (e) the reorganization of the canal system; (f) afforestation; (g) the reclamation of land; (h) the development and better equipment of our ports and harbors; (i) the opening up of access to land by small holdings and other practicable ways.

(iv.) That in order to relieve any pressure of an overstocked Labor Market, the opportunity should be taken (a) to raise the school-leaving age to 16; (b) to increase the number of bursaries for Secondary and Higher Education; and (c) to shorten the hours of labor of all young persons to enable them to attend technical and other classes in the daytime.

(v.) That wherever practicable the hours of labor should be reduced to not more than 48 per week, without reduction of the standard rates of wages; and that legislation should be introduced accordingly.

#### THE MAINTENANCE OF THE STANDARD OF LIFE

(i.) That it is of supreme national importance that there should not be any Degradation of the Standard of Life of the population; and it is accordingly the duty of the Government to see to it that, when peace comes, the Standard Rates of Wages in all trades should, relatively to the cost of living, be fully maintained.

(ii.) That it should be made clear to employers that any attempt to reduce the customary rates of wages when peace comes, or to take advantage of the dislocation of demobilization to worsen the conditions of labor, will certainly lead to embittered industrial strife, which will be in the highest degree detrimental to the national interests; and the Government should therefore take steps to avert such a calamity.

(iii.) That the Government should not only, as the greatest employer of labor, set a good example in this respect, but should also seek to influence employers by proclaiming in advance that it will not attempt to lower the Standard Rates or conditions in public



employment, by announcing that it will insist on the most rigorous observance of the Fair Wages Clause in public contracts, and by recommending every Local Authority to adopt the same policy.

#### THE LEGAL MINIMUM WAGE

(i.) That the Coal Mines (Minimum Wage) Act should be maintained in force, and suitably amended so as to ensure greater uniformity of conditions among the several districts, and so as to make the District Minimum in all cases an effective reality;

(ii.) That in view of the fact that many millions of wage-earners, notably, women, carmen, agricultural laborers, and workmen in various occupations, are unable by combination to obtain wages adequate for decent maintenance in health, the Trade Boards Act should be amended and made to apply to all industrial employments in which the bulk of those employed obtain less than 30s. per week.

(iii.) That this minimum of not less than 30s. per week be a statutory minimum for all trades.

#### THE NATIONALIZATION OF RAILWAYS

(i.) That the Conference most emphatically protests against the Railways, which are under Government control, being handed back after the war to the control of the shareholders, whose only interest is that of extracting the largest possible dividend;

(ii.) The Conference asks that the partial Nationalization which has taken place should be completed and extended to those canals which are still outside railway control; and the shareholders should be got rid of by taking over their present property at its fair market value; and that the transformation of the railways and canals into a unified public service of transport and communication, administered solely in the public interest with arrangements for the participation in the managements, both local and central, of all grades of employees, should be one of the first tasks of the Government after the war.

#### THE NATIONALIZATION OF MINES

(i.) That in the opinion of this Conference the time has come when this country should no longer be dependent for its coal supply on a small number of capitalist colliery proprietors, coal-merchants and dealers, among whom there is an increasing tendency to combinations and price-arrangements, by which the consumer is made to pay a quite unnecessary price for coal; and that the Government

should at once take over all coal and other mines, work them as a national enterprise, and appropriate to the nation all rents and profits;

(ii.) That in organizing the nation's coal supply on the basis of production for use instead of production for profit, due arrangements should be made for the participation in the management, both local and central, of the employees of all grades;

(iii.) That the Government Coal Department might undertake the supply for export and shipping, the Local Authorities and all industrial consumers of any magnitude; delivering the coal for domestic consumption to any railway station at a fixed price, as unalterable and as uniform as that of the postage stamp, for retailing and delivery at a fixed additional charge just covering cost.

#### AGRICULTURE

(i.) That the present arrangements for the production and distribution of food in this country amount to nothing short of a national disgrace, and must be radically altered without delay;

(ii.) That it is imperative that the Government should promptly resume control of the nation's agricultural land, and organize its utilization not for rent, not for game, not for the social amenity of a small social class, not even for obtaining the largest percentage on the capital employed, but solely with a view to the production of the largest possible proportion of the foodstuffs required by the population of these islands at a price not exceeding that for which they can be brought from other lands;

(iii.) That this can probably best be attained by a combination of (a) Government farms, administered on a large scale, with the utmost use of machinery; (b) Small Holdings made accessible to practical agriculturists; (c) Municipal enterprises in agriculture, in conjunction with municipal institutions of various kinds, milk depots, sewage works, etc.; (d) farms let to Coöperative Societies and other tenants, under covenants requiring the kind of cultivation desired;

(iv.) That under all systems the agricultural laborer must be secured a decent cottage, an allotment, and a Living Wage;

(v.) That the distribution of foodstuffs in the towns—from milk and meat to bread and vegetables—should be taken out of the hands of the present multiplicity of dealers and shopkeepers, and organized by Democratic Consumers, Coöperative Societies and the Local Authorities working in conjunction.

## TAXATION

(i.) That in view of the enormous debts contracted during the war and of the necessity to lighten national financial burdens in order to enable the country to compete successfully on the markets of the world so soon as peace comes, this Conference demands that an equitable system of conscription of accumulated wealth should be put into operation forthwith, believing that no system of income tax or excess profits duties will yield enough to free the country from oppressive debts, and that any attempt to tax food or the other necessities of life would be unjust and ruinous to the masses of the people;

(ii.) That the only solution of the difficulties that have arisen is a system of taxation by which the necessary national income shall be derived mainly from direct taxation and imposts upon luxuries, and that the taxation upon unearned incomes should be substantially increased and graded so that on the higher scales it should be not less than 15s. in the pound;

(iii.) That the whole system of land taxation should be revised so that effect should be given to the fact that the land of the nation, which has been defended by the lives and sufferings of its people, shall belong to the nation and be used for the nation's benefit.

(iv.) That as during the war the Government has had to come to the assistance of the banking institutions of the country, and that it has been found necessary to pay very high rates for the money raised, adding considerably to the annual burden resulting from the war, every effort should be made to nationalize the banking system of the country in order to free the community from private exploitation.

"That this Conference emphatically protests against the repeated attempts to bring Coöperative dividends within the scope of the Income Tax."

"That this Conference, recognizing that the huge national expenditure, caused by the War, has to be met by increased taxation, declares that those who claim the ownership of the land of the country should be required to make a special contribution towards its defense. It therefore calls upon the Government to impose a direct tax on land values in the next Budget, and to enable this to be done, to use the powers conferred by the Defense of the Realm Act to compel all owners of land to furnish an immediate declara-

tion of the present value, extent, and character of all land in their possession.

"That this Conference affirms that such a tax, in addition to providing a large amount of revenue, would open up the land to the people, increase the production of home grown food, and thus materially reduce the prevailing high cost of living, tend to raise wages, and lessen the evil of unemployment which threatens on the close of the war."

#### FRANCHISE

(i.) That this Conference declares that the war has made obsolete all our past system of enfranchisement and registration;

(ii.) That the only solution of the difficulties that have arisen is Adult Suffrage, including women;

(iii.) That registration should be so conducted that every properly qualified person should have the opportunity to vote at elections, and that this entails both a short period of qualification and continuous registration;

(iv.) That soldiers and munition workers should not only have the right of voting conferred upon them, but that arrangements should be made by which that right can be exercised, including the provision of facilities for all candidates to put their views fairly before these electors; and that as far as possible similar arrangements should be made for the convenience of seamen and other electors necessarily absent from their constituencies;

(v.) That redistribution of electorates should take place at once;

(vi.) That no election conducted on the present register, or before the above changes have been made, can return a Parliament which represents the nation.

#### THE POSITION OF WOMEN AFTER THE WAR

"That in view of the great national services rendered by women during this time of war, and of the importance of maintaining a high level of wages for both men and women workers, this Conference urges:

"(i.) That work or maintenance at fair rates should be provided for all women displaced from their employment to make way for men returning from service with the forces or other national work.

"(ii.) That full inquiry should be made into trades and processes previously held to be unhealthy or in any way unsuitable for women, but now being carried on by them, with a view to making recommendations as to their further employment in such trades.

- "(iii.) That all women employed in trades formerly closed to them should only continue to be so employed at Trade Union rates of wages.
- "(iv.) That Trade Unions should accept women members in all trades in which they are employed."

## EDUCATION AND CHILD WELFARE

*Administrative*

"Such alterations of the Education Act of 1902 as shall secure full public responsibility for the maintenance and control of all grades of schools, colleges and universities.

"Abolition of all education fees.

"Raising of the school leaving age to 16, with increased number of maintenance grants, graded according to age and circumstances.

"Universal free compulsory secondary education.

"No partial or half time exemptions before fulfilment of regular secondary course, and not then unless agreed to by the school doctor.

"Education Authority to have equal jurisdiction over part time factory employment as over non-factory employment.

"Larger proportion of local education costs to be borne by National Treasury.

"Pensions for secondary teachers, as in case of elementary teachers in England.

*Hygienic*

"Hygienic conditions in elementary schools to be brought up to minimum standard of best secondary schools.

"School Doctor to be certifying surgeon for half-timers and young persons in employment.

"Full scheme of free public medical service to expectant and nursing mothers and their children; in the case of the latter, to be continued up to school age and properly coördinated with the school medical service.

"Swimming baths, gymnasia, and the best known scheme of physical training for every child passing through the schools.

"A scheme of physical instruction for all young people from 16 to 20 years of age.

"Amendment of Provision of Meals Act, so as to provide meals out of public funds for all school children certified by the school doctor to be improperly or insufficiently nourished.

## EDUCATIONAL

"Higher scale of teachers' salaries and higher minimum standard of equipment for teachers, with fuller provision of facilities for intending teachers, and more generous public help for all accepted candidates.

"Reduction of size of classes in elementary schools to that of secondary schools.

"Playing fields to be provided for elementary schools.

"All higher forms of education, Technical and University, to be coördinated under public control and entirely free to all pupils desirous of undertaking the course provided.

"Principle of open-air schools to be adopted for all schools at earliest possible moment. A great increase of the system of camp schools, vacation centers. Travel studies by sea and land.

"No specialization until last year of secondary school course, when bias given in direction, Technical, Professional or Commercial, as part of a general education."

## APPENDIX G

### INDUSTRIAL REPORTS. NUMBER I. INDUSTRIAL COUNCILS

*The Whitley Report, together with the Letter of the Minister of Labor explaining the Government's view of its proposals.*

#### I. LETTER ADDRESSED BY THE MINISTER OF LABOR TO THE LEADING EMPLOYERS' ASSOCIATIONS AND TRADE UNIONS

MINISTRY OF LABOR,  
MONTAGU HOUSE,  
WHITEHALL, S.W. 1.  
20th October, 1917.

SIR,

In July last a circular letter was addressed by the Ministry of Labor to all the principal Employers' Associations and Trade Unions asking for their views on the proposals made in the Report of the Whitley Committee on Joint Standing Industrial Councils, a further copy of which is enclosed. As a result of the replies which have been received from a large number of Employers' organizations and Trade Unions generally favoring the adoption of those proposals, the War Cabinet have decided to adopt the Report as part of the policy which they hope to see carried into effect in the field of industrial reconstruction.

In order that the precise effect of this decision may not be misunderstood, I desire to draw attention to one or two points which have been raised in the communications made to the Ministry on the subject, and on which some misapprehension appears to exist in some quarters.

In the first place, fears have been expressed that the proposal to set up Industrial Councils indicates an intention to introduce an element of State interference which has hitherto not existed in industry. This is not the case. The formation and constitution of the Councils must be principally the work of the industries themselves. Although, for reasons which will be explained later, the

Government are very anxious that such Councils should be established in all the well-organized industries with as little delay as possible, they fully realize that the success of the scheme must depend upon a general agreement among the various organizations within a given industry and a clearly expressed demand for the creation of a Council. Moreover, when formed, the Councils would be independent bodies electing their own officers and free to determine their own functions and procedure with reference to the peculiar needs of each trade. In fact, they would be autonomous bodies, and they would, in effect, make possible a larger degree of self-government in industry than exists to-day.

Secondly, the Report has been interpreted as meaning that the general constitution which it suggests should be applied without modification to each industry. This is entirely contrary to the view of the Government on the matter. To any one with a knowledge of the diverse kinds of machinery already in operation, and the varying geographical and industrial conditions which affect different industries it will be obvious that no rigid scheme can be applied to all of them. Each industry must therefore adapt the proposals made in the Report as may seem most suitable to its own needs. In some industries, for instance, it may be considered by both employers and employed that a system of Works Committees is unnecessary owing to the perfection of the arrangements already in operation for dealing with the difficulties arising in particular works between the management and the trade union officials. In others Works Committees have done very valuable work where they have been introduced and their extension on agreed lines deserves every encouragement. Again, in industries which are largely based on district organizations it will probably be found desirable to assign more important functions to the District Councils than would be the case in trades which are more completely centralized in national bodies. All these questions will have to be threshed out by the industries themselves and settled in harmony with their particular needs.

Thirdly, it should be made clear that representation on the Industrial Councils is intended to be on the basis of existing organizations among employers and workmen concerned in each industry, although it will, of course, be open to the Councils, when formed, to grant representation to any new bodies which may come into existence and which may be entitled to representation. The authority, and consequently the usefulness of the Councils will depend entirely on the extent to which they represent the different interests



and enjoy the whole-hearted support of the existing organizations, and it is therefore desirable that representation should be determined on as broad a basis as possible.

Lastly, it has been suggested that the scheme is intended to promote compulsory arbitration. This is certainly not the case. Whatever agreements may be made for dealing with disputes must be left to the industry itself to frame, and their efficacy must depend upon the voluntary coöperation of the organizations concerned in carrying them out.

I should now like to explain some of the reasons which have made the Government anxious to see Industrial Councils established as soon as possible in the organized trades. The experience of the war has shown the need for frequent consultation between the Government and the chosen representatives of both employers and workmen on vital questions concerning those industries which have been most affected by war conditions. In some instances different Government Departments have approached different organizations in the same industry, and in many cases the absence of joint representative bodies which can speak for their industries as a whole and voice the joint opinion of employers and workmen, has been found to render negotiations much more difficult than they would otherwise have been. The case of the cotton trade, where the industry is being regulated during a very difficult time by a Joint Board of Control, indicates how greatly the task of the State can be alleviated by a self-governing body capable of taking charge of the interests of the whole industry. The problems of the period of transition and reconstruction will not be less difficult than those which the war has created, and the Government accordingly feel that the task of rebuilding the social and economic fabric on a broader and surer foundation will be rendered much easier if in the organized trades there exist representative bodies to which the various questions of difficulty can be referred for consideration and advice as they arise. There are a number of such questions on which the Government will need the united and considered opinion of each large industry, such as the demobilization of the Forces, the re-settlement of munition workers in civil industries, apprenticeship (especially where interrupted by war service), the training and employment of disabled soldiers, and the control of raw materials; and the more it is able to avail itself of such an opinion the more satisfactory and stable the solution of these questions is likely to be.

Further, it will be necessary in the national interest to ensure

a settlement of the more permanent questions which have caused differences between employers and employed in the past, on such a basis as to prevent the occurrence of disputes and of serious stoppages in the difficult period during which the problems just referred to will have to be solved. It is felt that this object can only be secured by the existence of permanent bodies on the lines suggested by the Whitley Report, which will be capable not merely of dealing with disputes when they arise, but of settling the big questions at issue so far as possible on such a basis as to prevent serious conflicts arising at all.

The above statement of the functions of the Councils is not intended to be exhaustive, but only to indicate some of the more immediate questions which they will be called upon to deal with when set up. Their general objects are described in the words of the Report as being "to offer to workpeople the means of attaining improved conditions of employment and a higher standard of comfort generally, and involve the enlistment of their active and continuous coöperation in the promotion of industry." Some further specific questions, which the Councils might consider, were indicated by the Committee in paragraph 16 of the Report, and it will be for the Councils themselves to determine what matters they shall deal with. Further, such Councils would obviously be the suitable bodies to make representations to the Government as to legislation, which they think would be of advantage to their industry.

In order, therefore, that the Councils may be able to fulfil the duties which they will be asked to undertake, and that they may have the requisite status for doing so, the Government desire it to be understood that the Councils will be recognized as the official standing Consultative Committees to the Government on all future questions affecting the industries which they represent, and that they will be the normal channel through which the opinion and experience of an industry will be sought on all questions with which the industry is concerned. It will be seen, therefore, that it is intended that Industrial Councils should play a definite and permanent part in the economic life of the country, and the Government feels that it can rely on both employers and workmen to coöperate in order to make that part a worthy one.

I hope, therefore, that you will take this letter as a formal request to your organization on the part of the Government to consider the question of carrying out the recommendations of the Report so far as they are applicable to your industry. The Ministry of Labor will be willing to give every assistance in its power in the establishment of Industrial Councils, and will be glad to receive

suggestions as to the way in which it can be given most effectively. In particular, it will be ready to assist in the convening of representative conferences to discuss the establishment of Councils, to provide secretarial assistance and to be represented, if desired, in a consultative capacity at the preliminary meetings. The Ministry will be glad to be kept informed of any progress made in the direction of forming Councils. Although the scheme is only intended, and indeed can only be applied, in trades which are well organized on both sides, I would point out that it rests with those trades which do not at present possess a sufficient organization to bring it about if they desire to apply it to themselves.

In conclusion, I would again emphasize the pressing need for the representative organizations of employers and workpeople to come together in the organized trades and to prepare themselves for the problems of reconstruction by forming Councils competent to deal with them. The Government trust that they will approach these problems not as two opposing forces each bent on getting as much and giving as little as can be contrived, but as forces having a common interest in working together for the welfare of their industry, not merely for the sake of those concerned in it, but also for the sake of the nation which depends so largely on its industries for its well-being. If the spirit which has enabled all classes to overcome by willing coöperation the innumerable dangers and difficulties which have beset us during the war is applied to the problems of Reconstruction, I am convinced that they can be solved in a way which will lay the foundation of the future prosperity of the country and of those engaged in its great industries.

I am, Sir,

Your obedient servant,

GEO. H. ROBERTS.

## INDUSTRIAL COUNCILS

### REPORT OF THE RECONSTRUCTION COMMITTEE ON RELATIONS BETWEEN EMPLOYERS AND EMPLOYED

The Committee consisted of the following members:—

THE RIGHT HON. J. H. WHITLEY, M.P., Chairman.

(Chairman of Committees, House of Commons.)

Mr. F. S. BUTTON (formerly Member of Executive Council, Amalgamated Society of Engineers).

Sir G. J. CARTER, K.B.E. (Chairman, Shipbuilding Employers' Federation).

Professor S. J. CHAPMAN, C.B.E. (Professor of Political Economy, University of Manchester).

Sir GILBERT CLAUGHTON, Bart. (Chairman, London and North Western Railway Company).

Mr. J. R. CLYNES, M.P. (President National Union of General Workers).

Mr. J. A. HOBSON.

Miss SUSAN LAWRENCE (Member of London County Council and Member of the Executive Committee of the Women's Trade Union League).

Mr. J. J. MALLON (Secretary, National Anti-Sweating League).

Sir THOS. A. RATCLIFFE-ELLIS (Secretary, Mining Association of Great Britain).

Mr. ROBERT SMILLIE (President, Miners' Federation of Great Britain).

Mr. ALLAN M. SMITH (Chairman, Engineering Employers' Federation).

Miss MONA WILSON (National Health Insurance Commissioner).

Mr. H. J. WILSON, Ministry of Labor,

Mr. ARTHUR GREENWOOD,

*Secretaries.*

To the Right Honorable D. LLOYD GEORGE, M.P., Prime Minister.  
SIR,

We have the honor to submit the following Interim Report on Joint Standing Industrial Councils.

2. The terms of reference to the Sub-Committee are:—

“(1) To make and consider suggestions for securing a permanent improvement in the relations between employers and workmen.

“(2) To recommend means for securing that industrial conditions affecting the relations between employers and workmen shall be systematically reviewed by those concerned, with a view to improving conditions in the future.”

3. After a general consideration of our duties in relation to the matters referred to us, we decided first to address ourselves to the problem of establishing permanently improved relations between employers and employed in the main industries of the country, in which there exist representative organizations on both sides. The present report accordingly deals more especially with these trades.

We are proceeding with the consideration of the problems connected with the industries which are less well organized.

4. We appreciate that under the pressure of the war both employers and workpeople and their organizations are very much pre-occupied, but, notwithstanding, we believe it to be of the highest importance that our proposals should be put before those concerned without delay, so that employers and employed may meet in the near future and discuss the problems before them.

5. The circumstances of the present time are admitted on all sides to offer a great opportunity for securing a permanent improvement in the relations between employers and employed, while failure to utilize the opportunity may involve the nation in grave industrial difficulties at the end of the war.

It is generally allowed that the war almost enforced some reconstruction of industry, and in considering the subjects referred to us we have kept in view the need for securing in the development of reconstruction the largest possible measure of coöperation between employers and employed.

In the interests of the community it is vital that after the war the coöperation of all classes, established during the war, should continue, and more especially with regard to the relations between employers and employed. For securing improvement in the latter, it is essential that any proposals put forward should offer to workpeople the means of attaining improved conditions of employment and a higher standard of comfort generally, and involve the enlistment of their active and continuous coöperation in the promotion of industry.

To this end, the establishment for each industry of an organization, representative of employers and workpeople, to have as its object the regular consideration of matters affecting the progress and well-being of the trade from the point of view of all those engaged in it, so far as this is consistent with the general interest of the community, appears to us necessary.

6. Many complicated problems have arisen during the war which have a bearing both on employers and workpeople, and may affect the relations between them. It is clear that industrial conditions will need careful handling if grave difficulties and strained relations are to be avoided after the war has ended. The precise nature of the problems to be faced naturally varies from industry to industry, and even from branch to branch within the same industry. Their treatment consequently will need an intimate knowledge of the facts and circumstances of each trade, and such knowl-

edge is to be found only among those directly connected with the trade.

7. With a view to providing means for carrying out the policy outlined above, we recommend that His Majesty's Government should propose without delay to the various associations of employers and employed the formation of Joint Standing Industrial Councils in the several industries, where they do not already exist, composed of representatives of employers and employed, regard being paid to the various sections of the industry and the various classes of labor engaged.

8. The appointment of a Chairman or Chairmen should, we think, be left to the Council who may decide that these should be—

- (1) A Chairman for each side of the Council;
- (2) A Chairman and Vice-Chairman selected from the members of the Council (one from each side of the Council);
- (3) A Chairman chosen by the Council from independent persons outside the industry; or
- (4) A Chairman nominated by such person or authority as the Council may determine or, failing agreement, by the Government.

9. The Council should meet at regular and frequent intervals.

10. The objects to which the consideration of the Councils should be directed should be appropriate matters affecting the several industries and particularly the establishment of a closer coöperation between employers and employed. Questions connected with demobilization will call for early attention.

11. One of the chief factors in the problem, as it at first presents itself, consists of the guarantees given by the Government, with Parliamentary sanction, and the various undertakings entered into by employers, to restore the Trade Union rules and customs suspended during the war. While this does not mean that all the lessons learnt during the war should be ignored, it does mean that the definite coöperation and acquiescence by both employers and employed must be a condition of any setting aside of these guarantees or undertakings, and that, if new arrangements are to be reached, in themselves more satisfactory to all parties but not in strict accordance with the guarantees, they must be the joint work of employers and employed.

12. The matters to be considered by the Councils must inevitably differ widely from industry to industry, as different circumstances and conditions call for different treatment, but we are of opinion that the suggestions set forth below ought to be taken into account,

subject to such modification in each case as may serve to adapt them to the needs of the various industries.

13. In the well-organized industries, one of the first questions to be considered should be the establishment of local and works organizations to supplement and make more effective the work of the central bodies. It is not enough to secure coöperation at the center between the national organizations; it is equally necessary to enlist the activity and support of employers and employed in the districts and in individual establishments. The National Industrial Council should not be regarded as complete in itself; what is needed is a triple organization—in the workshops, the districts, and nationally. Moreover, it is essential that the organization at each of these three stages should proceed on a common principle, and that the greatest measure of common action between them should be secured.

14. With this end in view, we are of opinion that the following proposals should be laid before the National Industrial Councils:—

- (a) That District Councils, representative of the Trade Unions and of the Employers' Association in the industry, should be created, or developed out of the existing machinery for negotiation in the various trades.
- (b) That Works Committees, representative of the management and of the workers employed, should be instituted in particular works to act in close coöperation with the district and national machinery.

As it is of the highest importance that the scheme making provision for these Committees should be such as to secure the support of the Trade Unions and Employers' Associations concerned, its design should be a matter for agreement between these organizations.

Just as regular meetings and continuity of coöperation are essential in the case of the National Industrial Councils, so they seem to be necessary in the case of the district and works organizations. The object is to secure coöperation by granting to workpeople a greater share in the consideration of matters affecting their industry, and this can only be achieved by keeping employers and workpeople in constant touch.

15. The respective functions of Works Committees, District Councils, and National Councils will no doubt require to be determined separately in accordance with the varying conditions of different industries. Care will need to be taken in each case to delimit accurately their respective functions, in order to avoid overlapping and resulting friction. For instance, where conditions of employment are determined by national agreements, the District Councils

or Works Committees should not be allowed to contract out of conditions so laid down, nor, where conditions are determined by local agreements, should such power be allowed to Works Committees.

16. Among the questions with which it is suggested that the National Councils should deal or allocate to District Councils or Works Committees the following may be selected for special mention:—

(i) The better utilization of the practical knowledge and experience of the workpeople.

(ii) Means for securing to the workpeople a greater share in and responsibility for the determination and observance of the conditions under which their work is carried on.

(iii) The settlement of the general principles governing the conditions of employment, including the methods of fixing, paying, and readjusting wages, having regard to the need for securing to the workpeople a share in the increased prosperity of the industry.

(iv) The establishment of regular methods of negotiation for issues arising between employers and workpeople, with a view both to the prevention of differences, and to their better adjustment when they appear.

(v) Means of ensuring to the workpeople the greatest possible security of earnings and employment, without undue restriction upon change of occupation or employer.

(vi) Methods of fixing and adjusting earnings, piecework prices, etc., and of dealing with the many difficulties which arise with regard to the method and amount of payment apart from the fixing of general standard rates, which are already covered by paragraph (iii).

(vii) Technical education and training.

(viii) Industrial research and the full utilization of its results.

(ix) The provision of facilities for the full consideration and utilization of inventions and improvement designed by workpeople, and for the adequate safeguarding of the rights of the designers of such improvements.

(x) Improvements of processes, machinery and organization and appropriate questions relating to management and the examination of industrial experiments, with special reference to coöperation in carrying new ideas into effect and full consideration of the workpeople's point of view in relation to them.

(xi) Proposed legislation affecting the industry.

17. The methods by which the functions of the proposed Councils should be correlated to those of joint bodies in the different districts,



and in the various works within the districts, must necessarily vary according to the trade. It may, therefore, be the best policy to leave it to the trades themselves to formulate schemes suitable to their special circumstances, it being understood that it is essential to secure in each industry the fullest measure of coöperation between employers and employed, both generally, through the National Councils, and specifically, through district Committees and workshop Committees:

18. It would seem advisable that the Government should put the proposals relating to National Industrial Councils before the employers' and workpeople's associations and request them to adopt such measures as are needful for their establishment where they do not already exist. Suitable steps should also be taken, at the proper time, to put the matter before the general public.

19. In forwarding the proposals to the parties concerned, we think the Government should offer to be represented in an advisory capacity at the preliminary meetings of a Council, if the parties so desire. We are also of opinion that the Government should undertake to supply to the various Councils such information on industrial subjects as may be available and likely to prove of value.

20. It has been suggested that means must be devised to safeguard the interests of the community against possible action of an anti-social character on the part of the Councils. We have, however, here assumed that the Councils, in their work of promoting the interests of their own industries, will have regard for the National interest. If they fulfil their functions they will be the best builders of national prosperity. The State never parts with its inherent over-riding power, but such power may be least needed when least obtruded.

21. It appears to us that it may be desirable at some later stage for the State to give the sanction of law to agreements made by the Councils, but the initiative in this direction should come from the Councils themselves.

22. The plans sketched in the foregoing paragraphs are applicable in the form in which they are given only to industries in which there are responsible associations of employers and workpeople which can claim to be fairly representative. The case of the less well-organized trades or sections of a trade necessarily needs further consideration. We hope to be in a position shortly to put forward recommendations that will prepare the way for the active utilization in these trades of the same practical coöperation as is foreshadowed in proposals made above for the more highly-organized trades.

23. It may be desirable to state here our considered opinion that

an essential condition of securing a permanent improvement in the relations between employers and employed is that there should be adequate organization on the part of both employers and work-people. The proposals outlined for joint coöperation throughout the several industries depend for their ultimate success upon there being such organization on both sides; and such organization is necessary also to provide means whereby the arrangements and agreements made for the industry may be effectively carried out.

24. We have thought it well to refrain from making suggestions or offering opinions with regard to such matters as profit-sharing, co-partnership, or particular systems of wages, etc. It would be impracticable for us to make any useful general recommendations on such matters, having regard to the varying conditions in different trades. We are convinced, moreover, that a permanent improvement in the relations between employers and employed must be founded upon something other than a cash basis. What is wanted is that the workpeople should have a greater opportunity of participating in the discussion about and adjustment of those parts of industry by which they are most affected.

25. The schemes recommended in this Report are intended not merely for the treatment of industrial problems when they have become acute, but also, and more especially, to prevent their becoming acute. We believe that regular meetings to discuss industrial questions, apart from and prior to any differences with regard to them that may have begun to cause friction, will materially reduce the number of occasions on which, in the view of either employers or employed, it is necessary to contemplate recourse to a stoppage of work.

26. We venture to hope that representative men in each industry, with pride in their calling and care for its place as a contributor to the national well-being, will come together in the manner here suggested, and apply themselves to promoting industrial harmony and efficiency and removing the obstacles that have hitherto stood in the way.

We have the honor to be, Sir,

Your obedient Servants,

J. H. WHITLEY, *Chairman.*

F. S. BUTTON.

GEO. J. CARTER.

S. J. CHAPMAN.

G. H. CLAUGHTON.

J. R. CLYNES.

J. A. HOBSON.

A. SUSAN LAWRENCE.  
J. J. MALLON.  
THOS. R. RATCLIFFE-ELLIS.  
ROBT. SMILLIE.  
ALLAN M. SMITH.  
MONA WILSON.

H. J. WILSON,  
ARTHUR GREENWOOD,  
*Secretaries.*

8th March, 1917.

### APPENDIX

The following questions were addressed by the Reconstruction Committee to the Sub-Committee on the Relations between Employers and Employed in order to make clear certain points which appeared to call for further elucidation. The answers given are sub-joined.

*Q. 1. In what class of Industries does the Interim Report propose that Industrial Councils shall be established? What basis of classification has the Sub-Committee in view?*

A. 1. It has been suggested that, for the purpose of considering the establishment of Industrial Councils, or other bodies designed to assist in the improvement of relations between employers and employed, the various industries should be grouped into three classes—(a) industries in which organization on the part of employers and employed is sufficiently developed to render the Councils representative; (b) industries in which either as regards employers and employed, or both, the degree of organization, though considerable, is less marked than in (a) and is insufficient to be regarded as representative; and (c) industries in which organization is so imperfect, either as regards employers or employed, or both, that no Associations can be said adequately to represent those engaged in the trade.

It will be clear that an analysis of industries will show a number which are on the border lines between these groups, and special consideration will have to be given to such trades. So far as groups (a) and (c) are concerned, a fairly large number of trades can readily be assigned to them; group (b) is necessarily more indeterminate.

For trades in group (a) the Committee have proposed the establishment of Joint Standing Industrial Councils in the several trades. In dealing with the various industries it may be necessary

to consider specially the case of parts of industries in group (a) where organization is not fully developed.

*Q. 2. Is the machinery proposed intended to be in addition to or in substitution for existing machinery? Is it proposed that existing machinery should be superseded? By "existing machinery" is meant Conciliation Boards and all other organizations for joint conference and discussion between Employers and Employed.*

*A. 2.* In most organized trades there already exist joint bodies for particular purposes. It is not proposed that the Industrial Councils should necessarily disturb these existing bodies. A council would be free, if it chose and if the bodies concerned approved, to merge existing Committees, etc., in the Council or to link them with the Council as Sub-Committees.

*Q. 3. Is it understood that membership of the Councils is to be confined to representatives elected by Employers' Associations and Trade Unions? What is the view of the Sub-Committee regarding the entry of new organizations established after the Councils have been set up?*

*A. 3.* It is intended that the Councils should be composed only of representatives of Trade Unions and Employers' Associations, and that new organizations should be admitted only with the approval of the particular side of the Council of which the organization would form a part.

*Q. 4. (a)—Is it intended that decisions reached by the Councils shall be binding upon the bodies comprising them? If so, is such binding effect to be conditional upon the consent of each Employers' Association or Trade Union affected?*

*A. 4. (a)* It is contemplated that agreements reached by Industrial Councils should (whilst not, of course, possessing the binding force of law) carry with them the same obligation of observance as exists in the case of other agreements between Employers' Associations and Trade Unions. A Council, being on its workmen's side based on the Trade Unions concerned in the industry, its powers or authority could only be such as the constituent Trade Unions freely agreed to.

*Q. 4. (b) In particular, is it intended that all pledges given either by the Government or employers for the restoration of Trade Union rules and practices after the war shall be redeemed without qualification unless the particular Trade Union concerned agrees to alteration; or, on the contrary, that the Industrial Council shall have power to decide such question by a majority vote of the workmen's representatives from all the Trade Unions in the industry?*

*A. 4. (b)* It is clearly intended that all pledges relating to the

restoration of Trade Union rules shall be redeemed without qualification unless the particular Trade Union concerned agrees to alteration; and it is not intended that the Council shall have power to decide such questions by a majority vote of the workmen's representatives from all the Trade Unions in the industry.

## INDUSTRIAL REPORTS. NUMBER 2.

## WORKS COMMITTEES

## REPORT OF AN ENQUIRY MADE BY THE MINISTRY OF LABOR

## PREFACE

Owing to the great changes in industry which the war has produced, particularly in engineering, the need for closer relations between employer and workmen has become increasingly felt. The old trade union machinery has often been overburdened and has not always sufficed to deal with the innumerable questions arising from day to day in the shops. These conditions have encouraged the growth of Works Committees as a means of direct and constant communication between employer and workmen, and as the formation of such Committees in industries where the conditions require or favor them has been recommended by the Whitley Committee as part of the industrial organization of the future, it was thought that it would be useful to collect particulars of existing Works Committees and to publish them for the information of those who might be interested in the matter.

The following report is based on an inquiry made by members of the Department as to the constitution and working of Works Committees in a number of different industries, including Engineering, Shipbuilding, Iron and Steel, Boot and Shoe, Mining, Printing, Woolen and Worsted, Pottery, and Furniture. The enquiry did not aim at being exhaustive, but an attempt was made to examine carefully typical committees in the chief industries where they were known to exist, with a view to bringing out the different objects, functions, methods of procedure, and constitutions which have been tried in actual practice. The opinions of those interested in the Committees, on the side both of the management and of the workmen, have been sought, and the sincere thanks of the Department are due to Directors, Managers, Trade Union officials, Shop Stewards, and others for their courtesy and the trouble they

have taken to help the enquiry at a time when all were burdened by the extra duties imposed on them by the war. Our special thanks are also due to the Ministry of Munitions of War and the Admiralty Shipyard Labor Department, and to those individuals, firms, Committees and Associations who have given permission for the publication of the particulars of Works Committees which appear in the Appendices.

No attempt has been made to draw any general conclusions or to sketch any ideal form of Works Committee. The object aimed at has been to present the facts as accurately as possible, to point out the various difficulties which have been encountered and the various methods which have been devised to meet them. In this way it was hoped that this Report might be of some value as furnishing guidance and suggestions to those who are concerned with working out the problem of Works Committees for their own industry or their own establishment.

Since this volume was prepared, the Whitley Committee have issued their Third Report which deals with Works Committees and which recommends the collection of information regarding existing Works Committees.

D. J. SHACKLETON.

MINISTRY OF LABOR.  
March, 1918.

## WORKS COMMITTEES

### I.—INTRODUCTION

The extent of the existence of Works Committees before the war is largely a matter of definition. Our estimate of their scope will vary according as we give the term a wide interpretation, or confine it to committees representative of all the workpeople in an establishment. Works Committees in this latter sense of the term existed before the war in various industries, and in some instances they had been in existence for many years. If the term is interpreted in a wide sense, and taken to include various kinds of committees, such as those representative of individual trades or departments, or those which have come into existence at particular times and for limited purposes, the number in existence before the war is greatly increased. In certain industries, however, notably engineering, the conditions of war have produced such a change in both the form and function of workshop organization, that the discussion of the general idea of Works Committees may be said to

have developed out of those conditions. Since, however, the Works Committee, on the whole, springs from the common methods of trade union organization inside the workshop, as they existed long before the beginning of the war, some reference to these methods is necessary as an introduction to this report upon some of the committees which are now in operation.

Before this works organization is considered, it may be noted that certain of the immediate causes which have led to the rise of works committees during the war—the methods of remuneration (piecework or profit-sharing or bonus on output), welfare, collections for charity, and, to some extent, dilution also—were already operative in the formation of earlier Works Committees.

#### *Works Committees before the War.*

The majority of Trade Unions have official shop stewards, though these officials may be known by some other name—such as “shop delegates,” “works representatives,” “collectors,” “yard committeemen,” or, in one case at least, “works directors.” In certain cases also the name committee—Watch or Vigilant Committee—is attached to the body of shop stewards in an establishment. It may even be said that the Works Committee is older than trade unionism; the “chapel,” for instance (the ancient organization of the workmen in each printing office), goes back much farther than the end of the 17th century. Such shop clubs were not confined to any one industry. They were, however, quite different things from a works organization formed of representatives of permanent Trade Unions, and would now be represented by a committee of workers in a non-Union shop. To-day the duties of the “chapel,” as laid down in the rules of various unions in the industry, include those discharged by shop stewards in many other trades. Apart from (1) functions obviously intended to sustain the fabric of the Trade Union—the collection of dues, the interrogation of defaulters and newcomers, and the like—the duties of shop stewards are stated in the rules of different Unions to include (2) the regular supply to the branch or district committee of information respecting any encroachment upon recognized Trade Union conditions, participation in deputations to the management in connection with grievances,<sup>1</sup> the calling of shop meetings of the members to discuss

<sup>1</sup> Participation in deputations to the management has naturally tended to the formation of committees. This may have happened when representatives of different trades joined together to present common grievances; the management may again have suggested the formation of a committee as an alternative to a number of sectional deputations.

grievances, etc. The stewards are in one case held "responsible for the conduct of the shop according to rules." The actual degree of organization of the shop stewards varies among the Trade Unions. In some cases all the shop stewards of a Union in a district hold regular meetings once a month with the district committee of the Union. Certain Unions supply their shop stewards with official cards. In other cases, however, there is no regular machinery for consultation between the shop stewards and the Union officials, and no certificates of official recognition are supplied to the shop stewards. There is variety also in regard to the election and the deposition of shop stewards; some hold office for a definite period, while others may be deposed at any time. Most commonly the election is made in the department by the men of the Union, though there are cases in which appointment to the office is made by Trade Union branches.

(1) In regard to the first-mentioned duties of shop stewards—the collection of subscriptions and the examination of credentials of membership—two facts may be noted. The first is that such methods of organization are not confined to workers whose daily work is done in a fixed establishment, but are also used on certain forms of more or less migratory work, such as building construction. The "ticket" steward commonly examines new men taken into employment on a building job. The second fact to be noted is that in certain industries, in a number of areas, a regular system of Works Committees, linked together in district organizations, had developed several years before the war for the purpose of the more efficient achievement of these objects.

(2) But both in theory and in practice the work of shop stewards—or of committees of shop stewards—has generally extended beyond these functions. As an example of practice, the apparently unsuitable case of building work may first be taken. Committees—somewhat loosely organized it may be, but nevertheless committees, and so considered by those responsible for their formation—have been formed in the building trade; and the scope of these committees has embraced the second and wider class of duties mentioned above. It has for years been common in certain districts for the

The appointment of deputations of workpeople to meet the management is, of course, not confined to trade unionist workmen; it has always been a feature of modern industry in both organized and unorganized establishments. In organized establishments, however, there has always been a tendency for the shop stewards to be represented on such deputations.



"ticket" stewards on a big building job to come together, and to elect a secretary, who in some cases (it may be noted) has been a representative of the laborers. Such a committee of stewards may make representations to, or be consulted by, the employer on questions such as the proper allocation of work in order that sufficient inside operations may be reserved for wet weather. Another question which such committees have been known to bring forward is that of extra payment in consequence of the inconvenient situation of some particular job. (This, perhaps, is strictly Trade Union business.) In demanding adequate provision for the heating of tea cans and for the enjoyment of meals such committees may be said to have anticipated in their own way the modern Welfare Committee. In many industries the same combination of shop stewards and the same practice of making united representations to the employer—a practice not necessarily "recognized"—have been attempted at different times and with varying degrees of success. In some cases in which such methods have been successfully applied in engineering and shipbuilding the initiative has come from the side of the management. It remains true, of course, that the shop steward system up to the present has been in the main only a trade system, and that the committees formed under it can be classed under Works Committees only if the term is given the wide scope mentioned at the beginning of this report. If the term is used in this wider sense, committees will be found to have existed for many years in a number of industries where piecework is in operation. Some of these are dealt with in a later paragraph.

Another of the functions of shop stewards—the calling of shop meetings—appears to form the basis of a system of Works Committees in certain industries, which include, at any rate in some districts, the furnishing trades. The shop meeting; for which the rules of most Trade Unions make provision, is a meeting of the members of a Union; but the term has another meaning which has gained currency during the war—viz., a meeting of all the trades in a works—and it is interesting to note that, in part, at least, of the furnishing industry, this has long been the recognized meaning. Here the meetings are regular (monthly), and the stewards, not necessarily drawn from all the trades, make their report about membership and the like. The shop stewards in a furnishing works may in this way form a Works Committee with a secretary. At the same time it would appear that for the settlement of piece prices certain Unions in the furnishing trades, such as that of the upholsterers, work through their own shop stewards.<sup>1</sup>

<sup>1</sup> The position in the furnishing trade is somewhat indefinite. Some

Committees for the arrangement of piece prices, which are found in a great variety of industries, are convenient examples of (a) trade or departmental organization as contrasted with works organization; and (b) the informal nature and composition of many committees. In regard to (a), the method of the upholsterers has already been mentioned. Usually there are only a small number of upholsterers in any one establishment; fifteen would mean a very considerable firm. In smaller establishments the shop steward or stewards of the Union usually carry through the negotiations for any new work not covered by the shop "log," or list of piece prices. If they are unsuccessful, the full-time Trade Union official comes into the bargaining operations. In one establishment, however, in which an exceptionally large number of upholsterers are employed in several departments or "floors," the Departmental or Trade Committee has been in existence for many years. This is composed of all the stewards—three elected from each of the "floors"—and from this committee again three head stewards are chosen. For the particular work of any floor the appropriate stewards undertake the preliminary negotiations; but if these are unsuccessful, the question in dispute will come before the committee, and be dealt with by the head stewards in consultation with the management before it is—probably with the assent of a shop meeting—given into the hands of the Trade Union official. The pottery industry supplies examples of both (a) and (b). Pricing Committees are found in most sections of the trade; and there may be several committees in a single factory. In the sanitary trade a standing committee is usual. In many factories, however, the method employed is for the operative concerned to call in two or three mates to assist him in arranging the price of a new job. The men called in need not be the same on each occasion. The existence of several committees in one factory may be exemplified by an establishment in the Jet and Rockingham branch of the industry, in which there have been for many years Pricing Committees for jiggerers (makers), turners and handlers. In this case none but Trade Unionists can sit on the

years ago there would appear to have been Joint Committees of employers and employees in several districts, but these have disappeared. A system of Departmental Committees for the fixing of rates for sub-normal workers is still in operation in certain districts, and was more common until quite recently, when piecework was abolished in some areas. In a few establishments these committees appear to have been Works and not Departmental Committees. These committees are *ad hoc* bodies, called into being for a particular purpose by the shop steward (or stewards) who form the element of continuity.

committee; but this is by no means a universal rule. In works, however, in which there are Trade Unionists the practice is to elect to the committee one (or more) of them, who is expected to serve as a connecting link between the committee and the District Committee of the Trade Union.

The position of the "chapel" in relation to the London compositors' scale is an old and well-established case of a works organization taking part among other functions in the regulation of piecework.

In other trades in which piecework is in operation, and where complete standardization of lists has been found impracticable, methods more or less similar to those mentioned above are found. In this connection the development of Works Committees in engineering establishments during the war is significant. The engineering trades have always resisted piecework; but, at the same time, they have generally bargained on an individual basis for any work done on this system. The extension of piecework and the growth of the method of collective bargaining in the shop—by Works Committees or stewards—have gone on side by side; and it would appear that, to a considerable degree, the one is the immediate cause of the other. Even in industries in which price lists for piecework are used there are commonly occasions on which a particular job is not covered by the list, and in certain cases jobs cannot be listed at all. In this connection it may be noted that in mining the method of joint pit committees—as well as the Joint District Board—has been in operation in certain districts for a long time, and the method is embodied in the rules of various districts under the Coal Mines (Minimum Wage) Act of 1912. In several districts disputes as to whether a workman has forfeited his right to the minimum must be discussed by two officials of the mine and two representatives of the local lodge of the Union before they are taken to the district Joint Board committee, and in one district the representatives from each side are four in number.

The fact that in many mining districts the Trade Union branch—or lodge—is composed only of the men working in one pit makes the Lodge Committee in effect a Pit Committee.<sup>1</sup> It is not a complete Works Committee—in the stricter sense of the term—except in those places in which the enginemen and certain other workers, who commonly belong to other Unions, are members of the local

<sup>1</sup> Even where the basis of the miners' branch is not the pit but, say, the village, each of the several pits in the village commonly has its committee.

Miners' association. The tendency of certain other Unions—*e. g.*, those in the iron and steel industry—to organize on the basis of the works is interesting from the same standpoint.<sup>1</sup>

It may be noted that in many cases Conciliation Boards are really Works Committees. This is so when the joint board is composed of representatives of the workpeople in one establishment and of members of the firm. Such boards—with varying degrees of connection between the workmen's side and the Trade Unions—have been formed in individual establishments belonging to a variety of industries.

#### *Nomenclature.*

A distinction must be drawn between "Works Committees" and "Shop Committees." The former cover the whole of a works (or even, in some cases, the whole of two or three contiguous works); the latter cover a particular department or shop in a works. Among Works Committees it is possible to distinguish three varieties. The first and main variety may be called the "Industrial Committee." Such a committee, generally constituted on a Trade Union basis, deals with particular questions affecting the conditions and remuneration of labor in a given works—questions of principle being reserved for the district or national organizations concerned. It is this variety which, being the most important, is often called by the general name of Works Committee. A second variety may be called the "Welfare Committee." Such a committee, representing as a rule all the workers in a given works, deals with what may be termed works amenities—ventilation, sanitation, and the like. A third variety, which may be merged with the second, or may be distinct, is the "Social Union," or, more exactly, the committee governing the Social Union, where one exists, of the workers employed in the same establishment. Such a committee is concerned with games, recreations, study-circles, picnics and the like.

Apart from these main types there are, of course, local varieties of all sorts. There may be, for instance, a separate "Mess-room Committee"; or, again, there may be a separate "Women's Committee." There may be a committee peculiar to a small section of workers (*e. g.*, tool-makers), which handles a large and important area of functions in regard to those workers. Finally, even though there is no regular or standing Works Committees, it may be the

<sup>1</sup> It may be noted that the circumstances of industry in general in the 18th and early 19th century made for a greater correspondence between organization by locality and organization by establishment than exists to-day.

case that committees are created *ad hoc* whenever an important question arises in a works, and that these committees are consulted by the management with a view to settling such questions. This indeed is the procedure followed in some of the works where the relations of management and men are most amicable. In some cases the committee so formed consists of the shop stewards of the separate trades.

It may be added that some committees are "joint," and embrace representatives of both men and management, meeting together in regular session; while others (and this is the general rule) are committees of workmen only, but meet the management from time to time (sometimes regularly, and sometimes occasionally; sometimes directly, and sometimes through their chairman or secretary) to settle grievances and to give or receive information.

Various names have been applied to committees formed during the war, particularly to those formed to deal with such questions as timekeeping. Among the names are "Workers' Advisory Board," "Works' Tribunal," "Vigilant Committee," and "Works' Council."<sup>1</sup>

#### II.—ORIGINS AND INFLUENCE OF WAR DEVELOPMENTS

The causes which have brought Works Committees into existence during the war, and the circumstances attending their origin, are naturally very different. A classification of origins may, however, be attempted under the following heads:—

- (1) Shop stewards.
- (2) Dilution.
- (3) Methods of remuneration.
- (4) Timekeeping.
- (5) Welfare.
- (6) War charity.
- (7) Other causes.

#### *Shop Stewards.*

To a very considerable extent the first three headings must be treated together. This is particularly true of engineering works. It has already been pointed out that shop stewards with a considerable range of duties were a normal feature of Trade Union organization before the war. It has also been seen that, though

<sup>1</sup> "Works Committee," it may be noted, is sometimes taken to mean only a Joint Committee of management and employees. The name is not used in this narrow sense in this report. "Shop Committee" is sometimes used in the sense in which "Works Committee" is defined above, i.e., for a committee covering not merely a department but the whole of a works.

for the most part these stewards acted only for their own separate organizations, this was not their only method of operation. One effect of the war has been to enhance the position and prestige of the shop stewards. The loss of the right to strike has depressed the position of Trade Union officials, who were thus deprived of the chief weapon they controlled and, if they had organized strikes, would have been liable to prosecution. Under these conditions the shop stewards, more unknown and therefore less exposed, began to exercise more power. Nor was this all. In an industry such as engineering, questions of dilution and, again, of payment by results raised matters of detail which needed some shop machinery for their solution. Such questions often concerned the members of several Unions in the same establishment; and the common interest of men working side by side often led to concerted action. Though many Works Committees instituted during the war can be traced to one or other of these sources, and though most of the committees thus called into existence may be said to have worked to the satisfaction of all grades of workpeople, it is true that in certain cases the question of dilution has produced committees of shop stewards with conflicting interests. In certain places two committees have been formed, one composed of the shop stewards of the skilled trades, and the other confined to the stewards of the Unions representing the unskilled and semi-skilled men.

It may be added that this tendency among workpeople to bring their organization more closely to bear upon workshop conditions is to be seen in industries which have been much less affected by the war than engineering. The tendency preceded, but has been strengthened by the war.

#### *Dilution.*

To gain the consent of the National Unions was not in itself enough to settle the question of dilution; for it is obvious that in a complicated trade such as engineering, with its many varieties, questions of detail might arise in almost every works which needed some machinery for their solution. This has led to the introduction of Dilution Committees in many establishments. These committees, consisting of representatives of the workers (mainly, of course, the skilled workers), discuss with the management on what machines or processes, to what extent, and under what conditions dilution shall be introduced. Committees of this character, dealing with an important range of economic questions, have often been led to raise other questions than that of dilution, and to bring forward for discussion with the management, with which they were

being brought into constant contact by the problems of dilution, questions and grievances of a general character. Sometimes the committee has remained in name a Dilution Committee, while it was in reality a Works Committee. Sometimes a definite change has been made, and the Dilution Committee, with more or less change in its composition, has been turned into a Works Committee. In any case, the problem of dilution has been one of the most potent forces in forwarding the movement towards Works Committees. Though there has been a marked tendency for Dilution Committees to develop into Works Committees, it may be noted that in one or two cases the Dilution Committee was formed after, and as a sub-committee of, the Works Committee.

The importance of the connection between a Works Committee and the Trade Unions is indicated by complaints that Dilution Committees' negotiations have violated Trade Union agreements.

#### *Methods of Remuneration.*

One of the necessities of the war has been to increase output; and one method which suggested itself for this purpose was that of payment by results in trades where timework was the normal practice. In many trades any system of piecework is very unpopular, and, in the past, has been strongly opposed. This is true of engineering, where the Unions had left any piecework which was introduced to the control of individual bargaining. The rapid extension of piecework in such trades has led to a variety of forms of collective bargaining. In some establishments a new piece-price is submitted to the Works Committee before it is discussed with the individual workman. In others an Appeals Committee has been instituted to consider and bring forward complaints against piece-prices or premium bonus times fixed by the management. In others, again, something on the lines previously mentioned as existing in parts of the pottery industry has been developed; and prices have been discussed, not with the individual workman, but with the workman and two or three of his mates on similar work. In other establishments various forms of collective or group bonus on output (or output value) have been adopted; and in some of these cases committees have been formed either temporarily, in order to discuss the introduction of the new method, or permanently, in order to supervise its working. In other cases committees have been formed to deal with timekeeping bonuses or profit-sharing schemes.<sup>1</sup>

<sup>1</sup> A great variety of bonus schemes is in operation in munitions factories, many of which are not understood by the workpeople concerned. It would appear to be necessary that not only should there be a com-

Committees connected with methods of remuneration are not, in themselves, Works Committees proper. They may be committees representing only a small section of the establishment (*e. g.*, the toolmakers), while the rest of the workmen in the establishment are not concerned and are represented by no committee. They may, again, be partial in scope as well as in membership, and deal with no other matters than that of a bonus. This, however, is unlikely and seems unusual. A committee connected with a bonus system often comes to embrace a wider scope, and will bring forward, or be consulted by the management about, other matters.

#### *Timekeeping.*

Committees whose sole function, or one of whose main functions, is the improvement of timekeeping, have been instituted in the coal mining industry, at the ironworks in Cleveland and Durham, and in a number of engineering and munitions factories. The Pithead, or Output, or Absentee, Committees, as they are variously called, commonly deal with the negligence of mine officials as well as with cases of absenteeism. The committees at the Cleveland and Durham blast furnaces are confined to the one function of improvement of timekeeping.

#### *Welfare.*

The strain of the war has introduced conditions which have made it necessary to consider ways of promoting the physical welfare of the workers. Long hours have been worked; night shifts have been added to day shifts; workshops have sometimes been crowded; the introduction of women workers by the side of men, in occupations where women had not previously been employed, has raised a number of questions. Matters such as the best distribution of working hours, the provision of canteens and mess-rooms, and the improvement of ventilation and sanitation, have all demanded attention. On such matters, where the interest of the workers is paramount, the simplest course is obviously to consult them, and to receive their complaints and suggestions through their own accredited representatives. This course has been adopted in a number of establishments; and the result has been the institution of a Welfare Committee, which has eased the situation by removing, or preventing the rise of, a number of grievances. The workmen have

mittee to supervise such schemes, but that a "Particulars Clause" should be made obligatory on the employer. Arbitration awards have in individual cases made one or both of these methods of control part of their findings.



thus been allowed a voice in regard to the conditions under which they labor, and these Welfare Committees, though they can hardly be called Works Committees, may be said to prepare the ground. They serve to engender something of a spirit of community in the works, and to help the workmen to feel that they have a common interest as workers in the same establishment.

#### *War Charity.*

In several cases (for instance in the Glasgow district) committees have been formed to administer funds raised in the works for the purpose of helping dependents of workmen who have joined the Colors. These committees form a germ which may develop, and here and there has developed, into Works Committees capable of entertaining grievances or raising general questions and bringing them to the notice of the management. Where the firm has subscribed to the works' fund, and has been represented on the Committee of Management, the nucleus of a Joint Committee is obviously present.

#### *Other Causes.*

In much the same way committees formed in an establishment for social purposes prepare the ground, if they do nothing more, for the institution of Works Committees. They help to create the habit of common action through representatives; and accustoming the men of different crafts and different Unions to act together for purposes of a social nature, they gradually lead to the adoption of the idea that a certain range of industrial questions may be treated in the same way. In some of the best establishments which have recently instituted Works Committees the success of these committees is largely attributed to the work which committees of a social character have done in preparing the ground.

It is believed that the ways indicated are those in which Works Committees have mainly tended to arise. In a subject of such variety, however, it is impossible to make any exhaustive enumeration. Often the institution of a Works Committee is due to the initiative of an employer or manager who desires to give the workpeople a larger control over working conditions or who finds that his task is greatly eased if he can deal with an accredited representative of the workmen. Sometimes a committee may have arisen in connection with a particular dispute and for negotiating a settlement, and may then, in the issue, be adopted as a permanent mode of working. In certain cases during the war, as before it,

the creation of a Works Committee has been one of the terms of settlement of a dispute.

### III.—CONSTITUTION

The constitution of a Works Committee naturally varies with its functions. A Welfare Committee, handling questions in which the difference between unionist and non-unionist workmen, or again the difference between different Unions of workmen, hardly arises, will tend to be composed of representatives of all the workers, elected without regard to differences of craft or grade or occupation. An Industrial Committee, handling as it does questions in which differences of skill or of craft are concerned, will involve a new range of considerations. It may be necessary to consider the relation of such a committee, if one is instituted, to the existing industrial organization of the workmen in the works in the shape of shop stewards or delegates; and, again, it may be necessary to consider whether management and labor should sit together as a Joint Committee (and, if so, in what proportions), or whether the Works Committee should be one of workers only, with opportunities of ready access to the management—and ultimately, it may be, to the directors—when such access is desired.

The last point may be taken first. Joint Committees are rare.<sup>1</sup> There are some committees of this nature, containing two or three representatives of the management and about a dozen representatives of the workmen, which meet at regular intervals—in one case from week to week, but more often at longer intervals. Even when the Committee is a Joint Committee, however, some provision has generally to be made for separate meetings of the representatives of the workers; and, as a rule, Works Committees appear to be committees of the workers only, with regular facilities for consultation with the management, either at fixed intervals or whenever occasion arises. Joint Committees may ultimately come to be the normal form, but in the preliminary stage of development it seems likely that committees of workers only, with regular facilities for access to the management, will generally be the form adopted.

Where the committee is a Joint Committee, the idea of the joint meeting is probably first mooted by the management; and unless the workers' side is already in existence the management may sug-

<sup>1</sup> This statement applies to committees whose work is not strictly limited to one or two functions. The actual number of Joint Committees is large if we include the "Absentee" Committees at coal mines and the Timekeeping Committees at ironworks.

gest the basis of composition and the methods of election of the committee. Where, however, the committee is a committee of workmen only, it is advisable (whether the idea of such a committee is suggested by the management or develops spontaneously among the workmen), that the workmen should be left to determine the basis of its composition and the method of its election for themselves.

Two main methods appear to prevail in regard to the composition of a Works Committee of the second type mentioned above.

(a) The committee may be elected by all the workmen employed, each department or shop being treated as a constituency, and returning a number of members, perhaps in proportion to its size. This appears to be the simplest method and is found even in works in which the workers have already an industrial organization in the shape of shop stewards or delegates.<sup>1</sup> This is the case in most works, and in such cases it may be advisable to build on the existing organization. This brings us to the second main possibility.

(b) The committee may be a committee of the shop stewards of the different Unions represented in the works, or, in a large works where shop stewards are numerous, a committee elected by the shop stewards. In one works, for instance, which employs about 3,000 workmen, the Works Committee (in this case a Joint Committee) contains 12 representatives of the workmen elected by the shop stewards (some 40 in number) of the various Unions represented in the works. In another works a committee of seven shop stewards meets the management monthly and discusses questions which its members and the management have asked to have placed on the agenda.

The two methods which have just been described represent the two possibilities at either end of the scale; but various methods may be employed which combine, or come as it were between, these two possibilities. Even where the committee is elected by all the workmen, unionist or non-unionist, voting by departments, the tendency, if the works is strongly unionist, is towards the election of representatives who are all unionists and are also, either altogether or in part, shop stewards of their Unions. In one works with 4,000 workmen the Works Committee of 21 members, elected by a general vote of the men workers, is entirely composed of shop stewards.

<sup>1</sup> This method of departmental election commonly results in a committee, all the members of which are shop stewards. But even when this is so, a majority of the shop stewards may not be on the committee; and the members may be drawn from a minority of the Unions.

ards. In another works, with 3,500 workmen, in which a Works Committee has existed for about 10 years, all the workmen in any department may vote, but only unionist workmen can be elected, and half of the members of the Works Committee are shop stewards.

Another method which deserves special notice is that of election on the basis of Unions, all the members of a Union in the works electing a certain number of representatives. The number of members to which a Union is entitled may vary in direct proportion (or in some other way) with its membership in the works. Thus, in a scheme under consideration for an engineering works, representation on this basis gives seven members to three General Labor Unions, eight members to the largest Union of skilled men, two members to each of two other Unions of skilled men, and one member to each of seven other skilled Unions. This method—since in an engineering establishment the members of a Union may be distributed through several departments, in each of which there may be a shop steward or stewards of the Union—is not necessarily identical with that in which the shop stewards of the different Unions in each department form the committee. In several iron and steel works the method of election appears to be by the members of each *branch* of a Union who are working in the establishment.

In one such case the right to representation is stated to belong to the branch because it has members in the works. The statement, however, is qualified in order to cover the case of a Trade Union branch—*e. g.*, of the Amalgamated Society of Engineers or the Bricklayers' Union—only some of whose members may be employed in the particular works. In their case only the members of the branch employed in the works make the appointment; and from the nature of the case the representative so appointed is almost bound to be the person acting as shop steward for the Union in the works. This, combined with the fact that the branches of the iron and steel Trade Unions correspond to sections or departments of workers in a single works, makes such branch representation similar to departmental representation. Another feature of this system is that the secretary of any branch who is working in the establishment—this is almost bound to be the case with branches the membership of which is confined to the works—is, *ex officio*, a member of the committee. The draft proposals for representation now being discussed by the shipbuilding trades in one district are to the effect that each Works Committee should be composed of a certain number of representatives from the men of each trade or Union employed in the yard, and that among the representatives

of each trade or Union one at least should be an official shop steward. Some of the Unions in the shipbuilding industry include, it may be noted, several trades, and the official yard delegates (or shop stewards) of the several trades in one Union often form a Yard Committee for such functions as the inspection of Union cards.

Other methods found in practice are election of all the members by the whole of the employees in an establishment voting as one constituency, and election by occupations or trades.

In some works there is one committee for skilled men and another for, unskilled or semi-skilled. In several large engineering establishments, for instance, there are two Committees of Shop Stewards, one for craftsmen, and another for semi-skilled men and laborers. Generally, however, there is only one committee for both sets of workmen.<sup>1</sup> The persons elected to such a committee are in certain cases drawn solely from the ranks of the skilled craftsmen, though there may be unskilled men (and stewards of unskilled Unions) in the works. The exclusion of any *direct* representation of the unskilled men in such circumstances is generally due to the same cause as the absence of any direct representation of the smaller craft Unions, *vis.*, the fact that a department's representative tends to belong to the Union which has most members in the department. There are certainly cases in which this apparent exclusion of representation of the interests of the unskilled is a source of friction between the different classes of workers; and the presence in some works of separate committees is the extreme expression of such difference in interest. It is argued that the unskilled men—though they may be excluded by exactly similar circumstances—are in a different position from a minority of skilled men who may be excluded from direct representation, in that the interests of the latter, being akin to their own, are better understood by, and receive more sympathetic consideration from, the

<sup>1</sup> A Works Committee in a Midlands munitions factory has just been reconstituted. Previously departmental election had produced a committee all the members of which were skilled trade unionists. The new method gives separate representation to (i) skilled men, (ii) semi-skilled and unskilled men, and (iii) women employees. This scheme, advocated and carried through by the secretary, who is an official of his own Union, is designed to give all grades in the works an active interest in the committee. It is hoped that later the separate representation of the different grades in each department may not be necessary; previously the grades not directly represented have not opposed the committee, which has been very successful, but they have not shown as much interest in it as is desired.

skilled men on the committee. It would nevertheless appear that most committees appointed on a departmental basis do succeed in representing fairly the interests of all their constituents; and it is claimed that the committee member tends to look upon himself not as the representative of a particular craft or section in the department, but as the representative of the department as a whole.

The position of women workers is in some respects analogous to that of unskilled workmen. In some cases they have a vote for the Works Committee elected by the various departments, and they may have a representative of their own on that committee; in other cases representation is secured to women's departments as such. Sometimes, even where women are excluded from voting, the Works Committee may represent their interests; and it may entertain and bring before the notice of the management grievances of women workers and questions affecting their interests and the conditions of their labor. Occasionally, though this is rare, there is a separate committee to represent the interests of women workers.

From what has been said it is obvious that the constitution of a Works Committee raises a number of questions. (1) In the first place, there is the question whether the committee should be based on the industrial organization of shop stewards, where such organization is in existence, or should be based on a general vote. (2) In the next place, assuming the latter alternative to be adopted, there is the question whether all the workers should vote, and, if so, how the constituencies should be arranged, or whether only unionist workers should vote, and, if so, how and in what proportions the different Unions should be represented. (3) Further, there is the question whether there should be a single committee, or one committee for skilled and another for unskilled workers; and (4) finally, there is the question whether women workers should have a separate committee or be represented through the general committee of the works.

No general answer can be given to any or all of these questions. The circumstances of different works vary, and each type has to find its own solution.

Wherever it is possible, a committee of shop stewards or Trade Union representatives would appear to be the best solution.<sup>1</sup> At the same time, it is important to secure that the size of the committee, while large enough to be representative, should not be so large

<sup>1</sup> As will be seen from the appendices, individual committees formed on very different lines have been in every way successful. Since, however, the problem from the point of view of the well organized indus-

as to make it unwieldy, and that, as far as possible, there should be direct representation of each department. The size of the committees actually in existence varies; some committees have 12 members, some have upwards of 30. The smaller number seems more likely to be effective. It may be necessary, therefore, that a Works Committee, if it contains a large number of members, should appoint a smaller committee of itself; and that, while the management should be in regular contact with the smaller committee, questions of difficulty should be referred by the smaller committee to the larger, the management meeting the larger committee in case of need. In its choice of the smaller committee the Works Committee could allocate a place, or a number of places, to each department or group of departments. Another method of electing a committee of manageable size would be that from the stewards in each department (or, in certain cases, groups of departments) one should be appointed by a general election held in the department or by the departmental stewards themselves. In certain cases, in large works, it may be desirable that the stewards in each department should form Shop Committees, with which the general committee could keep in touch and from which its members could learn the needs and the complaints of each department. Another variant is that sub-committees instead of being departmental should be functional, *i.e.*, should each deal with a particular matter or set of matters such as dilution, piecework, suggestions of improvements, etc.

The existing Works Committees have generally two officers, a chairman and a secretary. The tenure of office of the committee is often unfixed. Where it is fixed, it may be for six months or tries is complicated by the existence of poorly organized areas, a proposal under consideration by a firm in which considerably less than half of the employees are trade unionists may be noted. The proposal is that the Works Committee should be composed of departmental representatives, who will include the shop stewards, and that from this committee as a whole, or from the shop steward and the non-shop steward sections of it separately, there should be elected a small number of representatives of the workers to sit on a Joint Committee. The proposal was made as a means of combining (a) the recognition of shop stewards and (b) the representation of all the workpeople on the Joint Committee, without duplication of committees for different functions. The firm, which recognizes the Unions and whose conditions are above the district standards, intends that the Joint Committee should deal with a very wide range of subjects, only some of which are shop steward questions.

for a year.<sup>1</sup> A fixed tenure, provided that it is not too short, seems desirable; a new election will reinvigorate the committee and if the workmen in general have any feeling which the committee has failed to express, it will give a chance for its expression.

The desirability of election by secret ballot has been emphasized by many employers and by some Trade Unionists.

#### IV.—PROCEDURE

Some Works Committees have regular meetings with the management, at intervals of a week, a fortnight or a month. A list of agenda is circulated and regular minutes are kept. In one establishment where this is done the men's chairman presides at one fortnightly meeting and a representative of the management at the next. In other cases the meetings are not regular, but are held whenever occasion arises. Arguments may be used both for and against a system of regular meetings. It may be urged in their favor that they provide a known and regular time for raising a question; that they enable questions to be raised in their initial stages, whereas, if meetings are not held until occasion arises, a question may have grown acute before a meeting is held; and, finally, that by bringing representatives of the management and the men into constant contact, they accustom either side to seeing and understanding the point of view of the other. It may be urged, on the other hand, that if meetings are regular, and at frequent intervals, there may often be no business to be done, and that the effect may be either to make the committee slack, or to induce the more restless members to manufacture business by finding grievances and discovering difficulties. In any case it may be suggested that the main thing is not so much regularity of meetings, as what may be called *the principle of the open door*. If the men know that their representatives have access to the management, and if they know that the management, on its side, is ready to consult their representatives, the success of the main function of the committee is secured. The number of times at which a general Works Committee needs to meet the management will vary with the type of works and with the degree to which sectional questions can be handled by such a committee. One committee, in an establishment in which relations have always been good, has

<sup>1</sup> In certain exceptional cases committee members are elected monthly and the secretary quarterly.



met the management on an average three times a year in the last twenty-four years, though in the last three years, owing to the number of questions raised by the war, the average number of meetings in each year has been seven. During the whole existence of the committee, however, the right of the separate trade delegates to meet the management has been freely used. Employers complain that workpeople tend to want all questions settled offhand, and fail to realize that investigation may be necessary; and one argument in favor of regular meetings is that they form a permanent, and businesslike substitute for frequent sectional deputations. There would appear to be many questions which can be settled in a more satisfactory way if they are discussed and investigated at regular joint meetings. This method, however, cannot be applied indiscriminately; there will always be matters of urgency which must be taken up as they arise; and sectional questions may, in certain cases, be better treated apart from the regular meetings of a general Works Committee.

One other caution may be suggested in this connection. Works Committees instituted in engineering establishments during the course of the war have naturally found abundant work. The same will probably be true of the period of reconstruction after the end of the war. It is possible, however, that under normal conditions a system of weekly or fortnightly meetings might prove unnecessary. It may be suggested, therefore, that a distinction may be drawn, on the point of frequency of meetings, between what may be called "the emergency period" and the period of normal conditions.

Another question of procedure, which also bears on the matter of frequency of meetings, is connected with the position of the secretary of a Works Committee. In many establishments which have Works Committees a large part of the active work which they entail is done by the secretary. Difficulties are reported to him by the workmen concerned either directly or through a member of the committee, and he, after consultation with the committee (or, it may be, in lesser matters, immediately), brings the difficulties before the management. Such difficulties may often be settled at once, and their settlement simply reported to the Works Committee. A great deal of work may thus be thrown upon the secretary in consulting the workmen concerned and in interviewing the management, and the position is thus one which offers a great deal of scope to a man of capacity. Such a man may largely carry on his shoulders the current work, and the committee may only need to deal with larger questions. But the position has its difficulties, and

there are two matters which deserve particular notice. One of these is the question of the secretary or chairman's moving about the works during working hours, and entering departments other than his own, for the purpose of interviewing any workman who has preferred a complaint. If the secretary is bound to ask the consent of a foreman or overlooker before he enters a department, and if that consent may be refused, the work which the secretary can do in investigating and removing grievances is liable to be hindered. If, on the other hand, he can enter any department (without any formality, or on simple notification of his wish) and engage in discussion with a workman, the work of the department may be held to be likely to suffer. From the experience of several works, however, it would appear that this freedom of movement is found to be an essential condition of the success of a committee. The extent of freedom necessary, and the members of the committee to whom it should be allowed, will vary with the size and the other circumstances of a works.

The other matter which arises in connection with the position of the secretary is concerned with his remuneration. His secretarial duties may interfere with his own work. He is bound to lose time, and, consequently, unless some arrangement is made to indemnify him, he is bound to lose wages. In one case, in which, it is true, the work is specially complicated and onerous, the amount of time spent on secretarial work is said to amount to a total of 30 hours in the week; in another case the loss of wages involved has, over a period of several weeks, amounted to £2 a week. In one large works, where the committee is engaged to a great extent with questions arising from charitable work, the secretary now gives his whole time to the duties of his position, and is paid by the firm. In some cases it would appear that the secretary is paid ordinary time-wages for the time he spends on secretarial business in working hours; in other cases, where the work is premium bonus or piece-work, he may receive the average earnings, or, again, his companions may keep his machine running in his absence. It seems, however, that some arrangement is necessary to meet what is often a real difficulty. It may be argued that the management should pay the secretary<sup>1</sup> the full wages which he would otherwise

<sup>1</sup> In certain cases the secretary's (or chief shop steward's) guarantee of average earnings appears to depend upon the will of a foreman or ratefixer. Thus in one large establishment, where the premium bonus system is in operation, a chief shop steward is paid his time for periods during which he is engaged on negotiations with the management; it is usual, however, for the ratefixer to see that sufficient "extras" are added

have made, since the work he does conduces to the better running of the establishment. On the other hand, the men might object to such a course, on the ground that it tended to make the secretary more dependent on the management and less of a fellow-workman. Another method, which is employed in some cases, is that the secretary should be reimbursed for lost time by the workmen. In certain cases it may be noted that weekly contributions are paid by the workpeople to meet the expenses of meetings, etc.

Another question, which is somewhat analogous, concerns the time of the meetings of the Works Committee. Under one plan the meetings may be held in the employer's time, and the members may be paid full rates during the time they spend in attendance. This is a plan which is often adopted when there are regular meetings with the management. Many committees which have no regular meetings with the management meet after working hours. Another plan, which has been suggested, is that the meetings should be held partly in the employer's time (the members being paid full rates during that time) and partly in the time of the men, or, in other words, after working hours. This may present some difficulties, as some of the members may find it inconvenient to stay after working hours. On the other hand, it is argued that this course best corresponds to the logic of the situation; management and men both gain from the work of a committee, and it seems logical that either side should surrender a part of its time. The solution of the problem depends to some extent on the length of the working day. Members of committees have complained that to meet at 8 or 8.30 p.m., after 3 hours of overtime, was "a bit hard." Under normal hours the attitude would have been different.

In the matter of procedure in the stricter sense of the term there is at present a good deal of variety. Generally the procedure is somewhat informal, and this, in the earlier stages of a Works Committee, is perhaps to the good. The normal procedure, so far as one can speak of a normal procedure, is somewhat as follows:—

- (1) A workman who has a grievance will report it, directly or through the committeeman in his department, to the secretary. Lesser grievances, which do not affect a number of men or raise a general question, may be set-

to the man's bonus earnings to neutralize the difference between the time wages and what might have been earned on bonus for the periods in question. This more or less casual arrangement does not appear to be a very satisfactory solution of the difficulty.

tled at once by the secretary with the foreman or departmental manager concerned.

- (2) Grievances which are not thus settled are taken up by the committee, and brought by the committee before the management.
- (3) If grievances or disputes are not settled with the management, they are carried to the branch or the district organization of the Trade Union or Trade Unions concerned, and they go henceforth along the ordinary channels of Trade Union organization.

The effect of this procedure can best be seen by comparing it with the procedure which is followed in the absence of a Works Committee or of recognized shop stewards for the separate trades. Where there is no Works Committee, the individual workmen, or a delegation of workmen, will bring their case to the management, if they can get admission; and failing any agreement, the matter will go straight to the Trade Union. Where there is a Works Committee the difference is this: first that there is a certainty of admission to the management; secondly, that instead of the onus of stating their case being thrown on the individuals concerned, there is a regular machinery (the officers and the committee) to sift the case and to state it formally; thirdly, that, instead of the action taken being individual or sectional, it is the general action of a body representative of all the works; and, finally, that there are two chances of a settlement being attained in the works (first between the secretary and the foreman or departmental manager, and, failing that, between the committee and the management) before the question goes outside for settlement. The main difference between this procedure and that adopted when trade shop stewards are recognized is much less, and only arises on the third of the points just mentioned. This difference, however, is important, because it involves the problem of the delimitation of a Works Committee's functions. It may also be noted that, in certain cases at least, the machinery of the Works Committee is brought into operation not as a preliminary to the question going before a Trade Union branch, but in support of a decision previously come to by a branch. This is so in certain iron and steel works. The difference, it may be said, is more apparent than real, because many of the branches (and these the strongest in numbers) are in such cases works branches—that is to say, the membership of the branch is confined to men employed in the works. On the other hand, certain branches extend their membership beyond the works; and, in so far as the Works Committee takes up a case already enter-

tained by such a branch as union business, there is another form of procedure. This procedure appears to have been adopted in certain cases with the acquiescence of the Trade Union branch concerned. It seems important that the place of the Works Committee in relation to trade questions should be properly defined; otherwise there may be dangers of overlapping and confusion through (a) the diversion of a purely trade question to the Works Committee, when it ought to go through the ordinary Trade Union channels, or (b) the use by a Trade Union branch of the Works Committee in support of a case which it should properly call upon the officials of its Union to handle.

Three other matters of procedure call for notice. One of these is the use of what may be called "the referendum." A Works Committee, when its members feel that a matter is important, and that it is necessary that they should ascertain and carry with them the opinion of the workers either in a department or in all the works, may summon a general meeting and bring the matter forward for discussion in that meeting. There may be no rules to decide when this should be done, and it may be done at different stages, either before a matter has been discussed with the management or subsequently to such discussion; but the possibility of such a general meeting enables the committee to make sure that its policy will be adopted by the workmen concerned, and it puts it in a position to assure the management that a policy thus confirmed can really be carried into effect. In certain industries the regular shop meeting is a feature of shop organization. This is so, for example, in furnishing and in the woodworking side of the aircraft industry in London. The shop meeting is really a factory meeting, and is held once a month.

Another matter of procedure is one which touches the management and directors of a firm. It is important that the representatives of the firm, who meet the committee, or (if it is a joint body) sit on the committee, should belong to the highest rank, and should include the general works manager (or, if there is one, the labor superintendent)<sup>1</sup> and one or more of the directors. A great part of the value of the Works Committee, from the point of view of the men, is that it brings them into contact, and gives them an opportunity of discussion, with the authorities with whom, in its

<sup>1</sup> A particularly interesting development during the war has been the appointment to the management staffs of several establishments of persons whose chief function is to deal with labor questions. The success of a Works Committee may to a considerable extent depend upon the status and qualifications of such an official.

absence, they seldom get into close touch, and then only on points of difference. Nor is it only the workmen who stand to gain if the highest rank of management is represented. Members of the firm who are primarily occupied with finance or technique will be brought into contact with those questions of labor which are the fundamental problems of industry, and in discussing these questions with the representatives of the workmen they are likely to gain a deeper insight into the best methods of conducting the industry.

Lastly, there are questions connected with the keeping of minutes, the drawing up of agenda, the presentation of complaints, and the like. Where regular joint meetings are held it is common for a complete record of each meeting to be made in shorthand by a member of the staff and for the workpeople's secretary to make notes of the proceedings; minutes based on the complete record may be circulated among the members of the committee after the meeting. Even where the committee of workpeople as a whole does not meet the management, it may supply the latter with copies of the minutes which concern the management. It is common for the management to supply typing facilities for the duplication of minutes and of agenda. In some works complaints made to the committee must be in writing. This rule has sometimes been introduced in order to check the making of frivolous complaints or inaccurate statements; it may be compared with a method of the "chapel," where a member may call a special meeting by placing a shilling (or other sum) "on the stone" on pain of forfeiting his shilling if the chapel decides that his complaint is groundless.

#### V.—FUNCTIONS

Since Works Committees are of different types, it is obvious that their functions vary considerably. In the first place there is the distinction already mentioned under the head of nomenclature. A Welfare Committee is concerned with all questions that affect the comfort and physical well being of the workman while he is engaged on his occupation; an Industrial Committee is concerned with industrial conditions in general. Often a Works Committee will undertake both sets of functions, but some committees may be confined, primarily at any rate, to the working of a system of bonus on output or premium bonus or piece-rates; others may be confined to questions of dilution; others may have a general and undefined scope which depends on an unwritten understanding between management and men.

There are several questions of a general character which deserve some attention, before we turn to the detailed functions actually discharged by various Works Committees. Are these functions always consultative, or are they sometimes executive? This raises another question—is it possible, in the strict sense of the word, to speak of a Joint Works Committee? What, again, are the functions of the management, and how far may a Works Committee trench on these functions? Finally, what is meant by "recognition," and what is the effect of recognition on the functions and powers of a Works Committee?

As far as the first question is concerned, it would appear that the functions of a Works Committee are practically always consultative. Usually a Works Committee can bring matters before the management and discuss them with the management; it can press its views about these matters on the management; in the last resort, it can induce the Trade Union organization to call a strike. But the Works Committee cannot usually, as such, carry its views into action, or ensure that they shall be carried into action, by any direct machinery. The management has the executive power, and unless the management is impressed by the representations of the members of the committee, or by the sanction which lies behind them, those representations will not lead to executive action.<sup>1</sup> This would appear to be usual even where the Works Committee is a Joint Committee. There are, indeed, certain cases in which the decision of a *majority* of the members of such a Joint Committee is carried into effect. This is so in the Pit-head and certain other committees which have the power to fine bad timekeepers; and in certain engineering establishments the question of prosecuting bad timekeepers before the Munitions Tribunal is decided by Joint Works Committees. But, so far as can be discovered, the general custom is to the contrary. *Unanimity* must be attained; the management must be convinced, and both sides must freely agree together, before executive action is taken. The operation of a Joint Committee is really in the nature of consultation between two parties—consultation which, if it results in unanimity, results in

<sup>1</sup> In one establishment, however, decisions upon disciplinary and time-keeping cases made by a committee wholly composed of workpeople are accepted by the firm. In some cases such functions as the day to day administration of a mess-room are discharged by committees wholly composed of workpeople. Even in such cases, however, an important decision—for example, one involving capital expenditure—would usually have to meet with the approval of the management before it could be put into force.

action, but not otherwise. It would be a mistake to think in terms of voting, or to think that even if there is voting, its result is a formal decision by a *majority* vote. What happens is rather discussion by which misunderstanding is often removed, and upon which, if *unanimity* is attained between the two sides, action will ensue. It follows, therefore, that generally we cannot speak of Joint Committees, if by Joint Committees we understand joint executive councils acting by the vote of the majority. On the other hand, there are Joint Committees, if by Joint Committees we understand deliberative meetings of both sides, always attended by both sides, though often accompanied by separate meetings of the two sides.<sup>1</sup>

A question of importance, when we are considering the functions of a Works Committee, is the definition of the term "management." It may be urged, on the one side, that the functions of a Works Committee should not be such as to interfere with management; it may be urged, on the other, that if a Works Committee is to be debarred from questions of management it loses reality and becomes a mere form. Much, therefore, depends on the sense in which the term management is used. Is the work of the foremen part of management? Or does the word denote the higher organization of industry? It would appear that a Works

<sup>1</sup> The division between executive and advisory powers in a scheme now under consideration for an engineering works may be noted. It is proposed that the former should include (1) those powers conferred by the Trade Unions and in accordance with the constitution or resolutions of the local Allied Engineering Trades and (2) those conferred by the firm. The suggested first list of executive powers contains the following:—determination of hours of work (with minimum of 50 per week); mess-room; heating, lighting, sanitary matters, etc.; ambulance; collections, supervision of notice boards, entertainments, etc.; proposed technical lending library and works magazine; and organization of the Sports Association. The advisory functions include the regulation of piecework; the engagement, discharge, dilution and transfer of labor (excluding disciplinary discharges); training and education of apprentices; suggestion of improvements in methods; timekeeping, etc. It is proposed that seven sub-committees be formed, each sub-committee to deal with one or more of the above-mentioned functions, *e.g.* a sub-committee for hours of work, engagements and discharges, and timekeeping; a sub-committee for messroom; and a sub-committee, advisory and *negotia-tory*, for piecework. There is this reservation in regard to executive functions that if capital expenditure is involved authority should be obtained from the firm before such expenditure is incurred.



Committee, if it is to be of any value in ventilating and removing grievances, must be in a position to ventilate grievances arising from the conduct of foremen or overlookers. Such grievances touch the worker most closely in his daily work, and if they cannot be discussed the committee loses a sphere of action in which it might be of the greatest service. It is true that if a committee has the right of criticizing the action of foremen, difficulties may arise. Foremen may feel that their authority is undermined; they may feel that they are being made responsible not only, as heretofore, to the management (a responsibility they know and understand), but also to the committee; they may feel that, with a dual responsibility, their position becomes exceedingly difficult. These are real problems. In many instances, however, they seem to have been surmounted; and if they prove serious, they may perhaps be met, to some extent, if the general manager arranges to meet the foremen in advance, and to discuss with them criticisms and grievances which have come from the Works Committee.

The last of the general questions raised by a consideration of the functions and position of a Works Committee is that of "recognition." This, again, is a term which seems to be understood in different senses, and which it is difficult to define. A committee may be held, from the point of view of the management, not to be recognized, even when the management is in constant touch with its secretary, and even when it consents to meet those members of the committee who represent a department which has a grievance. Here the point would appear to be that the management does not, as such, formally meet the *whole* committee. In another case a system almost exactly parallel—a system under which the management interviews four or five members of the committee—is described as one of "recognition." The term "recognition" thus appears to have no fixed meaning; and it may be concluded that what matters is the fact of consultation between a committee and the management rather than any formal pronouncement about the fact.

In the preceding paragraphs the functions of a Works Committee have been discussed with reference to the management. It is obvious that they must also be discussed with reference to Trade Union organization. A Works Committee must stand in some sort of relation to the district committees of the Unions to which the workmen in the works belong, and some demarcation of functions, whether explicit or implicit, has to be made. The relations vary, and the demarcation is not always easy to make. Generally the division is said to be that questions of general application—district

rates of wages, hours of work, and other district or national conditions of work—are regarded by Works Committees as outside their sphere, and such questions are left to be settled by the employers or associations of employers with the Trade Unions.<sup>1</sup> On the other hand, questions of a particular application relating to a works—for example, a piece-rate for a particular job for which it is impossible to lay down any general piece-rate for the district—are regarded as belonging to the functions of a Works Committee. Such a committee may thus deal (1) with the particular application in the works of a principle general to the district, and (2) with questions which are entirely peculiar to the works. But the general problem of the relations of Works Committees and Trade Union organization is one that demands separate treatment, and it will accordingly be treated in a subsequent section.

The powers of the management and the powers of the local Trade Union organization may be said to constitute two points more or less fixed, and the powers of a Works Committee are naturally determined with reference to these two points in ways that vary according as those points vary. Turning to the Works Committee in itself, we may distinguish two main types of function. In the first type a committee is primarily concerned with some one particular thing—a scheme of dilution, a system of bonus, or a method of profit-sharing. This does not prevent such a committee from dealing incidentally with other things. On the contrary, a committee on dilution will be led to discuss the wages of dilutees and other questions; a committee on a bonus system will be led to deal with time-keeping and other matters which affect the bonus. A committee, therefore, which is primarily and formally concerned with a particular thing may actually be something of the nature of a general Works Committee. When once an organization is created, if only for a single activity, it will naturally become a center for other activities; the management, finding a representative organization which it can consult, may consult it on broader issues; and *vice versa* the representative organization, meeting the management to discuss one issue, may readily tend to bring forward other issues. The tendency for this to come about is greater if the committee is one of shop stewards who are charged by their Unions with a general supervision of conditions.

In the second type a committee is from the first general in its

<sup>1</sup> This does not mean that the Works Committee may not consider an alleged infringement of such conditions. This, as we saw previously, is one of the usual duties of shop stewards.

range, and is formed to deal with the general industrial conditions of a works. One such committee has for its province (1) to inquire into grievances reported by workmen; (2) to bring before and discuss with the management grievances that it considers genuine; (3) to consider complaints about wages and piece-rates which concern individuals; (4) to consider questions relating to the health and safety of the workmen; (5) to consult with the management on the interpretation of awards, orders and circulars; and (6) to consider generally the conditions of work in the establishment. This may be considered to be fairly typical. Another committee, primarily concerned with piece-rates, has also dealt with questions of ventilation and sanitation, complaints about the decisions of foremen, arrangement of shifts and of hours of admission to the works, the allocation of piece-work and time-work, and the interpretation of official orders and circulars. Other matters, handled by Works Committees include works discipline, especially timekeeping, methods of paying wages, hours of overtime, and the like.

Instances may be cited of committees which are tending to exercise, or actually exercise, peculiar and interesting functions. In several cases Works Committees have made suggestions for economies in the running of machinery, and it is agreed on both sides that the committees have brought to light weak spots in organization.<sup>1</sup> A striking feature is the keenness of certain committees, or of the more active members of these committees, to discuss the after-war situation, and this in relation not only to working conditions, but also to such problems as the proper employment of plant. Another case is equally interesting. This is the case of a works in which a Works Tribunal has been instituted in lieu of the Local Munitions Tribunal. The men elect a jury of twelve and a chairman; and this tribunal has been successful in bringing about a great improvement in discipline and time-keeping.<sup>1</sup> An incident in this works, though it does not bear directly on the matter of Works Committees, is indirectly of value as showing that consultation with the workmen may be of great service to the management. A question arose of the introduction of dilution into the works, and the men in the pattern-making shops objected to its introduction. They were interviewed by the managing director, who asked what alternative suggestion they could make for increasing output. They answered that they believed they could easily increase their output

<sup>1</sup> The same is said of Pit-head Committees—a form of colliery committee to ensure increased output.

<sup>1</sup> This is a very interesting matter, especially in view of the argument in the report of the N.W. Commission on Industrial Unrest, that *joint*

if they had additional equipment. A tool catalogue was put before them: they suggested the purchase of a number of tools costing in all nearly £2,000. The tools were bought, and the output was increased by 50 per cent. without dilution.

The range of functions which a Works Committee can efficiently undertake is necessarily indefinite, and a subject of contention not only between employers and workpeople but also between different groups both of employers and of workpeople. Some of the questions on which there is considerable difference of opinion may be noted; they include questions affecting promotion, dismissal, the suggestion of improved processes, lectures and education in trade technique, and works discipline.

The question of alleged wrongful dismissal is already handled by the Trade Unions, and there is a considerable body of opinion among both workpeople and employers that, at least in the first instance, it is a suitable function for a Works Committee. Dismissal for such a reason as alleged disobedience, it is argued, may be only a cloak for victimization; reasons may be invented by a foreman in order to get rid of particular men. The claim is made that the other workpeople are likely to understand the psychological influences underlying such action, and that no such dismissal should be made until the circumstances have been discussed with the Works Committee. The situation in which slackness of work compels a considerable reduction in the number of employees is more complicated; on the one hand, workpeople complain that the opportunity is used by certain employers to get rid not only of the less efficient employees but also of those who have shown themselves active in support of their fellows—that is, to cover up victimization; on the other hand, employers complain that workpeople are exclusively biased in favor of the claims of seniority, and make little, if any, allowance for differences in efficiency. There would appear to be some truth in both contentions. A frank discussion would probably tend to remove the causes of the workpeople's complaints and, at the same time, to produce a balance between the

committees of employers and employed would administer "industrial law" better than legal tribunals. The existence of a number of Joint Committees which exercise such functions has been mentioned. The particular interest of the above mentioned Works' Tribunal is that it is not a Joint Committee but is wholly composed of workpeople. The firm has no status in the court, merely appearing by its representative as it would in the Local Munitions Tribunal. Procedure is quite formal, and the firm's representative is expected to address the chairman as "Sir."

claims of seniority and of efficiency satisfactory to both employers and employees. What is perhaps even more important is a further argument; such frank discussion would lead to plans for the alleviation in the particular works of the effects of a general slackness. It is not contended that any general remedy for unemployment can be found on these lines; all that is suggested is that local and individual effort may help to solve the problem. Dismissals due to the introduction of new machinery or new methods are perhaps of a kind with which a Works Committee might properly deal. Workpeople are ready to acknowledge the benefits due to improvements and yet naturally resent such improvements where they involve the destruction of their craft or sudden loss of employment. It may be suggested that what individual employers have done in the past—namely, to make arrangements by which the dislocation of livelihood is reduced—can be carried out more generally; and that in individual establishments adjustments for such a purpose are a suitable subject for discussion by a Works Committee. It is, of course, a subject of vital importance to the Trade Unions; it is indeed an aspect of the process of dilution as seen at work in the normal industrial conditions of peace time. Though the Trade Unions could not be expected to hand the matter over to a Works Committee, there appears to be room for the latter to deal with the question within certain limits.

The appointment of foremen is a question on which there may be said to be three groups of opinions. Many employers hold that it is purely a management question. The opposite extreme to this is the claim made by a considerable section of Trade Unionists that the workmen should choose their own foremen. A position intermediate to these two extremes is taken up by a certain number of employers and by a section of workpeople; the appointment (they feel) should be made by the management, but it should be submitted to the Works Committee before it becomes effective. Even this intermediate position, however, is not really a common position; there are differences of opinion as to the conditions under which the appointment should come before the Works Committee—that is to say, whether or no the Works Committee should have power to veto the appointment. Those employers who are prepared to submit such appointments to a Works Committee are for the most part of the opinion that this should only be done in order to explain the reasons for their choice. This, they hold, will tend to remove obstacles which might otherwise be put in the way of the appointment. A considerable body of workpeople, on the other hand, hold an intermediate position which comes nearer to election of foremen

by the workpeople; they think that the Works Committee should have the right to veto the choice made by the management. A few employers consider that this—or even direct election—may be possible when a Works Committee, through the experience gained in consultations about such appointments, has learned to estimate all the qualities necessary in a foreman. It has already been mentioned that Works Committees very often discuss the conduct of foremen. The conclusion then reached, that such discussion was a desirable function for a committee, would appear to involve as a corollary that of consultation about appointments. This latter function would tend to remove the necessity for the former.<sup>1</sup>

Among the results expected from the giving of a larger measure of responsibility for industrial conditions to the workpeople is a considerable increase in efficiency. This is said to be possible if the ability of the workpeople to suggest improved processes and methods is properly used. The experience of individual firms would appear to confirm this contention. Many firms have for years past had awards schemes in operation, and in certain cases these have stimulated important suggestions for improvements. The fact that the "suggestion box" is often stated to have proved a failure is not necessarily a condemnation of the idea; it may only mean that the somewhat mechanical and uninspiring device is in itself an inadequate stimulus. A comparison of the results secured in establishments more or less similar (so far as work is concerned) would suggest that the success of an awards scheme depends to a great extent upon the action of the management. Where the manage-

<sup>1</sup> This question of promotion has been discussed in one aspect only, *viz.*, in relation to the appointment of foremen. It is, of course, much more general, and is in many of its aspects a matter of agreement between Employers' Associations and Trade Unions. Such agreements may regulate progress within a trade or a group of connected trades, and necessarily involve, among other questions, that of standard rates of wages. The discussion of promotion in this wider sense of the term could come within a Works Committee's functions only where the Trade Unions make no conditions except the payment of standard rates—and then only within the limits of this condition. The promotion to foremanship may be said to be distinct, in that a foreman is a member of the management staff, and directly concerned with such employer's interests as the maintenance of discipline. The dividing line, however, is not well defined in certain cases, and the fact that certain Unions which largely control promotions among the men paid by wages have also organized the lower grades of the staff, paid by salary or standing wage, complicates the issue. In some of these cases certain Unions claim the right to intervene.

ment gains the confidence of the workpeople, and has devised methods of considering suggestions which appeal to the workpeople, there is a much more powerful response than in works where, though there may be a suggestion box, these conditions are absent. Many employers and workpeople agree that a Works Committee may not only produce the atmosphere necessary to the stimulation of suggestions, but may also help to arrange for the proper investigation of proposals made by workpeople. In this connection, as in the quite different field of grievances, it would appear to be important that suggestions which look to be worthless should, nevertheless, be considered. To put the matter on the lowest ground, this will probably pay in the long run. The fundamental matter is that every one should be encouraged to think about the processes and the organization of the works. It should be noted that workpeople very commonly complain of the staff's attitude on such matters; any suggestion, they say, is apt to be brushed aside with the remark that they are not paid to think but to work. The obstruction in such cases may be a foreman or manager, and even though the higher management may be sympathetic, it may never hear of a suggestion. His mates also are sometimes not very encouraging to a workman with ideas. For lack, therefore, of encouragement, or because of actual discouragement, ideas of value are held back and the capacity for ideas destroyed. How best to arrange that suggestions will be guaranteed an adequate consideration is not a direct concern of this report, except in so far as a Works Committee may be employed for the purpose. It is doubtful whether a general Works Committee is a suitable body with which to discuss the value of a change in a particular process or machine, and the use of a small sub-committee for this purpose may be suggested. The argument has been used that a man will place his ideas before two or three responsible work-mates for their criticism, but not before a big committee. If the small committee thought the proposal sound, it would then go straight to the higher management. For more general questions of organization, as distinct from questions of individual methods or machines, the general Works Committee, or in large works a Departmental Committee, would probably be a suitable body. Testimony to the value of suggestions made by both of these has been received from employers. A further suggestion with a direct bearing on this subject has been made; that the education which certain firms provide for sections of their staff, such as foremen and underforemen, might be extended to representative workpeople. This may take the form of educational lectures, which will widen the outlook of the specialized worker by showing him how

his own activities fit into those of others and into the general plan of the establishment's activities.<sup>1</sup>

The attitude to a Works Committee's assumption of responsibility for discipline varies very considerably, both among employers and among workpeople. There is a considerable body of experience, and it would appear that, though there are examples to the contrary, Works Committees which undertake disciplinary functions usually do so with success. There is, at the same time, a very general demand among workpeople that, if Joint Committees are to discuss the bad timekeeping and other mistakes of the employees, they should have similar powers of dealing with faults on the side of the management. In a number of establishments committees regulate fines or deductions made from bonus because of lost-time, negligence, damage or other cause.

A note of caution may be added. There is some evidence that a small minority of employers may endeavor to use a Works Committee in order more easily to impose penal conditions which are objected to by the main body of workpeople. This is opposed to the whole spirit which makes a Works Committee a success, and is bound to produce friction. A somewhat similar attitude is taken up by a small minority of workpeople who appear to desire that no joint meetings should be held in an orderly or businesslike manner.

It may be added in conclusion of this section, that the opinion, and indeed the practice, of a number of firms inclines in the direction of *ad hoc* committees. It is held that this enables the firm to consult the men who are directly concerned, and that it has the additional advantage of giving greater reality to the consultation. When consultation takes place on an immediate and definite issue, it is said to result in practical and useful discussion; and the fear is expressed that consultation, in the absence of such an issue, may only be an empty form. The inclusion in such committees of the shop stewards who represent the classes of men concerned—as is often the case—gives a direct connection with the Trade Union or Unions whose standard may be affected.

#### VI.—RELATIONS WITH TRADE UNIONS

Something has already been said in the sections dealing with the constitution, procedure and functions of Works Committees, concerning the relations between such committees and Trade Union

<sup>1</sup> Another interesting feature in this connection is the development of Works Magazines.



organization. The position is in certain respects somewhat paradoxical; the problem as seen by most Trade Unionists is that of strengthening the Trade Union organization in the workshop, but, on the one hand, many employers prefer not to deal with the shop stewards in the works but with the outside Trade Union organization, and, on the other hand, some elements in Trade Unionism prefer that it should stand outside the workshop and handle questions in each works from the outside, while some unionist shop stewards consider that their Works Committees should not be subject to any control of the Trade Unions. The general question of the relation and the relative weight and power of Works Committees and district organization is one which is likely to be settled gradually in experience and actual working. Here it may be convenient to draw attention to some considerations which appear to affect this general question, particularly as seen in the engineering industry.

The first consideration is that the change in the conditions of working have made necessary the development of new machinery for collective bargaining. Since the questions for which this machinery is required are, to a great extent, peculiar to individual establishments, the collective bargaining, if it is to be done at all, must be carried through in each establishment. At the same time, unless the results are to impair the standard conditions which it is the business of the Unions to uphold, the work must be entrusted to representatives of the Unions. Thus there has come about a natural development in the functions of the shop stewards. Previously they had to see that no encroachments were made on standard conditions; now they may have the more positive duty of participating in the settlement of piece-work prices in terms of these standard conditions.<sup>1</sup>

In regard to the changes just mentioned, and in regard also to dilution, the interests of the work people, belonging to different skilled Unions are more or less the same. This, combined with the natural community in the works, probably accounts for the fact that certain apparent difficulties of representation are, as a rule, easily overcome. The impossibility of so representing different Unions on a Works Committee that satisfaction is secured to all is alleged to be such a difficulty. So far as the skilled trades are concerned—at least in engineering—the difficulty would not appear

<sup>1</sup> The appointment by the men of a separate rate fixer, whose business it would be to arrange piece prices with the firm's rate fixer, is a suggested development towards which a movement is being made in one or two firms. In one large establishment, such a duplication is suggested by one of the firm's rate fixers as a very desirable arrangement.

to be serious. In many cases where even a small minority only of the skilled Unions have *direct* representation there would appear to be no dissatisfaction.

As between the members of skilled and unskilled Unions the position is more difficult. There are several cases of two separate Committees of Shop Stewards—one representing the skilled and the other unskilled and semi-skilled men—in the same works. In other establishments, however, skilled and unskilled men vote for the same committee and act together as members. This would appear to be the most desirable arrangement. The case, however, in which a minority of unskilled men in each department is represented on a Works Committee by a skilled unionist is not exactly on a par with that in which a minority belonging to an unskilled Union is so represented. Apart from the fact that unskilled men are more likely to be distributed through all the departments, so that though in a minority they form a considerable proportion of the total number of employees, there is the further consideration that the similarity of interest and the community of feeling are not so pronounced. In many establishments the difficulty has apparently been surmounted; but in a number of others it is still a serious problem. The problem would appear to be one which cannot be settled by the men in each establishment—though they may provide valuable suggestions—and it must probably be left for the Trade Unions concerned to come to some agreement on the matter. For this reason a certain number of workpeople, both skilled and unskilled, consider that in cases where the difficulty is acute the policy of two committees is the best present working arrangement. The defects of such a system are perhaps too obvious to require particular mention. It may, however, be noted that the system obstructs very considerably that joint consideration of common interests and desires, to find expression for which is one of the main purposes of a Works Committee. It tends instead to concentrate the attention of each committee upon points of divergence of interest.

The coming together into one committee of shop stewards responsible to different Trade Unions raises a number of questions. It is true that the rules by which Unions define the functions of their shop stewards are fairly uniform, and so long as a Works Committee respects the rules of the different Unions there is little fear of overlapping or confusion in functions. The general rule which determines the functions of a Works Committee in relation to Trade Union organization has already been mentioned. As is said in the case of one Committee, "The Committee regard questions of general application, relating to rates of wages, hours of work or

otherwise, which affect 'district conditions,' as beyond their jurisdiction. There is no formal rule to this effect; but this limitation of the Committee's power is well understood, and no difficulties have arisen."

It is thus the rule that general questions of district or national conditions are left to the Trade Unions, while the Works Committee deals with either the detailed application of these general rules within the works or with questions entirely peculiar to the works. On the whole, the information which is available would suggest that the division of jurisdiction is well understood and closely followed. There are, however, certain difficulties.

In the first place there is evidence of uncertainty as to whether or not a Works Committee should undertake certain functions; matters may sometimes seem from one point of view to be "branch" or "district" business, and from another to be "works" business. A tool-room bonus, for instance, may be arranged in a works between a committee and the works manager, and they may agree in regarding it as a works affair, while the local branch (or district committee) of the Union concerned may consider that it is a question of wages which demands their sanction. In view of the variety and complexity of bonus schemes which have been instituted in munitions factories, and of the possible reactions of these upon standard rates, there would appear to be some need for careful definition of a Works Committee's functions in this field.

There is some evidence also of actual conflict of authority. Such cases, however, would appear to have been given an altogether disproportionate prominence in public discussion, to the detriment of those whose main desire is to create a constitutional machinery suited to new and rapidly changing conditions. In a few instances, however, a Works Committee would appear to have been in doubt as to whether it was an independent organization or one subject to Trade Union control. Thus, a Works Committee wholly composed of Trade Union stewards has made a demand for an advance in wages to which, under an alternative agreement made by the Trade Unions, the workmen represented by it had no claim. In one or two cases representations have been made to Government Departments for advances in wages and improvements in other working conditions in individual works, independently of district or national machinery, though the works in question were known to recognize district standards.

It would appear that the uncertainty as to the real position and powers of a Works Committee in relation to the Trade Unions is, at least in the engineering industry, to some extent due to the fact

that the various members of a committee may be responsible to many different Unions. Though, therefore, the Works Committee may aspire to be a unit of government, this is rendered difficult in view of the different and possibly conflicting authorities from which the members obtain their status. One suggested scheme proposes to overcome this particular difficulty so far at least as the Unions of skilled men are concerned. It would bring the committees in the various establishments under the district Engineering Trades Joint Committee, and confine membership of any committee to those organized in the Trade Unions affiliated to the district committee. This question of the relationship of works to district committees is interesting also in view of the proposals contained in the Whitley Report. That Report advocates Joint National and District Councils and Works Committees; and the problem of the relations of the District Council and the Works Committee and their relative functions is one which will need to be investigated when measures are being adopted to institute such Councils.

The need for this consideration of relationships between Works Committees and the district Trade Union organization would appear to be more necessary in certain industries than in others. It would appear, for instance, that in the iron and steel industry the fact that members in one works commonly form a branch of their Union, and that the secretaries of branches are usually—it may be in virtue of the office they hold—members of the Works Committee, makes the problem of inter-relations less difficult, at least for those Unions which are organized on the basis of works.

A point of procedure may be noticed. It is sometimes the case that a Trade Union official accompanies the representatives of the Works Committee in an interview with the management; or, again, a Trade Union official may attend the deliberations of a Joint Committee if the men so desire.<sup>1</sup> But this apparently is exceptional; and, as a rule, a Works Committee acts by itself, and refers to Trade Union officials questions which are too large or too difficult to be settled in the works. It should, however, be noted that many trade unionists are of the opinion that the right of the Trade Union officials to attend committee meetings (or to inspect the minutes of a committee) is a necessary condition of the satisfactory solution of the question of inter-relations.

Two other questions which are involved in this problem of the

<sup>1</sup> It may also be noted that officials of the various Unions were members of the workmen's side of the Joint Committee formed in connection with a profit-sharing scheme instituted before the war by a well-known shipbuilding firm in a northern town.

inter-relations of Works Committees and Trade Unions call for notice.

The first relates to the victimization of men who show themselves active as shop stewards or as members of a Works Committee. It is impossible to estimate to what extent such victimization actually occurs, and this is partly due to the difficulty of defining what victimization is. Workmen complain not only of victimization, but also of the difficulty of bringing the charge home even when (they state) they have no doubt about the facts. For this reason many of them hold the view that, unless the Works Committee is properly related to and protected by Trade Unions, it cannot hope—in certain establishments at least—to discuss questions before the management with that sense of freedom which is essential to the success of joint deliberations. In this connection it may be noted that one of two reasons given for the short terms of office of the shop stewards and secretaries of committees in one industry (one and three months respectively) was the fear of victimization. The other reason—in this the Works Committee appears to revert to the early forms of conducting the business of Trade Union branches—was stated to be the desire that every one should take his share of office.

The other question relates to the allegations made by certain Trade Unionists that certain employers—more particularly in one or two industries—are fostering the growth of Works Committees in order to destroy Trade Union influence in their works. The danger, it is said, from the point of view of Trade Unionism is exactly the same as that which is believed to result from profit-sharing, viz., that the workman is detached from his fellows and his power to obtain certain standard conditions is consequently weakened. The further charge has been made, in regard to one or two industries, that the employers were proposing, in the name of the Whitley Report, to form Works Committees without connection with the Unions, and from these committees to build up District and National Councils representative of employers and employed. It must, however, be emphasized that any such action is directly opposed to the proposals of the Whitley Report. These proposals look to the control of Works Committees by National or District Councils which, on the workpeople's side, would be representative of Trade Unions only; and, in order that Works Committees should be formed on lines satisfactory to the national organizations, the Report proposes that the formation of Works Committees should, as far as possible, follow, and not precede, that of the National and District Councils. A logical application of this order of procedure

may be impossible, but wherever individual employers find it desirable to form Works Committees before National or District Councils are instituted, the idea of the Whitley Report may be so far followed that such proposals should be brought before the Trade Unions concerned, and they should be asked to share in the formation of the Works Committee.

#### VII.—GENERAL CONSIDERATIONS

The applicability of Works Committees to different industries is a matter of importance. During the war the discussion of them has been associated most generally with the engineering industry, and it is probably in that industry that, for reasons already stated, their development during the war has been most rapid. This development, however, has by no means been confined to engineering; and in certain other industries, for example, iron and steel works, there has been a marked increase. If we consider pre-war experiences, and include not only general committees formed for special purposes, but also section committees, it would appear that an industry in which committees had not been in existence at some time or other would prove the exception rather than the rule. In this connection one may note that in establishments in the distributive trades several committees have been formed to help in the running of profit-sharing schemes. It may also be noted that during the war one very large establishment has seen the development not only of separate Committees of Shop Stewards, representing the skilled and unskilled sections of engineering respectively, but of at least two other committees constituted on more or less similar lines. One of these is composed of shop stewards from the building trades, and the other of delegates from the clerks engaged in the various departments. The works in question is exceptional, not only in size but in certain other respects, so that it cannot very well be taken as an example. The specific representation of the building trades may, however, be put alongside the previously mentioned examples of informal committees constituted on big works of building construction. It may also be argued that if a committee is desirable in a distributive trading establishment for the administration of a bonus scheme, the same form of organization may be useful for other general purposes. It may further be argued—and it is so argued by some—that a Works Committee is desirable in any establishment in which more than a certain number of people are employed. Whether the organization is either necessary or desirable in every or nearly every kind of establishment is a question which the future must solve. Here it may be noted that at present considerations

almost diametrically opposite to one another appear to determine the general absence of committees from different groups of industries; in some this would appear to be due to the absence or the weakness of Trade Union organization, while in others the strength of Trade Union organization makes Works Committees unnecessary for the purposes which call them into existence in a number of industries.

The cotton industry is a case in point. Here the contiguity of the mills, and the fact that conditions are so uniform that district piece-lists are practicable, ensure that the strong district organization (with its permanent secretary on both sides and its district committee on both sides) is adequate to those needs which in engineering, for instance, have produced the demand for a works organization. The same problem of wages has necessitated in other industries, *e.g.*, certain of those coming under the Trade Boards Acts, direct State-enforcement of piece-rates. Though for this purpose a Works Committee may be unnecessary or undesirable in both groups of industries, it may be that other purposes will produce a similar form of organization. It would appear that most of the needs to which reference has been made in this report are not quite peculiar to any one type of industrial establishment, but more or less common to all. Questions of foremanship may be given as one instance. Welfare is another; very many matters can be brought under its scope, and it seems likely that in future Works Committees will come to play a greater part in their administration.<sup>1</sup>

It may be suggested that the size of the works concerned is a factor of importance in any discussion of the range of application of a system of Works Committees. It is sometimes urged that Works Committees are only valuable in large works, in which the workmen number 3,000 or upwards. It is certainly true that the larger the works, the greater the help which a Works Committee can give in putting the higher ranks of the management in touch with the feelings and needs of the men. In a small works the manager will probably be able to familiarize himself with every detail of the work, and he will be brought into contact with nearly every workman. He may feel that he is already in close touch with the men, and that a Works Committee cannot make the touch closer. Even here, however, a Works Committee is likely to help. It will enable

<sup>1</sup> Since the above paragraph was written a movement to bring the union organization more closely into relationship with the conditions in individual cotton mills has produced a scheme in the Oldham district. The proposal is to make shop (or mill) clubs an integral part of the district union, to deal with shop grievances, etc.

the management to discuss matters not with isolated individuals, but with the accredited representatives of the whole body of the men, and it may help to bring to light difficulties, needs, feelings and defects which might otherwise have remained concealed. A Works Committee may thus serve not to supplant, but to supplement, the advantages of personal touch, even in small establishments; while in large establishments, where personal contact is not so easy, the help which it may give is obvious. In any case it should be remarked that committees are to be found in works of very different sizes. One committee is concerned with workers in a single establishment to the number of 10,000 men; many are to be found in works in which the workmen number about 3,000; a number exist in works employing about 100 workmen.

To this may be added the expression of opinion of the owner and manager of a small printing office where the compositors' chapel (there is only the one chapel in the office) has at present only ten members. He is in direct contact with each of the men; but he has found it advantageous in the past to have the father of the chapel and one or two of the other compositors together "for a talk over tea." This, it may be said, is done in many small businesses. It may, however, be worth while to consider the advisability of putting such discussion on a regular footing even in small businesses. In the instance mentioned the employer proposes to make a trial of regular discussions. Probably the only generalization one can safely make about the need for Works Committees in relation to the size of the establishments is that the need increases with the size.

There remain two points of importance. One is the question of the practical success of Works Committees; the other the importance from that point of view of the human factor.

As regards the first question, evidence is forthcoming from all parts of the country—the Clyde, the Tyne, the Midlands, the Bristol, Manchester, Yorkshire, and London districts. As regards the second, this much is clear: success depends to a great extent on the existence of a spirit of counsel and understanding on both sides. If "the management door stands open" to all legitimate grievances, and if the men are ready to present their grievances and to take into consideration the difficulties of the management, the fundamental conditions are present. Much will always depend on the personalities concerned. Every human institution requires for its success the guidance of personalities. A Works Committee requires for its chairman or secretary—or, at any rate, one may say, ideally requires for its chairman or secretary—a man of personality, trusted



by his fellow-workmen, respected by the management, with the spirit of service, and ready, in that spirit, to give his services freely in the cause of his committee. It requires no less a sympathetic and capable management, ready to listen, ready to weigh carefully, ready to take pains in discussion, and prepared to persuade and to be persuaded. It is one of the most encouraging signs of the times that on both sides such men have been found, and that, both among the management and the men, personalities have emerged to meet the needs of the institution.

Works Committees mean discussion; discussion takes time; and from this point of view it is sometimes argued that a Works Committee may tend to slow down the pace of industry; and, again, that it may be difficult to convince a committee of the value and the feasibility of a new idea or process, so that the way of innovation may be somewhat impeded. These, however, are theoretical objections. In practice Works Committees—the evidence would suggest—have improved timekeeping and increased output, and in that way they have accelerated rather than impeded the pace of industry. In practice, again, they have been the opposite of conservative, and instead of checking change they have themselves suggested change. And even if they made the pace slower, or change more difficult, they have advantages that would compensate, and more than compensate, for these defects. They make for better relations and greater harmony, and these are the things that matter most to industry. More time is gained by the absence of disputes than is lost by the presence of discussion; more improvements can be introduced in an atmosphere of harmony that can possibly be introduced in an atmosphere of suspicion.

That Works Committees have, in the great majority of cases, tended to introduce greater harmony, and, through it, greater efficiency, is proved by the evidence of those concerned in their working. It is not denied that in some cases (though these are very few) Works Committees have failed. A few cases of such failure have been noted in committees instituted during the war for general purposes. In one of these the failure was perhaps due mainly to defects of machinery, and it is stated that the Works Committee may be resuscitated; in another the failure was due to deep-seated causes, which made success impossible, and the failure reflects no discredit on the institution. In almost every case, however, the testimony is to the opposite effect. Sometimes introduced with difficulty and amid suspicion, committees have established themselves and done service which is acknowledged even by their original opponents. By providing a channel for the ventilation of

grievances at an early stage, and before they become acute, they have prevented disputes and strikes, and they have improved time-keeping and increased output. Nor is this all. The functions of Works Committees are not merely concerned with bringing grievances before the management, but also with a preliminary enquiry into grievances, in order to decide whether they are well-grounded and serious enough to be brought before the management. The work which they do in this preliminary stage is not the least valuable part of their work, and, far from hampering the management, it obviously does the reverse and relieves the management of difficulties and grievances it would otherwise have to face. Grievances are either nipped in the bud by being shown, upon discussion in committee, to be unfounded, or they are settled in discussion between the secretary of the committee and the foreman or head of the department, and in either case they never come to the main management. When grievances cannot be settled in this way—since, for example, they may involve the head of a department directly—there remains the possibility of access to the main management. The necessity for this has been emphasized by both representative employers and representative workmen; and upon it, so far as can be judged, depends not only the removal of grievances, but (what is still more important) that really suggestive and constructive work which the signatories to the Whitley Report had in mind in recommending that workpeople should be given a larger voice in determining industrial conditions.

In more than one works the summary of opinion on a Works Committee—and that not on one side only, but on both—has been expressed in the phrase, "This is the best thing that has ever happened in the shop." Such a summary could not be given if experience had not proved that a Works Committee was more than a piece of machinery and something different from the old methods of industrial conciliation. It means that a Works Committee is felt to be something vital and something new—something that enlists the workers in real participation, and something that offers fresh promise for the future.

## APPENDIX I

for

### WORKS COMMITTEES REPORT

#### QUESTIONNAIRE

##### 1. *Origin.*

When did the Committee come into existence?

(b) Under what circumstances did it arise?

- (c) What procedure was adopted to put the proposal of a Committee before the employees (or management where the initiative came from the employees), and draft a constitution?

**2. Constitution.**

- (a) Is there one Committee only, or more than one?  
If more than one what are their relations, if any?  
In the case of each:—
- (b) Is it a joint committee, representative of management and employees, or a committee of employees alone?
- (c) In the latter case what arrangements exist for meeting the management?
- (d) In the former case does the workers' side constitute a separate committee, meeting apart from the joint committee?
- (e) How are the workers' representatives chosen? What classes, grades of workers, or departments are represented and in what proportion? Are any classes of workers not represented?
- (f) What representation, if any, have Trade Unions, as such, on the Committee?
- i. Is the whole or any part of the membership of the Committee confined to Trade Unionists?
  - ii. Has any Union any part in the appointment of members?
  - iii. Is any full-time Trade Union official admitted to sit with the Committee, and if so, in what capacity?
  - iv. What is the relation (if any) of the Committee to the Trade Union stewards or delegates in the works?
- (g) How are the representatives of the management appointed?
- (h) What officers has the Committee, and how are they appointed?
- (i) What changes in the constitution of the Committee have been made since the establishment of the Committee, and for what reasons?
- (j) What changes in the constitution are desired by either side, and for what reasons?

**3. What are the Functions of the Committee?**

- (a) i. Wages questions—  
Piece prices. Bonus times.

- Allocation of collective bonus.
- Application of wage orders, &c.
- ii. Working hours—
  - “Clocking.”
  - Breaks. Shifts.
- iii. Allocation of work—
  - Piece and time. Demarcation.
  - Dilution.
  - Overtime. Short time.
- iv. Works organization—
  - Suggestion of improvements.
  - Discussion of proposed innovations.
  - Place of apprentices.
- v. Discipline—
  - Timekeeping. Language.
  - Methods of foremen.
- vi. Disputes—
  - Discussion of complaints.
  - Settlement of differences.
- vii. Welfare—
  - Canteen management. Rest periods.
  - Sanitation.
  - Works amenities.
- viii. Any other functions—
  - (It is desirable to make the list of functions as comprehensive as possible for the purpose of comparison.)
- (b) Are the powers of the Committee specified in the constitution? or determined by the chairman? or unspecified?
- (c) Have there been any changes in the functions of the Committee since it was established? If so, what were the reasons?

#### 4. Procedure.

- (a) i. How, and by whom, are matters brought before the Committee?
- ii. Does the Committee meet at stated periods, or only when specially summoned? How is a meeting summoned?
- iii. If the firm is represented on the Committee, do the worker members meet separately before the joint meeting?
- iv. If the times of meeting are irregular, please state the

number of meetings held during each of the last three months.

v. Do the meetings take place in employers' or in workers' time?

vi. How long does a meeting usually last?

vii. Is there any payment for attendance? If so, by whom?

(b) In case of failure on the part of the Committee to settle any question, to what authority is the question taken?

• Give an example of the stages through which a complaint could go.

#### 5. *Relations with Trade Unions.*

(a) What proportion of the employees of the firm are members of Unions? Of what Unions are they members?

(b) Does the firm recognize all, or any, of these Unions?

(c) Have the Union officials assisted or obstructed the establishment and working of the Committee?

(d) Is any provision made for the safeguarding of small sectional interests (such as the Scientific Instrument Makers in an engineering works)?

#### 6. *General.*

(a) The attitude of the management to Committees. On what occasions, if any, has the management refused to carry out a Committee's decisions?

(b) Have the men in the works accepted or rejected a Committee's decisions?

(c) The possibility and difficulties of dove-tailing Works Committees into the existing Trade Union organizations.

(d) Effectiveness and results of the establishment of Works Committees on the relations between employers and employed.

(e) The desirability of separate Committees to deal with different types of functions (*e.g.*, wages questions, welfare, &c.).

(f) Possible directions in which the functions of Committees could be extended.

(g) The relation of Works Committees to unofficial Shop Stewards.

(*N.B.*—It is the suggestions and feelings of employers, managers, trade union officials and workpeople it is particularly important to collect. The investigator's own criticisms and suggestions should be embodied in a separate report.)

## APPENDIX II

REPORTS ON INDIVIDUAL WORKS COMMITTEES, &c.<sup>1</sup>

- (A) to (P)—Engineering, Shipbuilding, and Iron and Steel Industries.  
 (Q) to (W)—Boot and Shoe, Woolen, and other industries.

	PAGE
(A) Messrs. Hans Renold, Ltd., Manchester ... ..	...
(B) Messrs. Rolls-Royce, Ltd., Derby ... ..	...
(C) Messrs. The Phoenix Dynamo Co., Ltd., Bradford— Wages Committees ... ..	...
(D) Messrs. Barr & Stroud, Ltd., Glasgow ... ..	...
(E) A Large Engineering Establishment—Dilution Committee ... ..	...
(F) An Establishment making Motor Cars and Aeroplanes	
(G) Messrs. The Horstmann Gear Co., Ltd., Bath ... ..	...
(H) Messrs. H. O. Strong & Sons, Ltd., Bristol ... ..	...
(I) Messrs. Guest, Keen & Nettlefold, Ltd., Birmingham	
(J) A Firm of Electrical Engineers ... ..	...
(K) Messrs. Hotchkiss et Cie, Coventry ... ..	...
(L) A Large Engineering Establishment ... ..	...
(M) A Munitions Factory ... ..	...
(N) Messrs. Whitehead Torpedo Works (Weymouth), Ltd. —Memorandum on Proposals ... ..	...
(O) A Shipbuilding Yard ... ..	...
(P) Parkgate Works Joint Trades Committee ... ..	...
(Q) A Firm of Boot Manufacturers ... ..	...
(R) Messrs. Reuben Gaunt & Sons, Ltd., Farsley ... ..	...
(S) Messrs. Fox Brothers & Co., Ltd., Wellington ... ..	...
(T) Messrs. Rowntree & Co., Ltd., York ... ..	...
(U) A Printing Office ... ..	...
(V) A Soap Works—Welfare Committee ... ..	...
(W) A Coal Miner's Statement on Output Committees ... ..	...

<sup>1</sup> The statements given below are in some cases supplied by the firms, but in most cases have been compiled by the investigator on statements made to him by the management and representatives of the workers on the Committee. Wherever possible, pains have been taken to ensure that the statement accords with the views of all parties concerned with the Committee.

(A) MESSRS. HANS RENOLD, LTD., Burnage Works,  
Didsbury, Manchester

Industry: Engineering. Number of Employees, 2,600. Number of Departments and (in round numbers) average of workers in each—17 departments, 160 in each. Males 1,000. Women 1,600.

At this establishment there are three different committees:—

(1) The first of these is the "Council" of the Social Union of the Works, which includes about two-thirds of the whole body of the workers. The Social Union is managed entirely by its members, and has been in existence for the last eight years; it is concerned with games, recreations, and educational activities, such as the formation of study-circles; it is said to have done a valuable work in helping to create a feeling of community and to have prepared the ground for later developments.

(2) The second is a Welfare Committee, concerned with shop amenities, which came into existence about a year ago. This committee is a joint committee. On the workers' side there are 17 representatives for as many constituencies; each constituency is, roughly speaking, comprised of workers employed on the same sort of operation and in the same building, but men and women vote and are represented separately; the election is by ballot, and every worker (Unionist or non-Unionist) is entitled to vote. Trade Unionism is officially represented by a delegate from the Shop Stewards' Committee. The Secretary of the Social Union is also a member of the Welfare Committee. On the side of the management the Committee is composed of one of the partners in the business, the employment manager, the women's employment manager, and such of the assistant works managers as wish to attend; generally the number is about 6. The chair is taken by the chief representative of the management, and he provides the secretary; the meetings are monthly. The functions of the Welfare Committee are to advise the management on matters which it wishes to hear discussed, to bring to the notice of the management questions (other than those of wages and Trade Union matters) which the workers wish to have discussed, and to consider suggestions for improvements. The questions that have actually been discussed include the treatment of eye-cases, the provision of first-aid and the prevention of accidents, the provision of overalls, and the arrangement of the seats and the maintenance of order and comfort in the men's and women's dining-rooms. The members attend well; they meet in overtime hours at present, and are paid overtime wages for the time they spend at meetings, but it is hoped that in normal times

the meetings will be held outside working hours and that attendance will be regarded as a form of voluntary service. It is possible that in the future a separate preliminary meeting may be arranged for the women representatives from time to time; it is possible, too, that in the future the management will absent themselves at every alternate meeting, in order that the representatives of the workers may discuss matters by themselves.

(3) The third committee is that of the Shop Stewards. This was formed by a spontaneous movement among the Trade Unionists in the establishment, at the time when the Welfare Committee was under consideration. Room has been found in practice for both, and the firm has from the first recognized the Shop Stewards' Committee. The Shop Stewards are elected by the Trade Unionists in the establishment; they are seven in number, but the number is likely to grow. At the invitation of the firm, they send one of their members to sit on the Welfare Committee, but it is worth noticing that otherwise the composition of the two bodies is distinct, and the same person has not been elected a member of both. The Shop Stewards elect their own chairman and secretary. While the Welfare Committee is concerned with shop amenities, the Shop Stewards' Committee deals with questions of wages and Trade Union matters in general. As soon as it was formed, the Shop Stewards' Committee asked and obtained the approval of the District Committee of the particular Union to which its members almost entirely belong. The Secretary of the Committee sends the names of its members to the District Committee, which issues a card to each entitling him to act as an official Shop Steward. The Committee meets (in the firm's time) at the beginning of each month, and after discussion sends to the management a list of the questions it wishes to have discussed; the management adds questions which it wishes to bring forward, and the head of the management and various managers then meet the Committee for discussion; but a meeting is held between the management and the Committee monthly, whether there is definite business or no. Sometimes foremen are present when a subject vitally concerning them is under discussion. From the point of view of the men the advantage of the committee is that they can go direct to the management, while before they could only go direct to the foremen. From the point of view of the management the Committee has, on the whole, conduced to smoother working of the establishment; and questions of the method of paying wages, of increased bonus, and of alleged victimization of workers by foremen have been threshed out freely between the two sides. In connection with the position



of the foremen, it is thought that it may be necessary to devise some scheme, such as regular meetings between the foremen and the management on any questions raised in the Committee which affect their position, in order to avoid any clashing between the foremen and the Committee. It is also thought that it may be necessary to draw up rules to determine the right of the Secretary of the Committee to enter departments of the works to consult with individual workmen about complaints. (These rules have since been drawn up and are contained in the following Note.)

Both the Welfare Committee and the Shop Stewards' Committee are used in this establishment as means for the announcement and explanation of intended action by the management. Announcements have been made, for instance, of new methods of grouping the work, and again of the appointments of foremen and the general grounds on which they are based.

#### NOTE

##### REGULATIONS GOVERNING ACTIVITIES OF SHOP STEWARDS

###### *Meetings.*

1. The Directors will give the Shop Stewards' Committee facilities for holding committee meetings, including the use of a room, twice per month, one such meeting to take place, unless otherwise arranged, on the first Wednesday of each month at 6.15 p.m.

2. The Management will meet the Committee, in general, once per month, such meeting to take place on the second Wednesday at 6.15 p.m. unless otherwise arranged.

3. The Directors will allow the Shop Stewards' Committee the use of one of the Works Dining Rooms twice a year, for general works meetings.

4. If extra meetings are desired, either with the Management, for Committee meetings, or for general shop meetings, application should be made to the Employment Manager.

5. In the case of the regular meetings of the Committee or the monthly joint meetings with the Management, if overtime is being worked, and a steward would have been working during a meeting, time spent at such a meeting will be paid for as though spent at work.

###### *Procedure.*

6. The Superintendent is the executive authority in each department, and his instructions must be obeyed, even though a Shop Steward considers an order unreasonable. In such a case the con-

stitutional procedure is to obey the order, and to lay a complaint or call for investigation afterwards.

7. Stewards have the right to make any complaint or suggestion to a Superintendent with regard to the rules he makes, his treatment of any individual or individuals, his application of general shop rules or policy, &c.

8. In no case will a Superintendent refuse to listen to and investigate any *bona fide* case brought forward by a Shop Steward, and to give him an answer.

9. If a steward is not satisfied with a Superintendent's handling of a question, he may refer the matter to the Shop Stewards' Committee for discussion, if the Committee so desires, with the Management at the next monthly joint meeting.

10. It is considered highly desirable that the Stewards should get as many questions as possible settled direct with their own Superintendents. This does not mean that matters under discussion can be allowed to drag out unnecessarily, and when feeling is running high the Shop Stewards should take up a question immediately with the Employment Manager or the Works Director, but always with the cognizance of the Superintendent.

11. When a complaint is made by a Steward to a Superintendent on behalf of another individual, it must be understood that the Superintendent has every right to discuss the matter direct with the individual concerned. This is not intended as a means of putting off the Steward, but is a statement of the Superintendent's right and duty to maintain the most intimate and friendly relations possible with each and all of his men. In such a case no decision will be come to between the Superintendent and the individual except jointly with the Steward.

Similarly, every man has a right to approach his Superintendent direct, without asking the help of the Steward of his department, if he so desires.

#### *General Arrangements and Discipline.*

12. The Management desires that Shop Stewards shall have such reasonable facilities as are necessary for carrying out their functions, and expects that in return these will be exercised in such a way as to involve a minimum of interference with their work.

13. Meetings, formal or informal, cannot be held in working hours, except by special permission, and men should not bring grievances or questions to their Shop Stewards during working hours, but should wait for the next break.

14. Shop Stewards may visit the Secretary of the Shop Stewards'

Committee during working hours on notifying their Superintendent. Similarly, the Secretary may visit any of the Stewards on notifying his Superintendent. Each Steward is expected to make arrangements mutually satisfactory to his Superintendent and himself for the notification of visits when the Superintendent is temporarily absent from the department. The time spent in visiting should be restricted as much as possible, and must not be made an excuse for inefficiency of work.

This arrangement is subject to reconsideration, should the number of Stewards in the works exceed 10.

15. When the decisions are taken at a joint meeting with the Management, Shop Stewards shall not announce same to their men until the dinner time of the following day, so as to give time for the Superintendents to be made cognizant of what transpired.

These regulations are subject to revision at any time by arrangement between the Management and the Shop Stewards' Committee.

HANS RENOLD, LTD.,

Manchester.

20th October, 1917.

(B) MESSRS. ROLLE-ROYCE, LTD., DERBY

Works: Engineering; Motor-cars. Employees: 6,000. Departments: 35 to 40 have shop stewards of their own, but from the point of view of the management the departments may be enumerated as about 80, with about 300 men in the largest (the test department) down to about 20 in the smallest. General laborers (including women) about 500. Women: About 1,500 (of whom about 100 are general laborers).

1. This establishment is very strongly unionist, and before the war 98 per cent. of the employees were unionist—a figure which has sunk a little during the War owing to dilution. The relations between the management and the men are described by both sides as “of the best.” The works would appear to be regarded by the labor opinion of the district generally with distinct favor.

The Committee at the works is one of Shop Stewards (just as the Committees at two other establishments here described—those of Messrs. Hans Renold and Messrs. Barr and Stroud—are also Committees of Shop Stewards). The interesting feature of this Committee of Shop Stewards is that it goes back to a period previous to the war. It originated as follows:—Originally individual workmen laid their grievances before the management, bringing (according to the general habit) a companion to help them to state

their case. As time went on, men who were recognized as good companions to bring were sorted out, and they became semi-official advocates. About 1912 or 1913 this informal system developed into a recognized Committee of Shop Stewards. This Committee is what exists to-day. There is little difference in the present system from what was usual before the war.

2. Each department elects its own Shop Steward, the total number of whom is nearly 40. There are about nine different unions with Shop Stewards; but more than half of the Shop Stewards belong to the A.S.E. The fact that there is a majority of A.S.E. Stewards has apparently produced no difficulty. The various Shop Stewards form a Committee, with a Chairman who bears the name of convener. On questions affecting a particular department or departments, the convener interviews the management, by appointment, along with the Shop Steward or Shop Stewards concerned; while on questions affecting all the works, he interviews the management, by appointment, along with all the rest of the Shop Stewards. There are no fixed or regular meetings with the management, but there are frequent meetings none the less.<sup>1</sup> The motto of the management is, "the door of the management is always open," and this motto is acted upon. There are no women among the Shop Stewards (though it should be noticed that the Shop Stewards bring a woman representative with them to see the management when they are discussing a question that affects women); but the women employees have direct access of their own to the management. They can come one by one, or in twos and threes (to raise questions of ventilation and heating, for instance); and they always receive a hearing.

3. The functions of the Committee are large and undefined. They bring forward anything which they think a fit matter to be brought before the management. A question may sometimes arise with the management whether such-and-such a question really is a fit question; there is then a discussion, and it is generally settled by the application of common sense whether the question shall or shall not be entertained, but there seems to be no rule regulating the matter. The management discusses with the Committee, or those of it concerned, changes of process; while the men, according to the view of the management, "have helped the management in many cases on knotty problems of output, and have made suggestions which

<sup>1</sup> There was a system of fixed and regular meetings at one time; but this fell through, partly because there was not always business, but largely because the convener of the shop stewards and the works manager were both busy men, and were often unable to attend.

were acted upon," besides bringing up complaints of the men and cases of hardship. Among specific matters handled may be mentioned the following:—

(a) *The base times for premium bonus work*.—This system prevails throughout the works; and if the base time cannot be settled between the foreman of the department and the workmen, the matter is brought by the Convenor and Shop Steward of the department before the management.

(b) *Dilution*.—The Shop Stewards have protested against the principle but they have made an amicable arrangement with the management in every case, it being understood that a record of changes was duly kept. The wages of dilutees have also been discussed in conferences of the management and Committee.

Much is settled with the foremen in the department concerned, and never comes before the management. Relations with the foremen have not been particularly difficult. Some of the foremen resented the action of the Committee of Shop Stewards until it was pointed out to them that the Shop Stewards "did not wish to press too far." There have only been one or two isolated instances of conflict; and in one case (which appeared to be the main one) the foreman left the works. The Convenor of Shop Stewards has the right to go anywhere in the establishment without notifying the foremen.

4. The procedure of the system has already been incidentally described in large measure. When any point arises in a department, it is reported to the Convenor (who is elected by the Shop Stewards from their number), and if it cannot be settled in the department, it is brought before the management in the way described above. Complaints or requests from the management go to the Convenor, and are discussed by the Shop Stewards when he brings them before a meeting. Meetings with the management are in the employer's time, generally in the afternoon, and may last from half-an-hour to 2½ hours. The management has always carried out the decisions arrived at in a meeting with the Committee; and the general body of men in the works have accepted these decisions.

5. The relations of the Committee with local trade unionism seem to present no difficulties. The various societies represented in the works—A.S.E., Patternmakers, Coppersmiths and the rest—have worked together; and the Shop Steward system is part and parcel of the official Trade Union organization of the district. The District Committee of the A.S.E. does not issue cards to the Shop Stewards, as it does in other areas. Extremists are sometimes elected as Shop Stewards, but they generally mix with the rest; they are a live element, and responsibility steadies them. A man

who proves a poor Shop Steward does not carry weight, and will generally be dropped by his constituents. There is thus no need for the issue of a card by the District Committee concerned or for the threat of withdrawal of such a card. The relations of the Shop Stewards at the establishment with the Trade Union authorities are generally good, and every question unsettled in the establishment goes to the local District Committee or Joint Committee of Allied Engineering Trades.

It may be added that there is a Mess-room Committee at the works, some four or five years old, appointed by the vote of all who use the mess-room; but it has no particular importance.

#### (C) THE PHOENIX DYNAMO CO., LTD., THORNBURY, BRADFORD

The Phoenix Dynamo Company is a firm employing about 4,000 employees. In addition to its ordinary product, the firm is now producing miscellaneous munitions supplies. The following statement, which the firm has sent to a number of employers, has been supplied to the Ministry for publication:—

#### A SHORT DESCRIPTION OF THE PHOENIX SYSTEM FOR FIXING PIECE WORK PRICES BY CONTINUOUS ARBITRATION

##### *Preamble.*

There is surely no question so vital to engineering and kindred industries as that of the fixing of piece work prices. It would probably be accurate to say that in the period immediately preceding the war most of the prejudices, both on the employer's part and that of the men, to some system of payment by results were in a fair way to be removed. The increasing competition in business, with the resultant necessity for selling on fine margins, together with the fact that experience was proving that because a man was working piece work the quality of his work was not necessarily suffering, had already converted most of the employers.

The chief outstanding difficulties were those of organization, and much of the remaining prejudice on the part of labor towards schemes of payment by result was the result of unscientific and amateurish systems of estimation of the time necessary to carry out any particular job by the employer. Consequently one got side by side in the same shop astounding inequalities of earnings which caused great discontent. It was the double-time man who caused the time-and-a-quarter man to throw down tools, and the employ-

ers, prevented by agreements from reducing prices, are obviously unable to increase all the prices to double time in order to remove the discontent. The employer, therefore, urged often more by despair than a desire to break his agreements about price reduction, adopted subterfuges to reduce the times which were too high. This often took the form of splitting the job into sections and altering methods of production in a minor way in order to reduce the time allowed, and thus the confidence of the workers was lost by this evasion of the real spirit of the agreement.

Even to-day the predicament still exists, and the problem of the price, which is unreasonably high, and the discontent caused amongst the remainder of the men, is extraordinarily difficult for the employer who wishes to observe not only the letter, but the spirit of his undertakings not to reduce prices.

On the other hand, labor, with its greater facilities for discussion between individuals and the absence of any motive to prevent complete interchange of information, such as unfortunately exists amongst employers, has been enabled to bring great pressure to bear upon the employer for the rectification of a price which can be proved to be unremunerative. The same cohesion amongst labor, coupled with the fear amongst employers that workmen are only accepting payment by results under sufferance, and might some day refuse to continue such a system, has made the employer very fearful of pushing forward with any system to deal with the straight problem of the reduction of an excessive time.

Since the war, and without, possibly, a full appreciation of the precedents which are being created, employers, weary of the responsibility for so much price fixing and the dangers of labor unrest in their works, have compromised the most difficult jobs either by a group bonus on the whole of the wages paid, or by saying to individuals or group of individuals, "We will pay you time and so-and-so whilst you are on with this work." Some aeroplane factories working on a group bonus on total output are paying their men as much as time and three-quarters, whilst their output per man is well below that of other aeroplane factories on ordinary day rates.

It is fatally easy to act in this amateurish way whilst prices are high and excess profits can be used, but any experienced organizer or worker, either employer or employed, knows that this condition cannot last after the war. It is this prodigal use of "time and a something," without any definite guarantee that that amount of work had been carried out, which has destroyed the whole of the principle of the minimum wage. Competition on day rates being

eliminated, a competition between employers as to who can give the most foolish piece-work price or the highest bonus per hour on some theoretically imperfect group bonus scheme has taken its place. The best type of labor realizes that the badly organized piece work or bonus system is, in the end, as inimical to his interests as it is to those of the employer. So much for the money side of the question.

There is, however, another point which should be given its true value. One of the greatest objections to present piece-work systems is that the employer works out the price in secret, writes down the time on a card, and this settles the price. Now, the men feel that payment by results is a bargain and that it is not within the province of the employer or the employed to state arbitrarily what the price is to be. The fact that most employers are quite prepared to explain politely and sensibly to any workman how the price is made up does not meet the theoretical objection to the system, and the end of what should be a perfectly logical and simple business transaction is often an altercation with a "take it or leave it" as the employer's last word.

Another position which is often created as a result of a failure to agree about price is a steady opposition more or less furtive to the whole system. Assuming, however, that the system of piece-work fixing is so accurate that every workman secures a fair return for his labor, the theoretical objection of organized Trades Unionism to any arbitrary settlement of the price by the employer still remains.

#### A TABULATION OF THE MAIN DIFFICULTIES

- (1) Unscientific price fixing.
- (2) The absence of proper machinery for appeal which is quick in action and not cumbersome in operation for the rectification of—
  - (a) a price which is too low;
  - (b) a price which is too high.

Of these (b) is essential if the employer is to be able to preserve towards the men absolute straightforward dealing. The employer must have means which will enable him, without even a suspicion of stealth, to reduce a price without necessarily changing the method of manufacture.

The following is a system which has been working for some time, the terms of which were drawn up by the aid and coöperation of the principal Union of metal workers and the firm concerned. It is capable of considerable extension and improvement, and is a sincere attempt to solve an exceedingly complicated but absolutely vital problem.



*Financial Basis of Prices.*

The men had pressed for a guaranteed time and a half. To this we could not agree. Eventually it was agreed that times should be fixed so that an average man could earn time and a quarter, and a really good man should have no difficulty in making time and a half. The following is the agreement reached between the principal Union of metal workers and ourselves concerning the scheme:—

On getting out a new job we would calculate the feeds and speeds which were suitable for the tool on which the job was to be performed, and then put forward the time to the man who had to do the job, saying: "This is the time we offer; you are not bound to accept it and can appeal if you like. In this event you go to the Time Study Office, where the man who has dealt with the job will go through the detail of his calculations, and if he has made a slip will at once put it right."

Our time fixing is not infallible, and the men can help us by pointing out errors. If, however, we are unconvinced that the price is unreasonable, and the man is equally unconvinced that it is reasonable, he can then say, "I want this job to go to Committee." The time offered by us would then be put on the card as a temporary time, and the decision of the Committee would be added on or taken off the time agreed by the Committee when their decision has been given. In any case, however, the man has no object in hanging back, because no evidence as to the time taken on the job between the price being fixed and the Committee being held is available for the Committee.

The Committee consists of 3 of the firm's representatives and 3 workmen's representatives consisting of the man concerned and 2 workmen selected by him who are operating the same type of machine or whose work is closely allied to the work in question. In a dispute of a Milling Machine price, the man and 2 other millers would attend.

The Committee is to be held within 2 days of the complaint. In the event of the Committee failing to agree it is then up to the firm to demonstrate in their own works that the time is fair and that time and a quarter can be made on it. The question of outside demonstrators being employed was raised, and it was agreed that only in the case of new tools bought from the makers on guaranteed times should outside experts be brought in. The firm have the option to decide whether, in the event of the Committee failing to agree, the demonstration of the time shall be done in the shop itself or alternatively in a demonstration department. It is further

agreed that, in addition to the Committee being a means by which workmen can secure awards as to prices which are too low, the firm have the same privilege with regard to prices which are too high. In the event, however, of the firm petitioning for the reduction of a price and bringing the matter to a Committee, it is understood that any reduction which is made in the time shall be put on to another job on which the workers cannot do as well. This is accepted without demur, as it shows a desire, at any rate, to try to equalize the position as between man and man and also from the firm's point of view.

The above are the terms of the understanding arrived at and the following observations may be interesting.

The whole point about this system is that the rate fixers shall get into their heads the fact that they are not telling the men how much they, as representatives of the Almighty, agree to allow for each job, but are in the position of buyers who, having worked out what they think is a fair price for a commodity, make the man an offer for it on those terms.

A great deal can be done in making a Time Study Department a really nice office and insisting that the man is treated really courteously. One of the great difficulties is to get personalities definitely removed from the transaction. A discussion that starts about the price of a job often finishes by two men staking their reputation as craftsmen and their experience as workmen that they are absolutely right.

The rate fixer must be made to feel that it is not a disgraceful thing to alter his price. The friendly spirit is extremely important, and unduly conceited rate fixers with the manner of a general manager have not proved invariably successful. The surprising part of the scheme over the period in which it has now been operating is the very small number of Committees which are held. It would appear that a very stupid workman who goes to the Time Study Office to argue with the rate-fixer, or a very thick-headed rate-fixer, are either of them rather afraid of what a Committee would decide about their particular case, and so whichever party feels himself to be technically weakest in the argument appears to give way. At any rate, the number of Committees is incredibly small. It may be argued that this is because the prices are fixed on so generous a basis.

The average in the whole of the shops concerned ranges from 27½ per cent. in the worst case to 52¼ per cent. in the highest average case.

The provision by which an employer is allowed to reduce a price

(provided that he adds the time so reduced on to some job which is a lean one) has the advantage that after a time you get a certain number of hours on the men's side of the ledger, and this is a sort of accumulation of time in the bank. By this means cases of special hardship can be dealt with by adding some of the time on to the lean jobs.

The composition of the Committee from the employers' point of view should vary from time to time, and the superintendents of the shop will be well advised to keep their eye on the cases coming up for Committee. It sometimes happens that a very good workman indeed has become pig-headed about his particular job, and whilst the rate fixer may be exactly right, it may be advisable to humor the man in question. The very fact of the man's all-round excellence and his status of a workman makes it advisable to keep him friendly to the scheme. In cases of this sort, where a certain amount of feeling is present, it is advisable for some fairly high official to sit as one of the employer's representatives and tactfully (whilst saving the rate-fixer's face as much as possible) leave the Committee to humor the man somewhat. These cases have proved to be very rare, but the employer has so much to gain from the system generally that he must be prepared to stretch a point, without saying he is doing so, to meet very difficult cases which come up to Committee. One case in point:—

An extraordinary skilled aeroplane metal worker brought a case up to Committee, where the rate-fixer was an equally skilled metal worker and a member of the same Union. The matter had obviously become more a question of which of the two men was a fool than the question of the price, and it is in cases of this sort that a tactful official can be so valuable on the Committee.

If any employer will put himself in the position of a workman who, on being offered a price, thinks it unfair, and who has either to take it or else put himself in opposition to his foreman and others, he will appreciate the value of some such scheme as the above to the workmen. Under the present scheme a man so placed is either satisfied by the Time Study Office or not, and if he is still dissatisfied he can ask for a Committee and go back working on the job without quarreling either with his foreman or anybody else.

(D) MESSRS. BARR AND STROUD, LIMITED, Anniesland, Glasgow

Industry: Engineering. Number of Employees, 2,350, of whom 275 are women.

This firm has, and has long had, an admirable system for the

education of its apprentices, and it is noteworthy that several of them, during their apprenticeship, have taken the Bachelor of Science Degree in the University of Glasgow.

The firm has also, like the shipbuilding firm of whose organization an account is given under (O) below, a system of awards for suggestions made by their workmen, which has been at work for many years.

There are two workers' Committees in the establishment:—

(1) The first, which is called the Shop Committee, might also be designated a Welfare Committee, and has been in existence since about 1900.

Its constitution and rules are set forth in the published Book of Rules of the firm. Briefly, it may be said to deal with shop amenities. It controls the Sick Benefit Society, the fund for distress, and all other funds of a like nature. It controls the management of the canteen and the rifle club and handles all social arrangements for entertainments, picnics, and the like. The Chairman is one of the Directors. He can veto the discussion of any matter; but he has never once had to exercise this veto. No Trade Union questions—no questions of wages or application of Trade Union Rules—come before this Committee. The Committee meets regularly once a month and oftener if necessary. There are various sub-committees appointed by the Shop Committee to deal with the various activities.

(2) In March, 1916, when dilution was started, a second Committee was formed, called the Industrial Committee. As it is professedly in existence for the war period only, nothing is said about this Committee in the Book of Rules of the firm, but the following description may illustrate its chief features.

The formation of the Industrial Committee was helped by the good relations and the community of feeling engendered by the working of the existing Shop Committee. The Industrial Committee is based essentially on Trade Unionism and the Shop Steward System. The twelve representatives of the men are elected entirely by the Shop Stewards, some forty in number, of the different Unions. There is thus no system of election by all the workers and the Committee is not representative of all the workers, but on the other hand there is a definite nexus established with Trade Union sentiment and organization. Two Directors of the firm and the head foreman sit with the twelve representatives of the men. When there is business to transact, meetings of the Industrial Committee are held on Tuesdays at 11 a.m. and the men's representatives are paid as usual during the time occupied at the meetings. The members of

the Committee hold office for one year. There are two Chairmen, one from the men's representatives and one from the firm's, and they preside at alternate meetings. The only other officer is a Secretary elected by the Committee.

The following list contains some of the questions treated by the Industrial Committee during the past eighteen months:—

- (1) The question of the Convenor of Shop Stewards going into other departments for discussion of grievances. This was discussed and the result was the formulation of regulations (*see* Note (i)); similar rules are also contained in Note (ii) in respect of the "Shop" Committee).
- (2) Wages of women and girl employees.
- (3) The record of changes in practice.
- (4) Questions arising from the premium bonus system.
- (5) Appeals against dismissal.<sup>1</sup>
- (6) The question of men forgetting to clock on and of whether they should receive wages for the period for which they had forgotten to clock on.
- (7) The question of working overtime on Saturdays. The Committee agreed to refer this to a general *plebiscite*.
- (8) The question of wages of apprentices.
- (9) The question of rules for night-shift work; *e.g.*, whether men could leave a little before the closing time to catch a train.

It is obvious that the functions of the Industrial Committee are important; it is one of the most advanced Works Committees in existence. Questions of wages come within its scope (under 2, 4, 6 and 8 above); and a question recently under discussion was a proposal that there should be a guaranteed premium bonus.

A question which has recently arisen is that of the relation of the Industrial Committee to the local Trade Union organization.

This Industrial Committee is deserving of attention; first in its constitution—based as it is on the Shop Steward system—and secondly, in its influence on the works, which has been large and far-reaching.

It is interesting to notice that the system of Messrs. Barr and Stroud, Limited, is very like that of Messrs. Hans Renold, Ltd. Both have two Committees; both assign to one Committee the consideration of shop amenities, and to the other questions of work

<sup>1</sup> Only one case has arisen. Here the firm refused to go back on its decision, but was ready to explain its action. This was done. The men's representatives then asked if the man in question might receive a clear character: this was given.

and wages; both base the second Committee on the Shop Steward system.

An immediate and important result of having such an Industrial Committee is that grievances that might otherwise generate bad feeling are brought at once to the attention of the Directors. The trivial surroundings of grievances are brushed off, and the real principles underlying the questions under discussion are arrived at.

So far, the Industrial Committee and the Shop Stewards have quite naturally declined to deal themselves with matters of discipline; but in cases where they have declined, they have actively upheld, or at all events not hindered the regulations imposed by the firm.

#### NOTE (i)

#### REGULATIONS FOR LEAVE GRANTED TO SHOP STEWARDS TO DEAL WITH COMPLAINTS

(1) If any employee has a relevant complaint to make about his work, sufficiently important to bring before a Shop Steward, he must communicate only with the Shop Steward of his own Department.

(2) If the Department Shop Steward thinks the complaint requires attention, he will send for, or fetch, the Convenor of Shop Stewards, who, when possible, will tell the foreman of the Department to which he is called that he has been summoned on Shop Steward business.

(3) If the Convenor of Shop Stewards, after consultation with the Department Shop Steward and the complainer, thinks the complaint requires further attention, he will call a meeting of Shop Stewards to consider the matter.

(4) If the meeting of Shop Stewards thinks the complaint requires still further consideration, the Convenor will bring it before a meeting of the Industrial Committee or convene an emergency meeting of the Industrial Committee in order to lay the complaint before the Firm.

(5) The foremen are instructed by the Firm that they are to grant the facilities referred to above; but if they think that these facilities are being taken advantage of, they are instructed to inform the Firm so that the representatives of the Firm may draw the attention of the Industrial Committee to it.

BARR AND STROUD, LIMITED,

(Signed) HAROLD D. JACKSON,

Director.

## NOTE (ii)

## NOTICE

**TO MEMBERS OF THE STAFF AND TO FOREMEN AND MEMBERS OF THE SHOP COMMITTEE**

In connection with their duties as Members of the Shop Committee, it is sometimes necessary for the Members of the Shop Committee to go into different departments of the shop to enquire into matters connected with the well-being of the employees.

In such circumstances the Members of the Shop Committee should always inform the Chief of the Department or the Foreman into whose Department they go, that they are on Shop Committee duty, and in such circumstances the Foreman will not unreasonably withhold permission.

The Firm rely that Members of the Shop Committee will be careful never to abuse this privilege.

Each Member of the Shop Committee is provided with a ticket of identification.

BARR AND STROUD, LIMITED,  
(Signed) HAROLD D. JACKSON,  
Director.

**(E)—A LARGE ENGINEERING ESTABLISHMENT—DILUTION COMMITTEE**

*Seven Departments, employing over 10,000 workpeople.*

1. The Committee at this establishment should properly be described as a Dilution Committee. It came into existence in February, 1916, and though matters other than dilution are occasionally brought before it, its primary function is the regulation of dilution.

2. The election of the Dilution Committee consists of two stages:—

- (1) In the first place, Dilution Delegates were elected on the basis of two delegates for each shop by all workers, unionist or non-unionist (including women<sup>1</sup>), in every department or shop.
- (2) In the second place, the delegates select five representatives to represent them on a Joint Dilution Committee,

<sup>1</sup> The women in one department did not vote, but that is due to difficulties of time and place. If their hours had been different and the department had not been at a distance from the rest they would have voted.

on which also sit an equal number of the management. At first there was an agreed external Chairman but, subsequently, the senior manager present acted in this capacity. There was found to be the objection that if an external Chairman is appointed whose decisions are accepted, arbitration within the works is set up for dealing with matters which should be entirely within the jurisdiction of the management. A member of the management presides and another member of the management is Official Secretary, and is responsible for the official minutes and the notification of all dilution questions. He is also responsible for all communication with the men's Secretary. On the men's side there is a Chairman and an additional representative who acts as the men's Secretary, but has no vote.

3. There are no regular meetings of the Joint Dilution Committee; it meets when either side asks for a meeting. (Some questions raised by the men's secretary may be settled at once by executive action and without a meeting, if the case is a clear one, and the action will be simply reported at the next meeting.) The minutes are kept by the Official Secretary appointed by the management. The men's Secretary takes informal notes. The minutes are generally circulated a week before a meeting to enable the men to consider them prior to the meeting and raise at the meeting any points arising therefrom or to which they do not agree. Sometimes there are meetings once a week, sometimes once a month or even at longer intervals.

4. The functions of the Dilution Delegates are to supervise the introduction of dilution and the wages paid to dilutee. The delegates may complain, for instance, about a foreman introducing dilution without proper notice, or as to the rates paid to a dilutee or to the manning of a lathe by a dilutee. If any question arises about the rates paid to a dilutee, they refer to the Dilution Certificate sent to them, on which this rate is stated. In no instance are they allowed to ascertain the rates paid to men or women other than dilutees. On the whole no insuperable difficulty has arisen between the Dilution Delegates and the foremen. This is chiefly due to the tact displayed by the management and the men's Chairman, but many times there have been grave difficulties owing to the action of certain of the younger delegates and foremen.

The Joint Dilution Committee deals with all important matters arising out of dilution which come up to it (as a rule through the men's Secretary) from the delegates.



5. To what has been said above, it should be added that the whole procedure of the Committee is necessarily elastic, and dependent on personal tact and contact rather than on a formal constitution. There is, for instance, no fixed tenure of office for the men's representatives; if their action or constitution were challenged, as it was in a case when the members of the United Machine Workers' Association claimed representation, they could, and did, resign, and a new election was held. The same Committee as before was elected. The men's representatives on the Joint Committee, if they consider any proposal involves an important question of principle, ask to have a matter referred back to the Dilution Delegates for instructions, or, if the question is comparatively unimportant, may agree to settle it off-hand.

The Dilution Committee here described is obviously of a special character, and under the peculiar conditions the Joint Dilution Committee has been fairly successful. It works easily and informally. Confined in form to questions of dilution, it finds it easy to discuss other questions and to deal with works conditions in general on occasion; for instance, in a case where the firm had submitted a proposal for a bonus on output to a large number of set-*ters-up*, the men asked their Dilution Committee representatives to take the question up and discuss the matter with the management.

The men's representatives on the Dilution Committee have prevented many threatened strikes developing in various parts of the works, either by their direct intervention or by calling the attention of the management to trouble that was brewing.

In the firm's opinion, the value of the work to be done by such a Committee depends on the men's representatives being educated and fair-minded men.

It must be remembered that this Committee is essentially a Dilution Committee and not a Works Committee. The representatives may, *de facto*, be Shop Stewards, but they are chosen by all the employees, including skilled, semi-skilled and unskilled workpeople.

The Dilution Committee does not represent the steel smelters, steel, iron and brass founders, smiths and strikers, and one or two other trades. If it were to become a Shop Committee it would probably have to be increased and represent all trades and the foremen. In the firm's opinion the constitution of such a Committee, so as to secure the best results, would require very careful consideration.

#### (F) AN ESTABLISHMENT MAKING MOTOR-CARS AND AEROPLANES

The firm make motor-cars, aeroplanes and aeroplane engines. The present number of employees is about 3,500, of whom some 600

are women and some 150 general laborers. The others are skilled or semi-skilled.

The Committee dates back to 1908. It arose from a dispute which resulted in a strike. The directors had had no idea of the trouble, and in order that in the future such a position should be made impossible the Works Committee was formed. District Trade Union officials took an active part in the formation of the Committee.

The Committee consists of 22 members, one from each department. Each member must be a Trade Unionist, but voting is open to all men, whether or not Trade Unionists. The women do not have votes. There are members of 26 Trade Unions in the works. Only 10 of these have members on the Committee. The 10 are the A.S.E., the Toolmakers, the United Kingdom Society of Smiths, the United Kingdom Society of Coachmakers, the Amalgamated Society of Carpenters and Joiners, the United Machine Workers, the Wood Cutting Machinists, the Patternmakers, the Steam Engine Makers, and the Sheet Metal Workers.<sup>1</sup> The members are elected annually, each department electing its representatives. The Committee choose their own Chairman and Secretary. The same people tend to be reelected from term to term; the present Chairman has been in that position from the first, and the Secretary in his for 4½ years.

The only formal rules are contained in a poster, a copy of which is posted up in each department. This gives a short statement of why the Committee was formed and outlines the procedure to be adopted with complaints. This procedure consists of three courts of appeal—the Works Manager, the Managing Director, and the Board of Directors. Thus, a man not satisfied with the response of a foreman goes to his departmental representative on the Committee (or direct to the Secretary or Chairman, who have freedom of movement from department to department). The Chairman and Secretary of the Committee and the representative of the complainant's department then approach the Works Manager, and thereafter, if necessary, first the Managing Director, and then the Board of Directors. In fact, nothing needs to go beyond the Works Manager; nothing has gone so far as the Managing Director since there was some trouble connected with the introduction of the Insurance Act; and during the present Director's tenure of the position no case at all has reached the Board of Directors.

<sup>1</sup> At one time there was a member of the Workers' Union on the Committee, but when he left the works the next appointed belonged to a skilled union. The departments represented and the unions to which the members belong are given at the end of this report.

The Committee acts for almost all purposes by the methods described in the preceding paragraph. The Works Manager has met the whole 22 as a body on one occasion only. The occasion was a visit from an officer of the Ministry of Munitions on the question of timekeeping. The Works Manager meets the small number who act for the Committee (perhaps with the employee or employees concerned) whenever there is occasion. The number of interviews rises and falls. Sometimes he will have an interview every day for a week, and then a fortnight without one will pass. These interviews are in employers' time. The 22 members meet by themselves about once a month for general business; these meetings are partly in their own time and partly in the employers' time.

The Committee has been largely responsible for making the appeal for better timekeeping effective, and this is the more remarkable because even before the appeal was made the timekeeping record was considered very good. As an illustration the following figures were given: for the week ending 10/3/17 the total number of hours lost by 3,300 employees was 8,050; the corresponding numbers for 3,500 employees in the week ending 22/9/17 was 5,700; that is a reduction from 2:4 to 1:6 per head. The other questions discussed with the officials of the Committee and the representatives on it of particular departments have included dilution, which was carried through without trouble, and grievances in regard to premium bonus times, including the fixing of new times when methods of production are altered. Usually the arrangement of times is discussed when the question affects a number of men. A toolroom bonus, payment of time and an eighth, was arranged between the Committee's representatives and the Works Manager. This bonus, which was conditional on good timekeeping and increased activity, has since been given up in favor of individual premium bonus.

The Chairman of the Committee, who is an official in his own Union, emphasized three points:—

- (1) the division of functions between Union and Works Committee, wage questions in particular being Union matters.
- (2) the established procedure as posted up in the departments.
- (3) the officials' right of movement from shop to shop.

He had no doubts about the benefits produced by the Committee. The representatives of the management agree as to the success of the present arrangements.

## NOTE

*Division into Departments*

Name of Department.	No. of Employees in Department (in round figures).	No. of Representatives on Committee. <sup>1</sup>	Trade Union of which representatives are members.
Seaplane Department	310	2	Amalgamated Carpenters and Joiners; U.K. Society of Smiths.
Seaplane Erecting			
Paint Shop ... ..	160	1	Tool Makers. U.K. Society of Coachmakers.
New Machine Shop ...	770	2	A.S.E.; United Machine Workers.
Old Machine Shop ...	340	2	A.S.E.
Body Shop ... ..	60	1	Wood Cutting Machinists.
Stripping and Examining	70	1	A.S.E.
Repair Shop ... ..	240	1	A.S.E.
Smiths Shop ... ..	30	1	A.S.E.
Detail Shop ... ..	180	2	A.S.E.; Sheet Metal Workers.
Finishing Shop ... ..	110	1	A.S.E.
Trimming Shop ... ..	60	1	U.K. Society of Smiths.
Aviation Engine Department.	200	1	A.S.E.
Fitting Shop .....	180	1	Steam Engine Makers.
Erecting Shop ... ..	110	1	A.S.E.
Experimental Department	30	1	A.S.E.
View Room ... ..	120	1	A.S.E.
Molders and Pattern Makers.	50	1	Pattern Makers.

<sup>1</sup> The rule is one representative for each department whatever its size. The exceptions are due to such causes as:—(a) In the New Machine Shop—one is allowed for each turn, day and night; (b) In the Detail Shop—a body of workpeople who have recently been removed from another department into this shop have been allowed to retain their representation.

## (G) THE HORSTMANN GEAR COMPANY, LIMITED,

93, Newbridge Road, Lower Weston, Bath.

These works are a small engineering establishment employing 70-80 men and apprentices and 14 women. There are no laborers. The men are all skilled mechanics. There are 16 apprentices.

The Works Committee was formed in the autumn of 1916. It was set up at the suggestion of the management in order to administer the bonus scheme proposed by the management, in response to a demand by the employees for a 10 per cent. advance in wages in the autumn of 1916.

The essentials of the scheme are as follows:—

Each month a sum equal to 5 per cent. on the wholesale value appearing in the stock book of the viewed and passed manufacturing output for the previous month, and the works' value of other work done during the previous month, is set aside as a bonus fund.

Five per cent. was adopted, as that was the percentage on the output of the previous month represented by a ten per cent. advance on the existing current wages at the date when the first bonus was paid.

Every employee in the works, except the two Managers and the Secretary, participate in the bonus according to the number of "profit-sharing units" to which he or she is entitled under the scheme. Each employee, except apprentices for whom special provision is made, is entitled to one "profit-sharing unit" for each halfpenny per hour of the employees' time-rate, up to, but not exceeding, 9d. per hour, and two units for each completed year of service up to five years. Examples:—An employee receiving 9d. per hour and having been three years with the firm would be entitled to 24 units; another, receiving 1s. 3d. per hour and with three years' service, would also receive 24 units; and another, with two years' service and receiving 8d. per hour, would be entitled to 20 units.

The Committee meets regularly each month:—

- (i) To settle the amount to be set aside for payment of bonus.

For this purpose the books of the Company are opened to the Committee.

- (ii) To assess the value of the profit-sharing unit.
- (iii) To assess the fines incurred by employees under the scheme.<sup>1</sup>

<sup>1</sup> A fine of a certain percentage of the units for any one month, with a maximum of 25 per cent., may be inflicted for each of the following

- (iv) To determine the amount of bonus to which each employee is entitled.

2. *Constitution.*—The Committee is a Joint Committee, representing:—

- (i) The management.  
(ii) The employees.

The two Works Managers and the Secretary are *ex-officio* members. These gentlemen are also the Managing Directors of the Company.

The rest of the Committee consist of six representatives of the employees, elected by ballot by all the employees. The six members represent the works as a whole. Representation is not based on departments or on grades of workers. All employees, apprentices, and women as well as men, are voters.

The officers consist of a Chairman and a Secretary. The officers are elected by the Committee. The present Chairman is the Chairman of the Directors. The Chief Clerk has been elected Secretary.

The Committee meets as a whole. There are no separate meetings of the management members and employee members.

The present elected members have been elected for an indefinite term. The period of office will probably, in future, be six months.

The constitution has not been reduced to writing, and must be regarded as tentative. More women will shortly be employed, and it is intended then to consider the separate representation of women on the Committee.

Only one of the employees is a Union member. The question of relationship to the Trade Unions has, therefore, not arisen.

The Committee has recently formed a Works Musical Society, which is progressing excellently. A canteen will shortly be established, and it is intended to associate the Committee with its management.

3. *Functions of the Committee.*—The Committee, in addition to the above-mentioned special duties, is charged with the consideration of offenses, and these units will then be temporarily forfeited for the month in question:—

- (a) Insubordination, or use of improper language.  
(b) Undue carelessness and wilful damage.  
(c) Neglect to enter goods, advices, time cards, dockets or time sheets.  
(d) Waste of tools and materials.  
(e) Waste of time by failing to work full weeks, or by slackness.  
(f) Refusal to work a reasonable amount of overtime when requested without sufficient reason.

tion generally of any grievances arising in the shop. Its functions in this respect are not specified or limited. The Committee has dealt with shop conditions, wages, holidays and bad timekeeping. It discusses any questions arising in the works which are considered suitable for discussion.

4. *Procedure.*—The Committee meets regularly each month. It meets some 15 minutes, or so, before the end of the working day, and the employee members are paid for the time so spent up to the end of the working day. Any time occupied after the end of the working day is not paid for.

A special meeting can be called at any time on application to the management. Time spent at special meetings is not paid for.

Meetings take place in the works.

Meetings are summoned informally by verbal notice to the members.

The length of meeting varies according to the amount of business to be transacted.

Minutes are regularly kept of the proceedings.

5. *General.*—No arrangements have as yet been worked out for keeping the Committee in touch with the general body of employees. The necessity for such arrangements has not been felt. The decisions of the Committee appear to have given complete satisfaction. Employees are not bound to report grievances to the Committee; if they wish they can approach the management direct. Every facility for this is afforded to all employees.

The value of the unit has already advanced some 30 per cent., and is expected to rise rapidly in the near future owing to improved methods and efficiency. The Committee is regarded as a great success, and has acted as a great incentive to efficiency in the works and in furthering increased production.

(H) H. O. STRONG AND SONS, LTD., Norfolk Works,  
St. Paul's, Bristol

This establishment is a small engineering works employing about 120 men, women and boys.

The Managing Director personally supervises the whole of the works, and very close personal contact is maintained between the management and the employees.

1. *Origin.*—For several years prior to the latter part of 1915 the Company adopted the practice of meeting the whole of the men employed in the works, once a month, to discuss any matters connected with the establishment that seemed to require examination.

At the end of 1915 this practice was abandoned because it was felt by the management—

- (i) That much time was wasted discussing irrelevant and unimportant matters.
- (ii) That real grievances did not freely come out in the presence of the whole body of employees.

The last meeting of this character took place towards the end of 1915, and at this meeting the Managing Director pointed out these objections to the existing practice, and suggested that a Works Committee should be constituted. The management then retired, and the proposal was discussed by the employees alone.

The employees agreed to the proposal, and proceeded to elect seven representatives to form an Employees' Committee, which would meet as a Joint Works Committee with the management.

2. *Constitution.*—The Committee is composed of:—

- (a) Three representatives of the management nominated by the Managing Director, namely—

The Managing Director,  
 Manager of the Repair Department,  
 Works Manager of the Manufacturing Departments.

- (b) Seven representatives of the employees.

Representation is based on occupation, not on the department in which the men work.

The representatives are divided as follows:—

- 1. Laborers (1).
- 2. Machinists (1).
- 3. Turners (1).
- 4. Millwrights (1)
- 5. Patternmakers (1)
- 6. Fitters (1).
- 7. Apprentices (1).

Some 20 women are employed, but are not represented.

Of the seven representatives, four are members of the Amalgamated Society of Engineers, three are non-Unionists.

The employees' representatives are appointed at an annual meeting of all the employees (other than women) held in September. They are appointed for twelve months.

The Managing Director has been elected Chairman of the Joint Committee.

The men's representatives meet separately as an Employees' Committee for the purposes mentioned below in paragraph 4. The



Employees' Committee elects one of its members as Chairman. The Chairman acts as convener.

There is no relation between the Committee and the Trade Unions concerned. A Trade Union official, as such, does not, therefore, attend the meetings, but one of the Committee is the shop steward appointed by the Amalgamated Society of Engineers.

No constitution of the Committee has been definitely formulated. It is at present experimental, and is developing in accordance with experience.

3. *Functions of the Committee.*—Since the appointment of the Committee, no complaints or suggestions come direct to the management; they are first taken to the Employees' Committee as explained hereafter.

The Committee has dealt with the following classes of business:—

Stoppage of bonus.

General discipline.

Interpretation of official Orders and Circulars.

Interpretation of Trade Union rules and regulations.

Shop conditions, lavatories, ventilation, etc.

Decisions of foremen.

Timekeeping.

Output and costs.

Overtime.

Grant and withholding of Leaving Certificates.

The Committee has proved specially useful as a means of arriving at the proper interpretation of official Orders and Circulars. The operation of the recent Order granting a bonus of 12½ per cent. to certain skilled timeworkers (the Skilled Time Workers (Engineers and Molders) Wages Order, 1917) was discussed at the last meeting, and its operation in these works determined.

4. *Procedure.*—Complaints or suggestions are brought, in the first instance, to the attention of one of the men's representatives. Normally, the complaint or suggestion is made to the representative of the grade to which the person making the complaint or suggestion belongs. This representative then notifies the Chairman of the Employees' Committee, who asks the foreman's consent to a meeting of the Employees' Committee being held, and arranges with him a convenient time. The members are then notified verbally of the time and place of meeting.

A meeting is held as soon as possible after receipt of the complaint or suggestion.

The meeting takes place in the employers' time.

All work in the establishment is paid on a day work basis. The men are paid for time occupied on Committee business.

The men's meetings are of short duration, and are held in the works.

If the Employees' Committee can deal finally with the question raised, they do so. If not, the Chairman of the Employees' Committee approaches the Managing Director as Chairman of the Joint Committee and asks for a meeting of the Joint Committee. These meetings are held in the firm's time, and the Committee meets in the office of the Managing Director.

Joint meetings occupy from half-an-hour to two hours, according to the amount of business to be transacted.

A shorthand typewriter is present to take notes, from which regular minutes are entered up in a minute book.

No voting takes place.

All decisions are arrived at by agreement.

There is no regular time for holding meetings of the Joint Committee. Meetings are held as and when required, and are held as soon as possible after a request for a meeting is preferred by either the management or the Employees' Committee.

5. *Relations with Trade Unions.*—There is no direct relation between the Committee and the Trade Unions.

The Unions are recognized by the company, and all Union matters are arranged direct between the management and the Union officials.

The Joint Committee is only concerned with Union Rules so far as affects their interpretation in relation to the circumstances of the works.

The Amalgamated Society of Engineers have a shop steward in the shop. The latter is a member of the Committee, but not in his official capacity as shop steward.

No difficulties have arisen with the Unions.

6. *General.*—The management have found the Committee of the greatest service in conducting the business of the works. It has obviated the necessity of posting notices, always liable to be misunderstood, in many instances. A good output has been maintained, and no trouble has arisen in the works. The management believe that the essential point in preserving good relations with their employees is to ensure an open and full understanding, and that this can only be secured by frequent contact with every section of opinion in the works.

The employees find the Committee of advantage to them because, instead of any complaints being subject to the whim of a foreman or the *ipse dixit* of a manager, the matter is finally decided by a

Committee of their own mates, or, if this is not found possible, by a joint meeting of their own representatives with the management. Moreover, there is no delay. Rapidity of action is regarded as essential if a scheme of control of this sort is to work satisfactorily.

There is general agreement that, in a small meeting of nine or ten persons meeting informally, men have no hesitation in saying what they think, and it is thus possible to gage the "temperature" of the shop with some accuracy.

(I) MESSRS. GUEST, KEEN AND NETTLEFOLD, LTD.,  
Birmingham.

Works—Engineering: Screw, nut, bolt and rivet. Employees (affected by the scheme, in 3 works), 2,500. Departments, some 50. General labor, about  $\frac{1}{3}$  of the whole. Women employees, 1,850.

1. There are five separate works of the firm, all engaged in the same business, in the Birmingham district. Three of these contiguous to one another (Heath Street, Imperial Mills, and St. George's), are fully included in the scheme here described. The two others follow the same lines, but, being more distant, are not included in the actual operation of the scheme. The origin of the scheme was as follows:—Early in 1914 there was a series of strikes of the women employees, and these strikes affected the men employees, as machines stood idle, work was not ready, and wages were lost. The result was that the men also struck. When matters had thus reached a deadlock, a mass meeting of the men was held on May 9th, 1914, which was attended by the management, and at this meeting the outlines of the scheme now in force were suggested. Subsequently a mass meeting of the women was also held, and the management and representatives of the men attended. The scheme was again propounded, and was accepted by the meeting. Finally a mass meeting of men and women, with the management attending, was held, and here the scheme (that there should be no strike without consultation of the firm, and meanwhile the machines should be kept running, and there should be an Appeals Committee in each of the three contiguous works) was accepted.

2. The works were conducted on this basis for over two years, down to August, 1916, without any difficulty. At that time the question arose of an advance in wages to meet the rise of prices. The matter went to arbitration. Negotiations with the directors took place, and in December they accepted the scheme, and a formal agreement was concluded by which the men, as a society, agreed to a signed contract that they would not strike without consultation of the firm, and received in return a system of Appeals Committee in each

of the three works and a central control board for all the three.

3. The scheme, which came in to full working in December, 1916, embraces, as has been said, three works,<sup>1</sup> including the greater part of the manufacturing section; but the engineering section (which contains about 300 employees) is not at all under or connected with the scheme, its members belonging to various other societies. The 2,500 employees of the manufacturing section of the three works form a definite Trade Society or Union. Few of them before the scheme came into operation were members of a Union; all of them are now members of the new Union. This new Union does not belong to any Trades Council or Allied Trades Committee; its strike rules forbid such membership. The Union is thus peculiar; it is a small Union consisting of the employees of a single firm.

4. The Union, as has been said, has entered into a definite contract with the firm, by which it covenants not to strike without consultation, and to keep the machines running meanwhile, in return for certain concessions. The first of these is:—

(a) The Appeals Committee.—There is an Appeals Committee in each of the three works. Each Committee contains men and women representatives, elected, one for each section, by a ballot among the employees of the section; and each has its Chairman, but the Chairman of the Central Control Board often presides at meetings of the different Appeals Committees. The Appeals Committees deal with questions other than those of wages. Their province includes lavatories, canteen, general health and welfare; but they deal mostly with shop conditions and grievances. Any employee with a grievance states it to the Chairman of the Committee or to one of its members who reports it to the Chairman. The Chairman then sends a note on a regular form to invite the foreman to meet him in order to discuss the matter. The matter may be settled at such a meeting; if it is not, it goes to the Appeals Committee; and if, in the opinion of that committee, it raises questions outside their province, it is referred to—

(b) the Central Control Board.—This contains, at the present time, from 25 to 30 members, including men and women. The members are nominated by the different Appeals Committees, sub-

<sup>1</sup> Two other works of the firm in the district (Broad Street and King's Norton) are not included in the scheme, and have no Appeal Committee; but the wages and conditions at these works are affected and largely controlled by the system in force at three contiguous works. One of these works is likely to come fully into the scheme, as its site is to be in the future nearer to those of the others; the other is out in the country, and so outside the scheme.

ject to ratification by a general meeting of the works concerned. (Meetings of 800 are not at all uncommon; the employees attend well, as there is a rule that unless two-thirds are present there is no quorum and nothing can be done.) The President of the Central Control Board is elected by the whole Society. The present President has been in industry for the last 37 years, and has had a long practical experience in the works of all the wage-questions which form the staple of the functions of the Control Board. In the handling of these questions the usual method is as follows: A wage-question is reported to the President, and he then communicates with the management in writing. If it is a question of local detail, he writes to the works manager of the particular works; if it is a question of a general kind, he writes to the general works manager. The manager addressed replies to the President in writing (but, as a rule, there has been a personal interview between the two before the reply comes) and the reply is reported by the President to the Central Control Board. If the reply of the management is satisfactory to the Central Control Board, the matter, of course, ends; if it is not, the Central Control Board makes further representations to the management. The Control Board does not meet the management; the relations are entirely by correspondence, supplemented by personal interviews between the President and management.

(c) The last resort, if a question is not settled between the Control Board and the management, is the Conciliation Board, consisting of two representatives of the management and two of the Control Board. This Board has never acted hitherto, since, under the working of the Munitions Act, questions which would have gone to the Conciliation Board under normal conditions now go to London for settlement. In this event the President writes to the Ministry of Munitions to state the men's case, giving a copy of his letter to the firm; and a general meeting of all the employers affected may be held before the letter is sent, just as would be the case if the normal procedure contemplated in the rules were being followed.

5. In regard to the general working of the system the following points may be made:—

The firm permits anybody to see the President in the works (another workman sees to his machine while he is absent); it allows his letters to go by the works mail; it has supplied him with a desk beside the bench at which he works and facilities for keeping his books and papers. A room is set aside in which he can have interviews, and the firm provides a room for meetings of the Appeals Committee and Control Board. The management is always ready

to see the President when he asks for an interview, and he has full liberty to go anywhere in the three works, without asking for permission, in order to interview employees or committeemen and to discuss grievances.

As has been mentioned, any grievance between an employee and an overlooker is discussed between the Chairman of one of the Appeals Committee and the overlooker concerned; but if it is not settled the complainant and the overlooker appear before the Appeals Committee and both state their case. The Committee decides which of the parties is, in their view, in the right, and they send the matter for adjustment to the management.

The work of the President under the scheme is unpaid.

#### (J) A FIRM OF ELECTRICAL ENGINEERS

This establishment is an engineering works employing 400 women, 150 men and 150 boys.

About 40 of the men are skilled. These are all members of the Amalgamated Society of Engineers.

The establishment is almost entirely engaged in making 18-pounder shells. A small amount of private work is done, principally heads of trolley arms for electrically propelled tramcars.

1. *Origin.*—The Works Committee was established in the autumn of 1915.

It was brought into existence to assist in fixing and adjusting piece-work prices.

The Committee was suggested by the men employed at the works, and the local delegate of the Amalgamated Society of Engineers also recommended the establishment of the Committee to the Managing Director.

2. *Constitution.*—The Committee is a men's committee only. It consists of 5 men. The women and boys are not represented. The 5 members are elected by the shop as a whole, and do not represent separate departments or grades.

The constitution of the Committee has not been reduced to writing. It is at present experimental, and is developing in accordance with experience.

3. *Functions of the Committee.*—The principal business of the Committee is to assist in fixing and adjusting piece-work prices. The questions which arise on this score are, however, not complicated or difficult, as the establishment has, since the Committee was formed, been engaged almost entirely on repetition work. The management, in the first instance, settle what they consider fair prices,

and submit them to the Committee with the data on which they have been fixed. The men's committee then meets separately to consider the suggested prices. Ample time is allowed them to consider and discuss the matter, both among themselves and with the workers affected. A joint meeting is then held between the Committee and the management, at which the several prices under consideration are reviewed, and any suggestions as to amendment are considered. If a good case is made out to the satisfaction of the management the price is raised or reduced. If it becomes necessary to reconsider the price already fixed, any suggestions on this score are brought by the Committee to the attention of the management, and are jointly considered. No friction of any sort has so far arisen. Prices have been frequently reduced or increased by mutual agreement. Under ordinary conditions of work, problems arising as to fixing and adjusting piece-work rates will be more difficult, but the Managing Director considers that they can be best dealt with on the lines above indicated.

No limits have been put to the matters with which the Committee may deal, and it is open to the Committee to bring forward any suggestions or complaints relating to the management of the shop.

The Committee has dealt with the following matters:—

Ventilating and sanitary questions.

Complaints as to the decisions of foremen.

Arrangement of shifts.

Allocation of piece-work and day-work.

Holidays.

Alteration of hours of admission to the works.

Interpretation of official orders and circulars.

At the last meeting the application to this establishment of the Skilled Time Workers (Engineers and Molders) Wages Order, 1917, was discussed.

The Managing Director is of opinion that the Committee should also be charged with the supervision of dismissals and reduction of staff, and it is likely that steps will be taken to utilize the services of the Committee in this respect.

The Committee deals solely with domestic questions arising in the shop.

4. *Procedure.*—The men's committee meets separately on the employers' premises and in the employers' time. Time spent on Committee work is paid by the employers. On request, the Committee meets the Managing Director and the Works Manager.

Requests for meetings are made by the Committee to the Works Manager.

Meetings with the management take place in the firm's time, and time is paid.

There are no fixed times for meetings. Meetings either of the employees' committee or joint meetings with the management are held at such times as may be found necessary.

On any business arising, a convenient time for a men's committee or a meeting with the management is arranged as soon as possible, and generally upon the same day.

Meetings are called informally by verbal notice.

Meetings with the management are of an informal character, and the men's representatives are, if necessary, accompanied by the local delegate of the Amalgamated Society of Engineers.

5. *Relations with the Trade Unions.*—There is no official relation between the Committee and the Amalgamated Society of Engineers. The Union is recognized by the company, and very cordial relations exist between the management and the Amalgamated Society of Engineers' officials in the district. All Trade Union matters are dealt with direct by the management and the Union officials. No difficulties of any sort have arisen with the Union.

6. *General.*—The Committee is regarded by the management, the men and the Union officials of the Amalgamated Society of Engineers as a great success. The management have found the Committee of the greatest service in conducting the business of the works. The Managing Director considers the existence of such a Committee as essential, and strongly supports any scheme by which the workers may be given a great share in the control of industry. In his opinion, the success of any such scheme pivots on the establishment of satisfactory joint works committees.

#### (K) HOTCHKISS ET CIE., ARTILLERY WORKS, COVENTRY

*From Official Constitution of Works Committee as Approved by the Ministry of Munitions.*

The recognition of a Shop Committee, such Committee to be composed of Stewards elected by their representative Departments by secret ballot and endorsed by their respective Union District Committees.

In deciding on representation the principle will be one representative for each Department having not less than approximately 100 employees. In cases of smaller Departments, these may be grouped together and representation of the Departments so grouped will be on the same basis. No employee of less than 18 years may vote.



**Functions of the Committee:—**

- (a) To provide a recognized channel of communication between the employees and the management;
- (b) To present to the management, through the Chairman of the Committee, any grievance or suggestion which, after full consideration, they think worthy of the firm's attention.

**Procedure.**

If the management and the Committee fail to agree, and on all questions of principle, negotiations will proceed between the management and the Union as hitherto. The Chairman of the Committee will have facilities to consult the Union local officials.

Failing settlement with the Union, Part 1 of the Munitions of War Act, 1915, will apply.

No stoppage of work will occur during negotiations.

Meetings of the Committee will be held after working hours unless called in case of emergency at the request of the management.

*Note from Firm.*—"The Committee came into existence at Easter, 1917. It was instituted in the first place on a two months' trial and, as it momentarily achieved its object, was continued until about the end of the year. The constitution of the Committee then became unacceptable to the Shop Stewards and the Committee lapsed."

**(L) A LARGE ENGINEERING ESTABLISHMENT**

1. *From the point of view of the management.*—A Dilution Committee arose in 1916 when dilution was introduced. There were no particular rules about its constitution. At the end of 1916, after the question of dilution had been worked out, and as the Committee commenced to take up other questions, the firm began to consider the formal institution of a Works Committee in place of this informal Dilution Committee. The Note printed below gives particulars.

A Joint Shop Committee was set up, but only lasted a few months. It would appear that the really crucial question, which led to the dissolution of the Joint Committee, was the position of the Shop Stewards, which was perhaps not properly coördinated with the institution of the Joint Committee. The men stood out against the Committee because, in their view, its effect would be to weaken the authority of the Shop Stewards. As a matter of fact, the firm has always in practice recognized the Shop Stewards, though in the institution of the Shop Committee it did not take

their position specifically into account. The management sees them whenever they wish it. Generally, they come in twos—a Convenor attending with the Shop Steward of the department from which the complaint is brought. This still goes on; and, therefore, though the Committee is dead, the principle of such a Committee still lives. Generally, it is true, the Shop Steward goes to the foreman first with a complaint; but he can come straight to the management if he is dissatisfied with the foreman's answer.

2. *From the point of view of the men.*—The same people were Shop Stewards and members of the Shop Committee, but they preferred to act in the former capacity. One reason for this preference was curious but natural. There were 24 Shop Stewards in the establishment; there were only nine representatives of the men on the Joint Committee, as the management held the view that the Committee must not be so large as to be unwieldy. The 15 Shop Stewards who were excluded from the Committee were discontented.

3. The last straw which broke down the Joint Committee was a curious thing. It was a question of the washing of women's overalls. The women had agitated (or been agitated) about the matter; it was brought before the Committee; the men took umbrage at a long discussion of such a matter, and the end came.

In spite of this failure, both management and men appear to be in favor of the idea of a Joint Committee.

#### NOTE.

#### JOINT SHOP COMMITTEE

It is proposed to form a Joint Shop Committee for the purpose of mutual discussion of shop questions, with a view to securing harmonious relations and efficiency in the working conditions of the establishment.

The Committee will consist of representatives elected by ballot by the workmen and women of the various departments, arranged in nine divisions as shown below, one representative to each division. The firm will be represented by the Directors and Departmental Managers. The Committee will have power to coöpt any employee or works official for attendance at any meeting where such attendance may be necessary.

A first ballot will be taken in each department, each employee being at liberty to nominate a candidate for his department. The two candidates receiving the largest number of nomination papers will be selected for the final ballot, and the nominee receiving the

larger number of votes in the final ballot will be the elected representative of the department.

It is suggested that the representatives should hold office for six months. A payment of 2s. 6d. per meeting attended will be paid to each representative by the firm.

The Committee will meet on the first Thursday of each month at 5 p. m., or as may be required.

The scheme is a purely domestic one, and is an attempt by the firm to provide a more direct means of communication with their employees in all matters affecting their conditions and the development of the establishment generally. The Directors invite the cooperation and interest of the employees in the scheme, and trust that each individual will register his vote according to his judgment, in order to make the Joint Committee thoroughly representative.

The ballot will be secret, so that no parties will be in a position to ascertain how any worker has voted. Intimation will be made to each department when the first ballot will take place. The arrangements in connection with the election and voting will be carried out by the existing Joint Shop Committee.

#### (M) A MUNITIONS FACTORY

The company owns two factories and manages two others, and altogether employs about ten thousand workers. Its products are ammunition of various kinds for Naval and Military purposes.

This note only refers to one of their factories, in which there are four thousand employees, of whom one thousand five hundred are women. One hundred of the males are general laborers, the rest being skilled or semi-skilled.

The Works Committee was formed in May, 1917, and consists of twenty-one members. It is composed of and is elected by the men, the election taking place at shop meetings. At present the women have no representative and no vote in the elections. Nevertheless, the women have laid certain matters affecting them before the Committee for consideration, and the Secretary of the Committee is in touch with the Organizer of the National Federation of Women Workers, and should need arise would deal with the Women's Section of the Workers' Union, or, indeed, any organization of female labor.

There is no rule excluding non-Unionists, but, in fact, all the members of the Committee are Trade Unionists.

The Committee meets weekly on Tuesdays at supper-time (*i.e.*,

in the men's own time). In cases of real urgency the general manager gives permission for meetings in the company's time.

The Committee has a Secretary, who is largely responsible for the work transacted. He communicates the recommendations of the Committee to the general manager through the company's labor officer.

The Committee, though perhaps not formally recognized by the company, is, in practice, treated as a body with which negotiations can be concluded.

The general procedure is as follows:—

Matters for the consideration of the Committee are reduced to writing and brought up at a meeting. They are then discussed. In many cases the Committee are able to give advice or instructions on the matter without any reference to the management. Should it be decided that in the opinion of the Committee some alteration should be made, the labor officer is requested to lay the matter before the general manager, who frequently discusses the subject with the Secretary before coming to a decision.

Should the matter be deemed to be very important or of a fundamental character the Committee request the general manager to receive a deputation.

Up to the time of writing the working of this Committee, as guided by its present Secretary, is considered by the company as most helpful. It has settled many alleged grievances without any trouble, has prevented several threatened strikes, and generally tended to smooth and harmonious working in the factory.

The success of the whole scheme is largely due to the tact and good sense of both the company's labor officer and the Works Committee's Secretary.

In conclusion it should be stated that before the formation of the Works Committee many consultations had to take place between employees and their respective Unions to settle minor points. This procedure has now been found unnecessary, as the operation of the Committee so far has made it easy for both small and great matters to be ventilated and promptly dealt with with the least possible friction and delay.

#### (N) WHITEHEAD TORPEDO WORKS (WEYMOUTH), LTD., Weymouth

The following summary contains part of a memorandum sent to the representatives of 13 trade unions. A letter, which accompanied the memorandum, suggested that a general meeting of delegates of each organized society in the works should be called to discuss with the firm the formation and constitution of the proposed Council.

The proposals are now under discussion by the trade unionists.

In the memorandum the firm suggest:—

"That the existing trade union organizations may be made the basis of a general Council, of reasonable size, representing every union in the works, and given the fullest possible powers to take decisions, subject, of course, to reference to the constituent branches on any issue of sufficient importance."

They then state that:—

"The firm's aim is to associate (through a Council appointed in such a way as to recognize and strengthen the position of the existing trade organizations) the whole body of workers in everything that concerns their well-being, discipline, and control, and, by stirring in each individual the sense of his responsibility towards the State, the industry and the works, to enable such a Council to secure loyal compliance with any decision arrived at conjointly with the firm."

A program of subjects is thereafter given as a basis for discussion.

(1) *Hours of Work.*—The proposal of a 50-hour week on the one-break day system was defeated when voted upon in May. Some men appear to have thought the adoption of a 50-hour week would prejudice the introduction of a 48-hour week after the war. The firm is strongly in favor of a 48-hour week, but in regard to that cannot act without reference to the agreements between the Engineering Employers' Federation and the Trade Unions.

A full explanation of the one-break day is given and arguments in its favor added. This section ends: "The firm has not had any other or better proposal put before it for this purpose, and therefore raises the question again for reconsideration. It is further proposed that, six months after the adoption of the one-break, a referendum by ballot should be taken as to whether the old system of hours should be gone back to or not."

(2) *Time-keeping.*—"The question of time-keeping is the one that has gone nearest to impairing the excellent relations with its employees that the firm values so highly; but it is felt that here again the facts have not been rightly understood by every one."

There follows a discussion of causes. The management have now come to the conclusion that the greatest effect has been produced by the institution of an "open gate" and the relaxation of the official Works' Rules.

"The exact form that the gate rules will finally take is subject to consideration, and is much influenced by the concurrent question of the one-break day; but, in its old form, the "open gate" has been

tried and found wanting, and, one way or another, something else must take its place."

(3) *Release of Diluted Labor.*—"The firm is prepared to invite collaboration from the proposed Council, or sectional Committees representing the individual trades concerned, both as regards the selection of suitable operations on to which to put unskilled labor, and as regards the individuals to be released for skilled work elsewhere."

(4) *Fixing of Piece-work Prices.*—In order to facilitate the fixing of prices satisfactorily to employer and employee it is proposed:—

"It would be one of the functions of such a Council, as is suggested in this memorandum, to set up an organization whereby reliable times for piece-work operations would be ascertained, checked, and counter-checked by both parties. This organization would prevent such occurrences as a recent suggestion of 50 minutes for a particular new operation. A trial made by the management showed that six minutes was an ample allowance. If such trials were made by a Joint Committee (or in their presence) prices could be settled more rapidly, and with less danger of unfairness, or discontent on either side, afterwards."

"The same organization could be used for the purpose of making clear to what extent a job becomes a new one by some alteration in design, material, or method of manufacture."

(5) *General Rules and Regulations.*—"There is a class of rules, offenses against which are punishable by a fine of 2s. 6d., dismissal, or a prosecution under the Munitions Acts.

None of these penalties is a convenient one. Fines are as much disliked by the firm as by the men; dismissal entails the loss of services which may be badly needed; and prosecutions entail great waste of time and may produce more evils than the original ones they are meant to cure.

Many of these offenses and some others could probably be dealt with more satisfactorily by such a Council as outlined above. Instances of them are:—

Clocking in too soon, fraudulent clocking, and registering another man's time.

Not keeping at work till knocking-off time.

Leaving work without permission of foreman.

Idling in the works.

Entering or leaving the works otherwise than by the main entrance.

Bringing in liquor.

Gambling in the works.

Taking part in disturbances, using abusive language, and refusing to obey lawful orders.

All the above are offenses under the Works' Rules, permission to post which has been given by the Ministry to the firm as a Controlled Establishment. They have hung in the main entrance since 1915, and are still in force, but every one of them is broken from time to time."

#### (O) A SHIPBUILDING YARD

The present number of employees is about 2,400, of whom some 200 are women.

The system in operation at this yard (and the same methods apply at the firm's engine works) is particularly interesting in view of the comparatively long time during which it has been working, and in view also of its success in fostering good relations between the firm and the men. More than 30 years ago an elaborate system of rules for the yard were drawn up by the firm in consultation with delegates from the trades, conferences between members of the firm, officials of the firm and delegates from the various trades in the yard, being held for this purpose on five dates in 1885 and on two in 1886. These "Rules" form a printed booklet of 36 pages, and each employee on joining the yard for the first time can be furnished with a copy. In an address, delivered by one of the late senior members of the firm, at the close of one of the conferences (on 21st January, 1885), there is contained the following statement: "I think I am right in saying that the step taken by this firm in asking their workmen to join with them in the preparation of the rules of this yard is a new step in the history of labor. I cannot find, from anything I have heard or read, that any firm previous to my own firm has asked the men in their employ to join with them in the preparation of the rules by which these men were to be governed." The revision of these Yard Rules has been a subject of conference at various dates since 1886. The present edition of the rules is divided into five sections:—*Section I* is sub-divided into (i) General, (ii) Decauville Railway, (iii) Timekeeping and Piece-work, (iv) Regarding Apprentices, (v) Against Accidents, (vi) Against Dishonesty, and (vii) Final. *Section II* deals with the admission of (i) Apprentices to Drawing Office, (ii) Boys as Apprentice Clerks, (iii) Girls as Apprentices in Tracing Departments, (iv) Girls as Apprentices in the Decorative Department, and (v) Girls as Apprentices in Upholstery and Polishing Departments. *Section III* gives the rules for the guidance of the Committee of Awards.

*Section IV* gives the rules referring to Subscriptions. *Section V* gives the Fire Brigade Rules. There is a separate book of rules for the Accident Fund.

Conferences similar to those of 1885-6 have been held from time to time since, and have developed into a Workers' Committee. The members of the conference at first represented trades, and may still do so, but not necessarily. Each department chooses one or two representatives, and these representatives may or may not be Trade Unionists or Shop Stewards.<sup>1</sup>

The composition of the Committee to-day is as follows:—

Trade.	No. of Delegates.
Painters .....	1
Engineers, Cranemen, etc. ....	2
Blacksmiths .....	2
Joiners (Upholsterers) .....	2
Plumbers .....	1
Tinsmiths .....	2
Riveters .....	1
Laborers .....	1
Electricians .....	1
Iron Carpenters .....	1
Wood Carpenters .....	1
Caulkers .....	1
Drillers .....	1
Fitters .....	2
Foremen .....	2
Drawing Office .....	1
Counting House .....	1
	—
	23
	—

The above is the composition of the Committee when it meets the management in what may be called formal meetings. There are, however, no set meetings, and in addition to the formal meetings much business is done between the firm and the Chairman of the delegates; and, in matters affecting a particular trade, between the firm and the delegates from that trade. In the last 24 years the formal meetings have averaged three a year, but in the last three years there have been 20 meetings, or an average of seven a year.

The delegates hold shop meetings to report results of meetings

<sup>1</sup> The majority of the delegates are trade unionists and official yard delegates for their unions, though not elected to the Committee as such.



with the management, and meet the management again, and so on until agreement is reached.

One of the delegates acts as Convenor or Chairman, and as the link between the delegates and the management. For the formal meetings with the firm, one of the firm's shorthand clerks, at the request of the delegates, acts as Secretary.

The subjects dealt with, in what have been called "formal meetings," cover a wide range:—they have included the revision of Yard Rules originally made in conference; unemployment questions—*e.g.*, the purchase by the firm of an old vessel so as to employ idle men, and subscriptions to an unemployed fund; timekeeping—men leaving their work before the horn blows; arrangements for paying the men—*e.g.*, earlier payment for big squads where division has afterwards to be made among the members of the squad; arrangement of holidays; subscriptions to various funds and charities, including joint funds for augmenting Government allowances to soldiers' dependents; provision of canteens and of supply of carried food warming appliances, and of ambulance transport for injured men; distribution of coal supplied from firm's yard during 1912 coal strike to inhabitants of town (this was worked by delegates themselves under chairmanship of one of the partners); subscriptions to War Loan; and dilution of labor.

When the firm joined the Employers' Association, about 1906, the fact was formally put before the men's delegates.

It will be seen that the list covers not only general industrial questions, shop grievances, &c., but also questions of welfare. (There is a Welfare Supervisor for the some 200 women employers, and a boy's Welfare Supervisor for all the apprentices and young lads. He has formed a Cadet Corps mostly from amongst them.)

All the questions discussed are *general* questions, since, as has already been remarked, the questions of a particular trade are arranged between the firm and the representatives of that trade. In these latter questions the failure to agree would mean that the matter became one between the firm and the particular Trade Union concerned.

*The Awards Scheme.*—The firm have had in operation since 1880 an Awards Scheme, under which any worker (exclusive of head foremen, officials of the Committee of Awards, and heads of department) may claim an award for improvements and inventions. The scheme was introduced by one of the late senior members of the firm. The rules for the guidance of the Committee of Awards form Section III of the Yard Rules. The Committee consists of an outside and independent person as President, the Manager of

the Yard, and the Manager or Chief Draughtsman of the Engine Works, with a clerk from the counting house as secretary. The rules are elaborate, and designed, among other things, to do justice as between different claimants. The average number of claims is stated to fluctuate very much from year to year. In certain cases where patents have been secured, the amounts received by individuals have run into hundreds of pounds. In the case of patents, the inventors usually ask that one of the firm should be joined with them, and share partly in the gains. The reply of one inventor, when he was asked why this was so, is compounded of Scotch caution and good feeling and trust. It was: "Naebody kens my name, but a'body kens yours."

*The Accident Fund Society.*—This Society, established 43 years ago by mutual agreement between the firm and their workmen, was, in 1897, used as a basis for contracting out of the Employers' Liability Act of 1880, and the Workmen's Compensation Act of 1897, and has since been amended to conform to the Act of 1906. It is governed by a Joint Committee of 22 managers, with an independent Chairman. Eleven are chosen by the workmen and eleven chosen by the firm; the latter comprise four partners, one manager, and six foremen or members of office staff. Four of the works delegates are also managers of the Accident Fund—two of these being trade delegates and the other two being the foremen delegates. The funds are provided in two ways. Fund No. 1, to meet the legal provisions of compensation imposed by the Acts, is provided entirely by the firm. Fund No. 2, which provides extra benefits, such as solatium for loss of minor portions of the body, for which no lump sum compensation could be demanded under the Acts, is provided from the contributions of the members and the payments of the firm, and, in addition, from the fines imposed in accordance with the Yard Rules. The particular interest of these fines, which like the other features of the rules are carefully detailed, is, that not only are they paid into the Accident Fund, and so, though taken from the individual, returned to the workpeople as a whole, but, in addition, in each case of a fine the firm pays an equivalent amount into the fund. The firm in fining an individual fines itself to the same extent, and the double fine goes to the Accident Fund.

The firm lay great stress upon the fact that this system of yard delegates has gradually developed on voluntary lines as the need for it was felt. In all cases the delegates simply ask to see the management when they so desire, and may meet several or only one of the managers, as the case may be. (There is no question

of equality of numbers of firm's representatives and man's, except in the Accident Fund.)

(P) PARKGATE WORKS JOINT TRADES COMMITTEE

I

RULES FOR WORKS COMMITTEE

1. That this organization be called "The Parkgate Works Joint Trades Committee."

2. That the objects of the Committee are:—

- (a) To strengthen Trade Union organization in the works.
- (b) To deal with general questions affecting the welfare of all sections in the works.
- (c) To give assistance to branches in sectional disputes where the branches fail to arrive at a settlement with the firm.
- (d) To keep a watchful eye on representation on local bodies, and to see that the workmen employed by the firm are not overlooked.
- (e) To do whatsoever it can to promote a closer union of the different trades represented in the works.

3. That branches be allowed representation as follows:—<sup>1</sup>

- Membership of 50—one delegate,
- Membership over 50—two delegates.

4. That the branches be asked to appoint alternative delegates, and forward their names to the Secretary together with the names of the delegates appointed.

5. Any body of trade unionists working in any department, but whose branch is out of the works, may have representation on the same basis as branches.

6. The President and Secretary shall be empowered to call a meeting of the Committee to deal with any matter which arises, or may arise, affecting the welfare of the branches.

7. Any delegate or branch may have a meeting called by giving notice to the Secretary, stating the business they wish to bring before the Committee.

8. That a delegation fee of one shilling per delegate per year be paid to the Committee.

9. That where sectional disputes are dealt with by Committee,

<sup>1</sup> With, in addition, the Secretary of each branch, if employed in the works, *ex officio*.

deputations to the Management shall consist of two representatives of the Committee and one from the section affected.

10. That the Secretary be *ex officio* member of the Committee.

11. No person allowed to sit on the Committee unless authorized to do so by his branch and certified by the branch secretary.

12.<sup>1</sup> That in the event of any claim being made or dispute which affects the interests of more than one section of the works, such cases shall be dealt with by the Trade Unions concerned and the Joint Trades Committee.

## II

Fourteen trade union branches are represented on the Committee. Seven of the fourteen have no members employed outside the Parkgate Works. The seven are:—Four branches of the Iron and Steel Trades Confederation, and a branch each of the Blastfurnacemen, the Enginemmen and Cranemen, and the General Laborers. Together these seven branches represent about 1,600 persons in the works. Six of them have three representatives on the Committee; in each case the secretary of the branch is one of the representatives. The seven trade union branches having only part of their membership within the works are:—The Bricklayers, the Amalgamated Society of Engineers, the Blacksmiths, the Molders, the Boilermakers, the Roll Turners and the Carpenters and Joiners; together these seven branches represent about 200 persons in the works. Four of them have two representatives, including the secretary in each case, and three one representative on the Committee. Altogether, therefore, the Committee consists of 31 persons including the secretaries of 11 of the 24 branches.

Rule 4, relating to alternative delegates, is stated to be necessary because some men, for example the first hand at a smelting furnace, cannot leave their work at certain times.

The Committee was formed in January, 1916. An attempt to form a Committee had been made in 1913, but, owing to the slight support given to it, this Committee lasted for a few months only. The influences which produced the present Committee were the recognition of common needs and the desire for harmony (*see* Rule 2). The particular incident from which its inception took place was a meeting called to nominate a representative from the workpeople to the local military tribunal.

Among the subjects which the Committee has discussed are included the following:—Dilution, gambling in the works, the recent

<sup>1</sup> Included recently.

12½ per cent. increase to time workers, extension of this to part-time and part-bonus workers, the provision of canteens, works discipline, participation in local affairs such as elections, promotion of workpeople, &c. In regard to gambling, the Committee decided that the practice should be abolished absolutely; this meant that a "raffle" which had been held for the past seven years was abolished along with the other forms of gambling.

*Dilution Committee.*—This is a sub-committee of the Works Committee chosen so as to give representation to all the departments most vitally affected by dilution. Its membership is made up of—3 from the Confederation (1 each from the smelters, the millmen and the stocktakers and chemists), 1 from the engineers, 1 from the bricklayers and 1 from the general laborers, with a blastfurnace-man as president and the secretary of the Works Committee as secretary. The secretary has no vote and the president a casting vote only.

#### (Q) BOOT MANUFACTURERS

The Company employs about 1,000 workpeople, of whom two-thirds are men and boys, and one-third women and girls.

1. *Origin.*—The Works Committee was established about fifteen months ago, on the initiative of the management. The object in view was to afford more convenient machinery by which the employees could confer with the management, and *vice versa*.

2. *Constitution.*—The Committee is an Employees' Committee, and consists of 10 representatives, based on several departments into which the establishment is divided. The representatives are distributed as follows:—

1. Clicking Department .....	2
2. Machine Room Department .....	2
3. Rough Stuff Department .....	1
4. Making Department .....	2
5. Finishing Department .....	2
6. Boxing Department .....	1

The two representatives from the machine room department are women. The representative from the boxing department is a woman. The other representatives are men.

The members of the Committee are elected for twelve months. They are elected by the employees at a meeting of the employees convened by the Union for the transaction of Union business.

The constitution of the Committee has not been reduced to writing.

3. *Functions of the Committee.*—No limits have been set to the

matters with which the Committee may deal. It is competent for the Committee to make representation to the management on any question relating to the internal organization of the establishment.

A special function performed by the Committee is the preliminary discussion of piecework rates with the management, prior to such rates being presented to the Conciliation Board for the Board's sanction. The Committee has been found especially useful for the transaction of this business. In many cases it has resulted in agreed rates being submitted for the formal sanction of the Board. This has been particularly the case in reference to fixing rates for new machines.

4. *Procedure.*—No regular times are fixed for the Committee to meet. Meetings with the management are arranged on request by either the Committee to the management or the management to the Committee. The management usually give one day's notice to the Committee when they desire a meeting. Meetings are held in the firm's time, and any loss of wages is made up. Meetings do not usually last beyond an hour.

5. *Relations with Trade Unions.*—It is the policy of the Union that all disputes or complaints shall be settled, as far as possible, in the shop, without reference to the Union officials.

The Union cordially approves of the Committee, and the representatives on the Committee are appointed at a meeting for the transaction of Union business, as already stated.

Several of the Shop Stewards are members of the Committee, but are elected as ordinary representatives, and do not sit by virtue of their office as stewards.

When matters of importance are under discussion a representative of the Union attends the meetings of the management and the Committee.

6. *General.*—In view of the high degree of organization both among the employers and operatives in the boot and shoe industry, and the efficient working of the Conciliation Board machinery, it is considered essential for the successful working of a Committee such as that above described that great care should be taken to see that the Committee does not usurp functions proper to the Conciliation Board. Special stress is laid upon the useful work done by the Committee in arriving informally at agreed piecework rates prior to their being submitted to the Conciliation Board for formal approval.

(R) **Messrs. REUBEN GAUNT AND SONS, LIMITED, Spinners and Manufacturers, Faraley, Yorkshire**

The firm has adopted Works Committees at their Worsted Spinning Mill.

The firm are pioneers in the application of Welfare Schemes in their industry.

The following details, which the firm has kindly supplied, refer to the Spinning Section at Springfield, where combing as well as spinning is carried on.

The number of workers engaged is 400, in the proportion of two-thirds women and girls and one-third men and boys.

The first Committee to be formed was the Factory Council.

This Council was appointed by the Board of Directors, and is composed of two directors and the heads of the respective departments in the works. All the nine members are specialists in their various spheres. The Factory Council acts in an advisory capacity in regard to general questions of finance, ways and means, and expenditure, but in regard to inter-departmental questions it is competent to act both in an advisory and in an executive capacity.

The function of the Factory Council is to consider, unify and consolidate the rules and principles of management.

The Factory Council makes use of the collective experience of its members and, in consequence, the business is more efficiently managed.

Meetings are held weekly, on the same day and at the same hour.

The Chairman is one of the Managing Directors, and is responsible for explaining the business policy to the Council; he is also the medium through which the recommendations of the Council reach the Board of Directors.

When Factory Council meetings were first inaugurated, it was not easy for either directors or heads of departments to table their information freely, neither did either party always appreciate a frank review on matters relating to their department, but in course of time (the Factory Council has been established eight years) confidence and a broader outlook have obtained, and members now pool their experiences quite freely. In this way members are kept in touch with all activities and, instead of having a knowledge limited to their own department, they gain an insight into the whole concern. This reticence on the part of both Directors and Representatives may be a real stumbling block—it should be frankly recognized as a difficulty and means should be found by the management of overcoming it. The Manager or Director, who is used to han-

ding big propositions and acting independently, may be fretted by the narrower view of the man who can see no farther than his own department, but restraint must be exercised.

If the Conferences are to be of any use, those attending them must be able to speak freely and be assured of a sympathetic hearing. Experience proves that time and patience will overcome this difficulty. The time, both of the Manager and the Representative, is well spent, they are coming into closer contact with each other than heretofore, and both are gaining knowledge which will eventually lead to increased confidence and efficiency.

The establishing of such a committee as the Factory Council does not fundamentally alter the general scheme and management of industry. The function of the management is still controlled by the managing staff, but experience has proved that a Council with consultative and advisory powers makes for efficiency and has a distinct value in the business organization.

The concept of leadership is "*Support by the Staff rather than Control of the Staff.*"

#### CONFERENCE OF WORKS' REPRESENTATIVES

*General Remarks.*—In January, 1917, arrangements were made to hold a series of meetings with the various departments for the purpose of showing the value of coöperation and of suggesting that all matters relating to wages and working conditions should in future be dealt with by Conference.

At these little meetings it was pointed out that the old way had been for changes to be made by the management without any active coöperation from the workers.

Changes were made and had to be accepted, but under the new arrangement the coöperation of the workers would be asked for in the belief that they would respond, and the result would be increased confidence.

As a result of these meetings it was unanimously decided to establish Works Committees.

The election of representatives was left entirely in the hands of the workers. The importance, however, of electing representatives who had their confidence was pointed out. It was suggested that workers who had been at the mill some time and believed in our ideals would be valuable, but the greatest stress was laid upon confidence.

Representatives must have the confidence and loyalty of their fellow-workers.



*Machinery of Conference.*—Each department elects three representatives by ballot. The firm nominates the Managing Director, the Departmental Manager and the foreman to represent the Management. Whenever Conferences are called to adjust differences, two persons from outside the Department are coöpted to act as neutral representatives. The duties of the Departmental Committees are clearly defined and meetings are only called when questions with which they have to deal are involved.

The coöpted members are appointed for one piece of business only.

Committee members are elected for 18 months, one retiring every six months. The retiring member is eligible for reëlection.

Whilst the constitution has been kept as simple as possible it was felt that the adoption of certain principles by all the Works Committees would secure uniformity and be a guide to Conference members, and with this in view the following rules were drawn up and accepted in turn by the different Committees:—

1. There shall be a list of minimum wages established by Conference for all machine-minders.
2. Promotion and pay shall be as nearly as possible in proportion to merit.
3. A worker shall receive extra pay for extra work.
4. No important change in methods, rates, or service, shall be made by either party without a full explanation of its reason and purpose.
5. The Springfield Mills Ideals were adopted as follows:—

**THE MAJOR IDEAL BEING—**

To produce better yarns than have ever been produced in the past by any one.

**THE MINOR IDEALS ARE—**

To produce "Emperor" yarns under healthy and happy conditions, honestly, efficiently and profitably.

To educate our workers and ourselves to become highly skilled in order that we may earn a reputation for the highest grade of work, and as a result be able to pay the highest rate of wages.

To secure continuity of employment by supplying high-grade yarns and by giving good service.

To treat customers with absolute fairness in order that we may gain and keep their confidence.

6. So far as possible Conferences shall be held during ordinary

working hours, and attendance at such Conferences shall be paid for at the appropriate rates.

7. Applications for Conferences shall be made to the Board of Directors by the representatives of the workers through the Foreman and through the Manager of the department.

8. Differences shall be adjusted by a Committee of eight—three from the workers, three from the Company and two chosen by these two parties, one of the latter to be appointed Chairman of the meeting.

9. The Conference shall decide the date from which any alteration in pay shall become operative. It shall also decide the minimum length of time any agreement arrived at shall be binding upon the parties thereto, subject to the proviso that whenever working conditions are changed either the employees or the Company shall have the right to obtain a revision of the rates of pay.

10. It was resolved that the present representatives should all three serve for the whole of the present year; at the end of the present year the one having received the least number of votes should retire, but should be eligible for reelection; at the end of 18 months the representative having received the second lowest number of votes should retire and be eligible for reelection; at the end of two years the representative having received the greatest number of votes should retire but be eligible for reelection.

11. It is understood and agreed that it is the business of the management, and is not the business of the Conference, to deal with—

(a) The allocation of work to particular sets of drawing.

(b) The allocation of minders to particular machines.

Our Works Committees have only been in existence a year, but so far they have worked quite satisfactorily. We realize that time will be needed for representatives, who are unaccustomed to business meetings, to express their opinions and to voice the wishes of their co-workers, but we look upon the scheme as an educational venture and we are prepared to wait patiently and overcome the difficulties that beset us.

Democratic control of industry can only come when democracy has knowledge and wisdom to assume control. Rightly used, Conferences will provide the necessary experience and education for greater responsibility, which will be equally beneficial to all concerned.

In conclusion, it should be remembered that the two principal factors in the organization of human beings are **THE SPIRIT** and **THE MACHINERY**. In successful coöperation the Spirit is more

potent than the Machinery. MENTAL ATTITUDE IS OF GREATER CONSEQUENCE THAN MENTAL CAPACITY. Notwithstanding this the machinery is usually the only factor which is accepted consciously and considered in a scientific way. This is unfortunate, for the thing that really counts is *atmosphere*; the right spirit must prevail before the machinery of organization can work properly. The most valuable asset of an employee is—*his Spirit*—that intangible part of his personality which cannot be bought with so cheap a thing as money. It must be won.

The royal road and the only road to capture a man's spirit is to win his *Confidence* and nothing but integrity of purpose and sincerity of heart can do this. There is no field of action in which insincerity is so futile as in the handling of workmen. The employer who believes in the principle that

**"CONFIDENCE IS THE BASIS OF ALL PERMANENT RELATIONSHIPS"**  
and works accordingly, is the man who will make his Works Committees a helpful force in his organization.

GERALD R. GAUNT.

2nd February, 1918.

(S) FOX BROTHERS & Co., LTD., Wellington, Somerset  
(and Chipping Norton)

The Wellington establishment is one of the oldest woollen and worsted manufacturing businesses in the country, going back to the 17th century. For nearly 150 years it has been controlled by members of the one family, up to 1896 as partners and since then as directors. Several generations of the families of many of the present employees have worked in the mills. The conditions therefore are somewhat exceptional.<sup>1</sup> The present number of employees is about 1,400.

The Works Committee was instituted in February, 1917, on the suggestion of the Directors, as a means to more harmonious working of the business. Each department elects its representatives, roughly in proportion to the numbers of men and women employed; no one is eligible for membership of the Committee unless he (or she) has been at least five years in the employment of the firm; the right to vote is confined to employees of 18 years of age and over. The composition of the Committee is as follows:—

<sup>1</sup> A profit-sharing scheme has been in existence since 1886. Under it some 690 employees have £50,000 invested in the company.

Department.	Number of Employees.	Number of Representatives.
Wool Sorters, etc. ....	60	2
Worsted Spinning .....	212	4
Woolen Spinning .....	145	3
Weaving .....	591	10
Finishing .....	119	2
Dyeing .....	39	2
Washhouse .....	131	3
Mechanics .....	64	2
		—
		28

The Committee meets the Directors and the General Manager once a month. Loss of time is paid for. Any question affecting the general welfare of the workers or the business can be discussed. Questions of discipline or wage questions affecting individuals or departments must in the first place come before the foreman of the department concerned and then, if unsettled, before the Manager or Managing Director; if the question is still not satisfactorily settled it can be referred to the Committee and the Directors as the final court of appeal. The object of this procedure is to prevent the undermining of the authority of the management and waste of time upon the discussion of details.

Much of the discussion between the Committee and the Directors has been of an educational character. The Directors have explained some of the principles underlying the administration of a large business—the effect of output upon standing charges and wages, and the like; suggestions for the more economical running of the business are encouraged. In the firm's opinion it is essential to the success of a Works Committee that the Directors take the workpeople into their confidence; the workpeople must be made to realize that they can help the administration and must be asked and given the opportunity to help.

The great advantage secured by the existence of the Committee is claimed to be this: that by a thorough explanation to the members of any new departure in the internal administration of the business misunderstandings are avoided and the workpeople realize the real object of such departures. Another advantage is that the Committee provides a safety-valve; machinery is set up by which any grievance may reach the Directors, and this removes the suspicion that complaints are suppressed by the management.

The Committee also are encouraged to make suggestions as to works amenities such as improvement in ventilation. Questions of

holidays and war savings schemes have been discussed and sub-committees have been appointed to deal with such matters as allotments and war charities.

The Committee express their appreciation of the spirit in which the Directors have met them. Both sides are pleased with the working of the system in its experimental stage and expect it to develop its activities.

The great majority of the workpeople are not members of any union; a small minority are organized in a general laborers' union. The difficulties of connecting the Works Committee with trade unionism as seen by the management are two—the small minority in any union, and the fact that the particular union has nothing in common with the industry; if Works Committees are to be linked up with industrial councils, which on the workpeople's side are formed from the trade unions, some way must be found for isolated establishments to be joined up to the proper unions. Here it may be noted that at the end of November a Works Committee was formed, on the same lines as that at Wellington, at another woollen mill belonging to the same firm, at Chipping Norton. In this case the workpeople are organized and the official of the union took part in the formation of the Committee. There are some 250 workpeople in the establishment and 12 members on the Committee.

In addition to the Works Committee at the Wellington establishment there is also a Management Committee. The two are kept separate for the reason that the workpeople speak with greater freedom in the absence of their foremen.

(T) ROWNTREE AND Co., LTD., THE COCOA WORKS, YORK MEMORANDUM TO THE EMPLOYEES IN THE ALMOND PASTE DEPARTMENT

The Cocoa Works,  
York,

1st September, 1916.

(Revised 1st February, 1917.)

WORKS' COUNCILS

For some time past the Directors have felt that it might be of great service to the Manager and Overlookers of a Department, as well as to the Employees, if a Council representing the Management and the Workers were formed, in each Department, for the full and free discussion of all matters affecting the work of the Department, such as:—

- (a) The comfort and well-being of the employees, so far as these depend upon wages, hours and conditions of work, &c., and
- (b) The general efficiency of the Department which depends upon such things as time-keeping, discipline, cleanliness, economy in the use of materials, and upon method and output.

The Directors believe that through a Departmental Council, worked in the right spirit, the employees would feel themselves to have a real share in the administration of the Department, whilst their coöperation would be heartily welcomed by the Management.

As showing what is in the minds of the Directors, the following matters are set down as amongst those which might, very properly, be discussed at Departmental Council Meetings:—

- (1) The criticism of any Piece Wages not thought to be fair or adequate, and the consideration of suggestions for adjustment.
- (2) The consideration of conditions and hours of work in the Department.
- (3) The consideration of departmental organization and production.
- (4) Rules and discipline.

Owing to the special difficulties of the time, with so many regular workers away, it is not thought advisable just now to institute these Departmental Councils over the Works generally, but, as an experiment, it has been decided by the Directors, with the full concurrence of Mr. G. T. Lee, to form a Council in the Almond Paste Department. It is hoped, however, that although started as an experiment, it may prove to be of permanent value to Workers and Management alike, and that when its value has been shown, and the time is opportune, it may be possible to extend the scheme to other Departments. If this should come about, the institution of a General Works' Council, linking all Departments, would naturally follow.

The work both of the men and women in most of the Departments of the Factory is divisible into certain well defined Sections. In order that each Section may have the fullest opportunity of freely discussing with the Management matters affecting its particular work, it is thought that in addition to a Departmental Council, Sub—or Sectional—Councils will be necessary.

The constitution of such Sectional Councils, as well as of the Departmental Council, is given below.

*Sectional Councils*

The number of delegates for each Sectional Council will be fixed on the basis of one delegate for every twelve workers (of whatever age) or part of twelve exceeding six, employed in the Section. Sitting with these at the meetings of each Sectional Council, and having equal powers with them, will be the Manager of the Department with the Head and Sub-Overlookers, Monitors or Chargemen of the particular Section. Should these, however (including the Manager), exceed in number the workers' delegates, the Members of the Council representing the Administration, will consist of the Manager, the Head Overlookers, together with as many of the Sub-Overlookers, Chargemen and Monitors (elected by ballot amongst themselves) as are required to make up a number equal to that of the workers' delegates. The Manager of the Department will be ex-officio Chairman of the Sectional Councils. He will not have a casting vote. In the case of a drawn vote the matter would be submitted to me as Director controlling the Department. But a decision adverse to the employees' delegates will not prevent the Trade Union concerned from raising the matter subsequently with the Company. (*See* 2nd par., p. 111.)

*In addition*, there will be one delegate appointed by each Union concerned (for the Men's Sectional Councils from the Men's Union, and for the Women's Sectional Councils from the Women's Union), who shall be allowed to speak, but shall have no vote. Such delegates shall be deemed to hold a watching brief for the Union, but shall be in the employment of the Firm and working in the Department, and preferably, though not necessarily, in the Section.

It is intended that the meeting of the Sectional Councils shall be held on a fixed day once a week, or once a fortnight, as may, in practice, be found necessary. Full Minutes of the proceedings will be kept by the Secretary (who will be Miss Ruth Slate for the Women's Sections and Mr. T. W. Brownless for the Men's). Matters arising in the meetings, affecting the Department as a whole, and not merely the separate Sections, will be referable to the Departmental Council.

*Departmental Council*

The Departmental Council will be a distinct body from the Sectional Councils and will consist of one member for every 50 workers (or part of 50 exceeding 25), with an equal number of the Administrative Staff, namely, Manager, Head Overlookers, Sub-Overlookers, Monitors and Chargemen. Where these exceed the work-

ers, the members representing the Administration will consist of the Manager and Head Overlookers, together with as many of the Sub-Overlookers, Chargemen, and Monitors (elected by ballot amongst themselves), as are required to make up a number equal to that of the workers' delegates.

At the meetings of the Departmental Councils there will also be one delegate appointed by the Union representing the Men and one by the Union representing the Women, who shall be allowed to speak, but shall have no votes. Such delegates shall be deemed to hold a watching brief for the Union, but shall be in the employment of the Firm and working in the Department.

Further, the Workers will be entitled to have the attendance of a Permanent Official of their Union, not necessarily in the employment of the Firm, during the discussion of any matter on which they consider it essential that they should have skilled assistance and advice. Any such Official attending a Departmental Council Meeting shall withdraw as soon as the matter is disposed of upon which his or her advice has been required.

Nothing that takes place at a Sectional or Departmental Council shall prejudice the Trade Union in raising any question in the ordinary way. Questions of general principle such as the working week, wage standards and general wage rules, shall not be within the jurisdiction of the Councils.

The meetings of the Departmental Council will be held once a month during working hours, with myself as Chairman and Mr. Linney as Secretary.

No decisions of the Councils, either Sectional or Departmental, will take effect until confirmed by myself or another Director.

#### *Qualifications for Voting for both Sectional and Departmental Councils*

All male employees over 21 years of age and all female employees over 16, who have been employed by the Firm for six months (whether on the Regular Staff or not), will be eligible to vote for delegates to both the Sectional or Departmental Councils, and to become Members of such Councils. Delegates will be elected to serve for one year. They will be eligible for re-election so long as they remain in the employment of the Company. No deduction will be made from the wages of Day-workers for the time occupied as delegates in attending the Council Meetings, and Pieceworkers will receive an average wage for the time so occupied.



*Application to the Almond Paste Department*

Based upon the aforementioned constitution, the Sectional and Departmental Councils in the Almond Paste Department will work out as follows:—

*Sectional.*

There will be 6 Sectional Councils as under:—

*Women.* (1) Bottoms and Centers.

(2) Pipers and Coverers.

(3) Makers.

(4) Packers and Labelers.

*Men.* (5) Slab, Machine and Boiling (4th Floor).

(6) Crystallizing and Piping (5th Floor), Cage and Carting (3rd Floor).

The number of delegates for each of these Councils will work out thus:—

(1) <i>Bottoms and Centers.</i>	No. of Delegates.
Bottoms—Room 1 .....	2
Bottoms—Room 2 .....	2
Centers—Room 1 .....	3
Centers—Room 2 .....	1
TOTAL .....	8
(2) <i>Pipers and Covers.</i>	
Room 1 .....	11
Room 2 .....	5
TOTAL .....	16
(3) <i>Makers</i> .....	6
(4) <i>Packers and Labelers.</i>	
Packers .....	9
Labelers .....	1
TOTAL .....	10
(5) <i>Slab, Machine and Boiling</i> (4th Floor).....	5
(6) <i>Crystallizing and Piping</i> (5th Floor).....	6
<i>Cage and Carting</i> (3rd Floor).....	1
TOTAL .....	7

*Method and Dates of Elections.*

In order to facilitate the election of delegates, a list of employees eligible to vote and to become delegates (men of 21 years of age and over, and girls of 16 years and over, who have been employed by the Company for six months) is now hung up in each Section, and these are asked to nominate sufficient delegates for their particular Section.

Nomination papers will be hung up in the Department and employees eligible to vote and wishing to nominate delegates for their Section, should make out and sign one of these papers, and place it in the locked box fixed in the Department for this purpose. A voter is at liberty to nominate as delegate any other voter in his or her Section, provided the person nominated is willing to stand as a delegate. The nomination papers will be collected on Thursday, March 1st, at 5.30, and the names of those nominated will then be printed upon the voting papers which will be given out on Wednesday, March 7th. The election of delegates will take place on Thursday, March 8th.

*Departmental.*

The same method will be followed in the Election to the Departmental Council, which, however, to avoid confusion, will not take place until after the completion of the Sectional Council Election. Nomination papers will be issued on Wednesday, March 14th, and collected March 15th. The Election will take place on Thursday, March 22nd.

The number of delegates to the Departmental Council is shown below:—

<i>Bottoms and Centers.</i>	No. of Delegates.
Bottoms—Rooms 1 and 2 .....	1
Centers—Rooms 1 and 2 .....	1
<i>Pipers and Coverers.</i>	
Room 1 .....	3
Room 2 .....	1
<i>Makers</i> .....	2
<i>Packers and Labelers</i> .....	3
<i>Slab, Machine and Boiling</i> (4th Floor) .....	1
<i>Crystallizing and Piping</i> (5th Floor) <i>and Cage</i> <i>and Carting</i> (3rd Floor) .....	2
<b>TOTAL</b> .....	<b>14</b>

It is intended to hold the first Meetings of the Sectional Councils within fourteen days and the Departmental Council within one month of the Elections.

T. H. APPLETON,  
(Director, R. & Co., Ltd.).

#### (U) A PRINTING OFFICE

In this office there is only the one Chapel, composed at present of about a dozen compositors. In larger offices there are usually several Chapels.<sup>1</sup> The Chapel meets quarterly. Any member may call a special meeting by "placing a shilling on the stone"; such member will say to the Father "I call Special Chapel at 6 o'clock to-night." If his complaint is found by the Chapel to be a frivolous one the shilling is forfeited. The meetings are held in the office at closing time. In the case of large offices there may not be a room big enough for a chapel meeting, and in such cases meetings are held outside. It is the duty of the Father to interview the head of the firm when anything is wrong; to report to the General Committee of the Union from the Chapel and to the Chapel from the General Committee; to see that subscriptions are paid; to interview newcomers regarding membership of the Union, &c.

Piecework is not now in operation in this shop, so that the Chapel is not called upon in this connection as it may be in other offices.

The employer is strongly inclined towards regular joint meetings between management and representatives of the Chapel. This is rather striking because, as is easy in so small an establishment, he is in direct touch with each of his men. The present Father (he has been in the office for only a few months) did not seem to have entertained the idea of the need for such meetings in this office; he referred to the good conditions and relations prevailing in the office. He said, however, that in bigger offices there was a need for such meetings, and he was prepared to consider the applicability of them to this office. The employer has, in an informal way, for

<sup>1</sup> For example, in one office, there are chapels of compositors, stereotypers, machine minders, machine assistants, warehousemen and certain women employees. The compositors in this office are divided among several departments each of which has its *local* father while *the* father of the compositors' chapel is colloquially known as "imperial" father. The compositors' chapel, as is usual, appoints also a clerk of the chapel. The father of the chapel among the women employees is, appropriately, known as the mother of the chapel.

a long time held meetings with the present Father's predecessor and one or two others of the Chapel. He would have them to tea, during which they would have a discussion on shop questions. As examples of the kind of things which joint meetings could discuss, the employer mentioned the following points:—

- (1) The adjustment of work, when new circumstances arise; there had been such joint discussions when recently the previous Father, who had been a long time in the firm, was forced to leave.
- (2) A break for lunch in the morning; this he means to bring forward, as the five hours' stretch, though in accordance with the Union agreements and the general practice, is too long.
- (3) As an example of how, even in a small establishment (where the relations obviously are friendly), there may be unnecessary distance between employer and workmen, he mentioned that some time ago he gave facilities to the men to acquire review copies of books. This was greatly appreciated and one man happened to remark that he had often hoped some such arrangement could be made. When challenged by the employer for not suggesting the arrangement, the man could only plead that it was n't his place. The incident was quoted as probably typical of many situations in which, for want of proper arrangements, the atmosphere common to the worse industrial establishments clings even to the very best firms much more closely than might otherwise be the case.
- (4) The employer further said that he had known of a very serious grievance existing in a large office of which the head of the firm was kept ignorant. He had informed the head of the firm and the grievance, which had been causing great irritation right through the shop, was instantly remedied; it should not have been left to an outsider—obtaining the information only by chance and, again, only by chance knowing the head of the firm concerned—to be the avenue of information.

In regard to the last point (4), the employer was emphatic as to the necessity for the *heads* of establishments meeting the men's representatives. The need was greater the larger the office.<sup>1</sup>

<sup>1</sup> The same need for regular meetings between the management and representatives of the employees was emphasized by the manager of a large printing establishment. He has from time to time held meetings

## (V) WELFARE COMMITTEE (OR SOCIAL UNION)

1. The Works Council as it is called (perhaps it may rather be termed a Welfare Committee), has for its purpose the collection, direct from the workers, of any suggestions for the improvement of their surroundings, and the putting of such suggestions, in the form of mature proposals, before the directors for their approval. It is not intended that these suggestions should in any way be connected with labor conditions. It is the function of the Council to deal solely with suggestions relating to the amelioration of the surroundings of the men's work.

2. The Council is a Joint Council, and its composition is as follows:—There are two representatives of the management and from 19 to 21 of the workmen. The two former are the technical director of the works, who acts as Chairman, and a representative manager<sup>1</sup> nominated by the firm from the sectional managers. The honorary secretary and the honorary treasurer of the Council may be either persons coöpted by the Council, or representatives of the workers on the Council who have been elected by the Council to these offices. The representatives of the men are elected (by ballot, and for a period of 3 years) by the different wards into which the works is divided for electoral purposes (19 in number), and all the workers in the establishment have a vote. Some of the wards represent working departments (*e.g.*, the offices, or again the boiler-makers and their laborers); others are artificial creations. These artificial creations are necessary in order that representation may be divided equally among all the departments, without any neglect of small sections and oddments of work. Some of the wards in which women are in a majority are represented by a woman; on the whole Council there are 16 men representatives and 3 women.

3. The Committee has been in existence for some 15 years. As has been said, its function is to deal with shop amenities or works betterment. This includes (a) conditions of work during working hours, and (b) social activities outside working hours. Of these two the latter is apparently the more considerable, and thus—if one distinguishes between Works Committee, Welfare Committee and Social Union—the Works Council really belongs to the third cate-

with the foremen and the fathers of the different chapels in the office to discuss questions of common interest; lately, the question of the application of the Whitley Report and, at other times, shop regulations, sanitation, etc.

<sup>1</sup> The representative manager is said to act as a very useful link between the firm and the workmen, particularly when he is a young man interested in the social side of the works.

gory rather than the second. The Council, under this head, maintains a recreation ground, for the purchase and equipment of which money was advanced by the firm. The weekly subscriptions paid by the men form at once a sinking fund to extinguish this loan, and a working fund to meet current expenses. The origin of the Works Council, some 15 years ago, was connected with these facts. A number of requests had come from the men to the management, asking for assistance in the promotion of sports, and the advance made by the firm, and the institution of the Works Council, both sprang from these requests.

4. The Works Council thus deals in large measure with questions that lie outside the works. Inside the works its scope is less considerable. The canteen, for instance, is under the control of the firm, which provides meals at less than cost price; the Works Council only deals with the amenities of the canteen. The main concern of the Works Council within the works is with matters such as ventilation, sanitation, and the general comfort of the workers. About half-a-dozen times, but not more, questions have been brought up at the Works Council which have had to be ruled out. Generally, the men's representatives draw a careful distinction between matter belonging to the Works Council and matters belonging to the sphere of Trade Unionism. There has been no difficulty with Trade Unions; on the contrary, the good feeling engendered by the Works Council has led to easy relations between the firm and Trade Unions. The firm, it should be said, recognizes Trade Unions, and deals with them regularly.

5. It may be added that while the Works Council has nothing to do with suggestions for improvements in the works, there is a departmental arrangement under which employees can make suggestions. In each department there is a suggestion box, into which any workman can drop a memorandum of his suggestion; the memoranda of suggestions are regularly collected, and awards of prizes are made for good suggestions.

6. In the matter of meetings and procedure, the Works Council meets once a month, sometimes in the employer's time (in which case the men are paid during the time of their attendance) but generally in the evening, when work is over for the day. There is a regular agenda, prepared by the secretary, containing matters brought up on the reports of sub-committees or raised by individual representatives.

## (W) A MINER'S STATEMENT ON OUTPUT COMMITTEES

The following statements form part of the answer by a miner working in the area of the Midland Federation to the Questionnaire printed in Appendix L. The references are to the Output (or Absentee) Committees in his district. The functions of these Committees, as in other districts, are concerned with two matters—cases of absence from work and facilities for increasing output (improvements, negligence on the part of officials, &c.) :—

1. *Origin.*—(b) The Joint Committee<sup>1</sup> found out that output was not only affected by absenteeism, but by faulty management, and they began to frame rules which would embrace the faults of the management, as well as the workers' negligence in absenteeism, and would call the Committees, instead of Absentee Committees, Output Committees, which gives wider facilities and administration in working.

(c) The meeting of representatives of employers and employed soon became lively and it showed the intense interest that was taken in the Government suggestions, and the men soon pointed out to the Coal Owners that there were other causes which caused a reduced output of coal besides absenteeism—the faults of the management in allowing the miners to wait for timber, no facilities in taking men to their work and bringing them back, the waiting for tubs through scarcity and uneven distribution of the same. If they were going to work this scheme and draw up rules, they must bring the management in as well as the men.

The Coal Owners, after consultation, decided to accede to the request of the men and asked them to withdraw from this meeting, take it back to their delegate board and appoint a small committee to draw up rules which would give them a voice in the management of the collieries concerned.

2. *Constitution.*—(d) The worker's side constitutes a separate Committee only so far. Just to illustrate what I mean; if there is a serious case which has to be brought to the Joint Committee the worker's side will meet together separately before going to meet the management's side, so that they can as far as they are concerned get agreement.

(e) They are duly elected, not for 12 months but for any time. This seems to me a great mistake. They ought to be elected every 12 months, as some of them have lost the confidence of the men, and it causes discontent and friction; annual elections would make for confidence and efficiency. The classes represented by these Com-

<sup>1</sup> Sectional joint committees of the miners.

mittees are miners, datal, haulage, surface workers, who are manipulators of coal. I might say it would have been better when the rules were drawn up if it had been stated that all classes must be represented. You have on most of the Committees datal, haulage, and surface workers without representation. These Committees are only set up as far as the Miners' Federation of Great Britain are concerned. Shop men, shunters, laborers, and locomen are outside, as the idea amongst the Coal Owners is that these classes of workers do not affect the output of coal.

(f) (i) The trade unions have all the representation as far as the workers are concerned. Of course, it is possible for the men at the colliery to appoint a non-unionist, but he would be a rare species.

(ii) No, it has none; it can suggest, but not appoint; this is left entirely to the men. In one colliery they refused to set up a Pit Committee though the Miners' Union wanted to set one up and the leaders held meetings; but they failed to persuade the men. The Coal Controller was pressing the Directors, and the Directors the management, but they could not persuade the men; the men were afraid of victimization and I think they had a good case. Where men stood by their comrades, they were soon out of work not knowing what for, only the management saying "inefficient."

(iii) The trade union official can pay a visit to any of the Committees when sitting and listen to all the business and see whether it is being conducted in the interests of the men, or to see fair play all round, or to see that the management are not abusing the powers set by rule.

(iv) The relationship is good in many of them, but there are doubts in the men; if some of the stewards are put in contracting places and coal is pretty easy to get, the representatives are open to attack by the men as they say "you would not have such a soft job only you have been acting in the master's interests"; and some of them play more than the usual time allowed, and nothing is said. I am sorry to say that if a strong man is on the Committee and he goes in for pulling the management up the harmony is broken a good deal; you can fine the men and forgive them, but when you come to the management it is another thing.

(g) They are chosen by the Managing Director; he asks the Underground Manager, and the under-lookers, or deputies, as they call them who are responsible for different coal seams. By this method you get an all round representation as far as the underground workers are concerned, but datal and surface management is left out.



(j) I will be most frank in what I have got to say in this important question. The employing side want no change, as it only applies to absenteeism as far as they are concerned. The rules give the men a voice in the management, but I am sorry to say there is no Committee strong enough to administer the rules as it relates to management: they go so far but stop as they see an invisible pressure being brought upon them which is going to affect the security of their living, a kind of victimization which you cannot prove. Your contracting place is finished and you want another place but the management sends you "odding"—you are middle-aged and you cannot keep pace with the younger element; and you look after a fresh place, but every where is full up; and when you come out of the office you can see other men set on. This is what is going on all round the district, and you want to strengthen these men by having the rules enacted by Act of Parliament to make them binding; and if cases like this happen, there wants to be a Tribunal appointed by Government, representative of all classes so that a man shall have a fair hearing and equality of justice; this will give him a security and it will reduce this insecurity of work.

3. *Functions.*—(s) iv. The suggestion of improvements is within the scope of Committee and some good work has been done, which has affected the output of coal and increased the wages of the men.

v. None of these points are dealt with by our Committee or only indirectly; it would be a splendid thing if these points were dealt with. There is more friction caused under these heads between the management and the men than under any other points.

*Timekeeping.*—The management promises the men they will put so many turns to their credit for doing certain dead work in the mine, and when the time arrives for them to receive the wage at the week end, the money has not been put in to their credit; so the men often have to go to the office to make complaints, with a promise from the management it will be in for next week. If this was brought before a committee of this standing, a more harmonious spirit would be brought to bear on the industry.

*Language.*—The language by some of the management to the workers is disgraceful and is not fit for any child in the pit to hear. This point can come before the Committee but I have not known of any case yet, though reports have been made to the leaders of the men and they have taken up the cases. In one case I know the men refused to go to work until the management were removed, but wise counsels prevailed and the bitterness was removed.

*Methods of Foremen.*—The mining industry requires great changes as the methods of the foremen are at fault in not paying for dead

work, such as emptying dirt or packing it; they should pay for as many tubs, but if 1 or 2 tubs are over the stated number that they pay for, they reckon them nothing; in measuring ripping, instead of going to the widest part of the level they go to the narrowest which may mean to the man a difference of 5s. on that piece of work; in not seeing to a good distribution of wagons going in and about the mine, &c. There is a splendid scope for a Committee but ours have only limited powers as far as the methods of the foremen are concerned.

vii. *Canteen*.—This question does not come within scope of our Committee, but one large colliery has a canteen, and suggestions have been made from the Committee there in the management of the canteen. It would be a good thing for a colliery to have a canteen as many men are called upon to work overtime and cannot get food, and they work on many hours without, which only means inefficiency. In the colliery which has a canteen, the men can get a good meal and hot drinks at cost price. I know when winter time comes on and the output of coal depends on the surface workers sticking to their work, the management have rest periods for individuals and the management gives them hot drinks to keep them at it. But at collieries where there are no canteens they have to knock off on account of the weather.

*Sanitation*.—Not within the scope of our Committee, but conditions are awfully bad.

*Works Amenities*.—*Manners*: There are hardly any about the collieries; the management have an idea that nothing can be done without swearing and shouting, and it is a disgrace to hear it. Some managers are extremely nice, but they are very rare.

4. *Procedure*.—(a) ii. The Committee meets once a week where a large colliery is concerned (say 1,000 to 2,000 employees), but where there are less employees, they are specially summoned by notice from the Secretary of the Committee.

iii. Yes, the worker members meet separately, but only when the questions are vital and contentious.

v. They take place in the workers' time and the employers' time. The meeting is called for 1 o'clock. The management allow the worker members to come out of the pit before the time but at their own (the workers') expense, and the Committee sits till it comes into the workers' time after 2 o'clock.

vi. It generally lasts 2 or 3 hours. It all depends on how many defendants and who are the defendants.

vii. The worker members are paid out of the Trade Union funds at the rate of 2s. 6d. per meeting. This causes friction as it is cost-

ing the Union a great amount of money and they feel that the Government ought to pay or part pay for this work, as it is being carried on in the national interests to secure a greater output of coal. Some suggest that the management ought to pay half.

5. *Relations with Trade Unions.*—(b) They only recognize the Miners' Union as far as the jurisdiction of this committee is concerned. They (the owners) did try to bring offenders in from other unions, but the miners would have nothing to do with them.<sup>1</sup>

6. *General.*—(a) The attitude of the management to Committees is fairly good; just according to what the business is. If it applies to men they are good, but when it applies to the management the feeling changes a little; but on the whole it is good. I don't know of any decisions they have not carried out, but it takes them a long time to do it; when they promise, your tenacity has to be great.

(c) As far as colliery workers are concerned separate Committees are not needed as they would deal with all questions that could arise; what would be essential would be to see that all grades are represented on the committee.

### APPENDIX III

#### SUMMARY OF A DISTRICT INVESTIGATION IN THE ENGINEERING AND SHIPBUILDING INDUSTRIES

Of 32 firms in the engineering and shipbuilding industries in one district in which another enquiry was made as to the existence of Works Committees, eight were found to have Works Committees. In addition, one had a Dilution Committee, one a Welfare Committee, one a Women's Committee and in one there was a Shop Committee. In one other there was a Works Committee until recently. Expressions of opinion as to the value of Works Committees were obtained from 18 of the 32 employers. Ten expressed themselves in favor and eight as opposed to Works Committees. Of the ten in favor, seven now have a Works Committee; of the eight opposed, one has a Dilution Committee and one a Gunshop Committee, while six have no form of Committee.

The following are notes of opinions of these employers:—

*Favorable:*—

- (1) "Useful work is the outcome."

<sup>1</sup> In this respect the practice differs from that of the timekeeping committees at the Cleveland and Durham blastfurnaces.

- (2) "Committee should be encouraged . . . much depended on class of men chosen from both sides."
- (3) "Applied to large establishments very commendable."
- (4) "If established generally would do an infinite amount of good."
- (5) "Nothing but good would accrue if such Committees were general."
- (6) "In entire sympathy."
- (7) "Experience is a very happy one and not by any means one-sided as the members of the Committee do everything possible to render assistance to the firm."
- (8) "Very harmonious relations although . . . grievances much too one-sided."
- (9) "Perfectly satisfied."

*Unfavorable:—*

- (1) "Encourages men to leave work to engage in business which management should attend to."
- (2) "Power is taken from management and exercised by the men."
- (3) "Simply looking for trouble."
- (4) "Advantage would be taken to look for trouble."
- (5) "Any amount of friction would ensue."
- (6) "Afraid grievances would only come from one side and little endeavor would be made to assist the management in conduct of works."
- (7) "Dealing with accredited shop stewards entirely satisfactory."

Of the opinions coming under "Favorable" all except (3) and (4) are from establishments which have Works Committees; of those coming under "Unfavorable" (1) is from an establishment in which one shop has a Committee, (2) to (7) from establishments without Committees.

The opinions of sixteen active trade unionists employed in the same industries in this district also show differences. Of the sixteen seven are employed in establishments which have, or in one have had, a Works Committee, and nine in establishments which have no experience of a Works Committee. Of the seven, five are favorable and two unfavorable; of the nine, four favorable and five opposed.

This investigation would appear to support the results arrived at in the report that the majority both of employers and of workpeople with experience are persuaded of the benefits of Works Committees.

## APPENDIX IV

## JOINT TIMEKEEPING COMMITTEES

- (A.) (i) Joint Committees at Collieries in Northumberland—  
Rules.  
(ii) Note on Committees at Collieries in other districts.
- (B.) (i) Joint Committees at Ironworks in Cleveland and Durham  
—Agreement.  
(ii) Note on Working of these Committees.

(A.) (i) JOINT COMMITTEES AT COLLIERIES IN NORTHUMBERLAND  
—RULES

NORTHUMBERLAND COAL OWNERS' ASSOCIATION  
AND

NORTHUMBERLAND MINERS' MUTUAL CONFIDENT ASSOCIATION

*Rules respecting the Formation and Procedure of Joint Committees  
for the purpose of securing greater Regularity of Work at the  
Collieries.*

In order to increase the output of coal the following rules are adopted by the above-named Associations:—

1. Where workmen are unable to work in their own working places such persons shall work in other places where there are vacancies in accordance with the custom of the colliery. If no such places are available and the man in consequence has to go home, he shall not be returned to the Authorities as an Absentee on that day.

2. Men prevented from getting to their work at the proper time, due to the workmen's train or car being late, shall on its arrival be allowed to go to work.

3. All deputations shall be held at such hours, whenever possible, as will cause no loss of time to the members of such deputations or the men who appear with them.

4. All persons shall attend every day on which the pit is working unless prevented by illness or other reasonable cause.

5. That a District Committee be set up consisting of an equal number of coal owners' and workmen's representatives.

If all members are not present, only an equal number shall vote on each side.

6. That the District Committee shall meet as agreed upon for the purpose of dealing with disputes which have arisen under any

of the Local Committees and any other business, except in the event of urgent business, in which case a meeting may be called on the representation of either side to specially deal with the matter.

7. That a Local Committee shall be established at each colliery, consisting of an equal number (not exceeding three each) of coal owners' and workmen's representatives to carry out these rules. If all members were not present, only an equal number shall vote on each side.

8. The Local Committee shall meet at least once a fortnight, and the management shall supply a "Time Lost Sheet," showing the names of the men against whom there is a complaint, and the Local Committee shall decide upon whom they shall summon to the next meeting.

9. The men who are called upon to appear before the Committee shall have at least two days' notice given to appear. Failing to attend they will be dealt with in their absence, and the method of giving notice to attend shall be left to the Committee at each colliery.

Meetings are to take place so that men may attend without losing time.

10. The Local Committee shall be empowered to impose fines, and the persons so fined shall have the option of signing a book for such fines to be deducted or to be dealt with by the management.

- (a) If the first method is selected by the workman and he attends and works full time, as defined by Rule 4, for one month after the fine is inflicted, the fine to be returned to him.
- (b) All fines not so redeemed to be paid over to some charitable institution to be selected by the Local Committee.
- (c) The amount of fines shall be:—

For a first offense for which a fine is inflicted, 2s. 6d. per day of avoidable absence; a second offense, 5s. per day. In the event of a third offense the case to be dealt with at the discretion of the management.

11. The Local Committee shall report to the District Committee all cases in which they fail to agree.

12. Excuses for absence must be *bonâ fide*, and where an absentee claims he was away owing to illness, a doctor's note must be produced if demanded.

13. Any official responsible for the workmen losing work or failing to do his best to get work for them shall be reported to the Local Committee, who shall investigate the circumstances, and if

the charge appears to be justified the case shall be reported to the Central Committee to deal with.

14. These rules to continue for the duration of the war.

REGINALD GUTHRIE, } Secretaries.  
WILLIAM STRAKER, }

12th February, 1917.

(A.) (ii) NOTE ON COMMITTEES AT COLLIERIES IN OTHER DISTRICTS

Committees formed on very similar lines have been set up in other, but not in all, mining districts. The statements as to functions and procedure may differ in certain particulars. (1) Provision is sometimes made for the attendance of officials in the miners' and owners' associations at Pit Committee meetings. (2) The scope of a Pit Committee's functions is sometimes stated so as to include more than appears to be covered by Rule 13 above, which deals with officials "responsible for the workmen losing work, or failing to do his best to get work for them." The functions may include the consideration of facilities for output and the suggestion of improvements, apart from cases arising under the circumstances referred to in Rule 13 above. This is commented upon in the report printed in Appendix II (W). (3) The rules vary also in such details as number of representatives, time of meetings and amount of fines.

The results achieved differ greatly from district to district. In some districts no Committees have been set up, while in some others, after being set up, the Committees have either failed to work at all or, after a period of successful operation, have weakened and been abandoned. In other districts, however, the Committees have continued to work satisfactorily, improving timekeeping and organization and increasing output. The application of short time has in certain districts made the need for the Committees less urgent and an estimate of their value difficult. Among the reasons given for failure to institute the Committees are (1) failure of employers to take the matter up, and (2) the younger men's dislike for the scheme; and for failure to work satisfactorily (1) the failure of employers to carry out agreements about Sunday work, etc., and (2) simple inability of the two sides to agree.

## (B.) (i) JOINT COMMITTEES AT IRONWORKS IN CLEVELAND AND DURHAM

## AGREEMENT SETTING UP WORKS COMMITTEES TO DEAL WITH CASES OF TIME-LOSERS

*This scheme has been suggested by the Ministry of Munitions and accepted by the Cleveland Ironmasters' Association and the Cleveland Blastfurnacemen's Association, in order to avoid the necessity of taking men before the Munitions' Tribunals. The Agreement will come into operation on Sunday the 12th day of August, 1917, at.....Ironworks.*

1. At each works in the Ironmasters' Association there shall be set up a Committee consisting in the first instance of three workmen employed at the works.

2. The appointment of the three workmen (one of whom must be the delegate) shall rest with the Cleveland and Durham Blastfurnacemen's and Cokemen's Association.

3. The Cleveland Ironmasters' Association, or any individual member thereof, may, at any future time, and at the request of the Cleveland Blastfurnacemen's Association must, also appoint to the Committee three employer representatives for each works or for such of the works as are affected, and such representatives shall have equal powers and duties with the workmen's representatives.

4. So long as the Committee consists of three representatives, two shall form a quorum; if the Committee consists of six representatives, four shall form a quorum.

5. There shall also be created a Central Committee consisting of six persons, three of whom shall be appointed by the Cleveland Ironmasters' Association, and three by the Cleveland Blastfurnacemen's Association: four to form a quorum.

6. The duties and the powers of the Works Committee shall be:—

- (a) To inquire fully into every case brought by the Manager of the Works of alleged bad timekeeping on the part of any workman employed at the works under his charge.
- (b) To give warning and advice to any workman who may appear to need it.
- (c) To inflict, subject to the provisions of the Truck Acts, such penalty or fine as in the judgment of the Committee the case shall merit, such fine not to exceed 20s. in any one instance.



- (d) In the case of repeated offenses, to transmit the facts and evidence to the judgment of the Central Committee.
  - (e) In the event of the Works Committee being equally divided in their judgment on any case, the same shall be submitted to the Central Committee for decision.
  - (f) Each Works Committee shall have power to reduce or remit altogether any fine imposed by the Committee, if
    - the offender's conduct during the four weeks succeeding the hearing of his case justifies any variation in the original penalty.
7. The duties and the powers of the Central Committee shall be:—
- (a) To review all the facts and evidence in connection with any case which may be submitted to it by Works Committees, and, if it so decides, to impose upon the offender, subject to the provisions of the Truck Acts, a fine not exceeding 40s., or to submit the case to the judgment of the Ministry of Munitions.
  - (b) To make regulations for the guidance of the Works Committees.
8. Fines shall be deducted, subject to the provisions of the Truck Acts, from the wages due to the workmen penalized, and unless remitted by the end of four weeks from date of deduction, shall be handed over to some fund at the works where the offender is employed to be used for the benefit of the workmen or their dependants, or be handed over to some agreed upon local charity.
9. The regulations herein shall apply by agreement to all workmen members of the Cleveland Blastfurnacemen's Association. Any workman outside the Cleveland Blastfurnacemen's Association, and employed at the Ironmasters' works, may submit his case for judgment to the Committees if he so desires and be bound by the decision given.
10. Each Employer party to this arrangement shall authorize one of his clerical staff to act as Secretary to the Works Committee, and such person shall keep a record of the decisions given by the Committee for the particular works and shall transmit at the end of each calendar month a record of such decisions to the Secretary of the Central Committee and to the Secretary of the Cleveland Blastfurnacemen's Association.
11. The Committees under this scheme shall exist so long as Munition Tribunals under the Munitions of War Act continue to operate, but the regulations may be varied at the end of six months on the application of either party hereto.
12. The requisite agreements to be made immediately by the two

Associations concerned for enabling the Committees to exercise the powers and perform the duties specified above.

13. The Arbitration Act, 1889, shall not apply to any proceedings under this agreement.

Signed on behalf of the Cleveland Ironmasters' Association.

J. T. ATKINSON,  
Secretary.

Signed on behalf of the Cleveland and Durham Blastfurnacemen and Cokemen's Association.

THOS. MCKENNA,  
Secretary.

Middlesbrough,  
July 24th, 1917.

#### (B) ii. NOTE ON WORKING OF THESE COMMITTEES

It is agreed on both sides that these Committees have worked very satisfactorily; both employers and employees regard the Works Committees as a far better means of investigating and settling questions of this character than that of taking the men before the Munitions Tribunals. Some twenty-eight Committees, all of them joint in membership, have been set up, but it has not been necessary for all of them to meet. The Central Committee had not met up to the end of January, 1918, though two or three cases had been recently filed for that Committee. A Works Committee is generally unanimous about its decision—whether or not a fine should be imposed, or the amount of the fine. In a large proportion of cases, more than half, a reduction or remission of fines has been allowed in accordance with section 6 (f). Those workmen who are not members of the union usually avail themselves of section 9 of the Agreement to submit their cases to the Works Committee.

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### APPENDIX V

#### NATIONAL AND DISTRICT SCHEMES—SHOP STEWARDS

- (A) Memorandum of Conference between the Engineering Employers' Federation and thirteen Trade Unions.
- (B) Clyde Shipyards Joint Trades' Vigilant Committee.
- (C) Coventry Engineering Joint Committee—Shop Rules.

The following schemes are printed as further illustrations of the problem discussed in Section VI. of the Report—"Relations with

Trade Unions." (A) is the agreement come to in December, 1917, between representatives of the Engineering Employers' Federation and of thirteen Trade Unions. (D) is a Trade Union district scheme of organization of Shop Stewards and Works Committees instituted before the war. (C) gives the proposals put forward by the Coventry Engineering Trades' Joint Committee for their district before the negotiations which resulted in (A) were initiated.

(A). MEMORANDUM OF CONFERENCE BETWEEN THE ENGINEERING EMPLOYERS' FEDERATION AND THIRTEEN TRADE UNIONS <sup>1</sup>

It is mutually agreed to recommend as follows:—

REGULATIONS REGARDING THE APPOINTMENT AND FUNCTIONS OF SHOP STEWARDS

With a view to amplifying the provisions for avoiding disputes it is agreed:—

1. The workmen who are members of the above Trade Unions, employed in a Federated establishment, may appoint representatives from their own number to act on their behalf in accordance with the terms of this Agreement.

2. The representatives shall be known as Shop Stewards.

3. The method of election of Shop Stewards shall be determined by the Trade Unions concerned, and each Trade Union, parties to this Agreement, may appoint Shop Stewards.

4. The names of the Shop Stewards, and the shop or portion of a shop in which they are employed, and the Trade Union to which they belong, shall be intimated officially by the Trade Union concerned in the management on election.

5. Shop Stewards shall be subject to the control of the Trade Unions, and shall act in accordance with the rules and regulations of the Trade Unions and agreements with employers so far as these affect the relation between employers and workpeople.

6. In connection with this Agreement, Shop Stewards shall be afforded facilities to deal with questions raised in the shop or portion of a shop in which they are employed. In the course of dealing

<sup>1</sup> Steam Engine Makers' Society, Society of Amalgamated Toolmakers, etc., U.K. Society of Amalgamated Smiths and Strikers, National Society of Amalgamated Brassfounders and Metal Mechanics, Associated Blacksmiths and Iron Workers' Society, Workers' Union, National Amalgamated Union of Labor, United Machine Workers' Association, Electrical Trades Union, United Journeymen Brassfounders, etc., Amalgamated Society of Coremakers, National Union of General Workers, and National Amalgamated Union of Enginemen, etc.

with these questions they may, with the previous consent of the management (such consent not to be unreasonably withheld), visit any other shop or portion of a shop in the establishment. In all other respects they shall conform to the same working conditions as their fellow-workmen.

7. Employers and Shop Stewards shall not be entitled to enter into any agreement inconsistent with agreements between the Engineering Employers' Federation or Local Association and the Trade Unions.

8. The functions of Shop Stewards, so far as they are concerned with the avoidance of disputes, shall be exercised in accordance with the following procedure:—

- (a) A workman or workmen desiring to raise any question in which he or they are directly concerned, shall in the first instance discuss the same with his or their foreman.
- (b) Failing settlement, the question shall, if desired, be taken up with the management by the appropriate Shop Steward and one of the workmen directly concerned.
- (c) If no settlement is arrived at, the question may, at the request of either party, be further considered at a meeting to be arranged between the management and the appropriate Shop Steward, together with a deputation of the workmen directly concerned. At this meeting the Organizing District Delegate may be present, in which event a representative of the Employers' Association shall also be present.
- (d) The question may thereafter be referred for further consideration in terms of the Provisions for Avoiding Disputes.
- (e) No stoppage of work shall take place until the question has been fully dealt with in accordance with this Agreement and with the Provisions for Avoiding Disputes.

9. In the event of a question arising which affects more than one branch of trade, or more than one department of the works, the negotiations thereon shall be conducted by the management with the Shop Stewards concerned. Should the number of Shop Stewards concerned exceed seven, a deputation shall be appointed by them, not exceeding seven, for the purpose of the particular negotiation.

10. Negotiations under this agreement may be instituted either by the management or by the workmen concerned.

11. The recognition of Shop Stewards is accorded in order that a

further safeguard may be provided against disputes arising between employers and their workpeople.

12. Any questions which may arise out of the operation of this Agreement shall be brought before the Executive of the Trade Union concerned, or the Federation, as the case may be.

(B) CLYDE SHIPYARDS JOINT TRADES' VIGILANT COMMITTEE<sup>1</sup>  
RULES

1. This Committee shall consist of Trade Unions representative of the workmen employed in the Clyde Shipyards.

2. Its object shall be to endeavor to adjust all complaints of a general character, endeavor to secure uniformity in the conditions of employment of the members and strengthen and perfect the organizations of the affiliated Unions.

- (a) By representatives of the Society affected at once reporting the matter to the Secretary of the Yard Vigilant Committee.
- (b) By insisting that all non-union members of the respective trades shall become members of their Trade Union.
- (c) By dealing with any member of an affiliated Union who fails to keep himself in compliance with the Rules of his Union.

YARD VIGILANCE COMMITTEES

3. A Vigilance Committee shall be appointed in each yard or dock, composed of one representative from each Society affiliated. Societies having more than one section of workmen shall be entitled to one representative from each section.

4. The Committee shall appoint a Secretary to whom all complaints shall be lodged by members of the Committee.

5. Each Shop Steward must examine the contribution cards of the members of their own societies on the first Wednesday of each month, and interview new starts immediately after starting.

6. The Committee will meet at least monthly.

7. Representatives of each society must attend and report to the Committee as to the condition of the members under his supervision.

8. On receipt of a complaint, the Committee shall endeavor to

<sup>1</sup>The first meeting was held on the 14th February, 1911. A similar organization in Engineering—The West of Scotland Locomotive and General Engineering Joint Trades' Vigilant Committee—was instituted in September, 1914. It had then been under consideration for some months.

effect a settlement by interviewing the foreman or management. Failing adjustment the matter must then be reported to the Secretary of the Central Board.

9. The machinery of each society for dealing with such questions must first be exhausted before reporting to the Yard Vigilant Committee.

10. The Secretary must send in his official report to the Secretary of the Central Board on the second last Thursday of March, June, September, and December.

11. Should any member of the Yard Vigilant Committee be penalized for taking part in the work of the Committee, such cases must be immediately reported to the Secretary and taken up jointly.

12. Where the Secretary of the Committee has been changed, the name and address of his successor must be forwarded to the Secretary of the Central Board.

13. Expenses incurred by the Committee for room rent, stationery and postages, will be met by the Central Board. All such accounts must be sent quarterly to the Secretary and submitted to the Central Board for approval.

14. Under no circumstances can the Yard Vigilant Committee authorize a stoppage of work, either of a partial or general nature.

*Arrears.*—Members over 10s. in arrears must reduce same at the rate of 2s. 6d. per week; 15s., 5s. per week; and 20s., 10s. for the first week and 5s. per week thereafter.

#### CENTRAL BOARD

15. A Central Board shall be appointed and shall consist of a responsible representative of each Union affiliated. Societies having separate sections administered separately shall be entitled to one representative from each section.

16. Their duties shall be to see that a Vigilant Committee is appointed in each yard or dock, and deal with all complaints remitted to them by the Yard Committees.

17. They shall annually elect a Chairman and Secretary from amongst their number, the latter to act as Treasurer.

18. The Secretary on receiving a complaint from a Yard Committee, may, after consultation with the Chairman of the Central Board and the representative of the Trade directly concerned, endeavor to get the matter adjusted, failing which the Central Board will be convened.

19. Before any stoppage of work takes place, the consent of the Central Board of this Committee must be obtained.

20. To meet expenses the Central Board shall make a call upon

each society affiliated for such sum as may from time to time be agreed upon.

21. Meetings of the Central Board will be held on the last Friday of each quarter, or oftener if, in the opinion of the Chairman and Secretary, such is necessary.

(C) COVENTRY ENGINEERING JOINT COMMITTEE<sup>1</sup>

*Shop Rules and Instructions for Stewards.*

1. That the Coventry Engineering Joint Committee shall be the Executive Committee over all Shop Stewards and Works Committees affiliated. Any change of practice in any shop or works must receive the consent of the Joint Engineering Committee before being accepted by the men concerned.

2. That all nominees for Shop Stewards must be members of Societies affiliated to the Coventry Engineering Joint Committee.

3. Stewards shall be elected by ballot for a term not exceeding six months; all retiring Stewards to be eligible for re-election.

4. Each section shall be able to elect a Steward irrespective of Society.

5. The Stewards of each department shall elect a Chief Steward.

6. The Chief Stewards of departments shall constitute the Works Committee, who, if exceeding 12 in number, can appoint an Executive Committee of seven, including Chairman and Secretary.

7. All Stewards shall have an official Steward's Card issued by Joint Committee.

8. Each Steward on being elected, and the same endorsed by his Society, the Joint Committee Secretary shall send him an official card.

9. The Steward must examine any man's membership card who starts in the shop in his section. He should then advise the man to report to his respective Secretary, and give him any information required on rates and conditions, etc. There shall be a show of cards every month to ascertain if every member is a sound member,

<sup>1</sup> The twenty-one societies affiliated are:—Friendly Society of Ironfounders, Steam Engine Makers, United Machine Workers, Amalgamated Society of Engineers, Amalgamated Toolmakers, Smiths and Strikers, Brassworkers and Metal Mechanics, Coppersmiths, United Brass Finishers, Electrical Trades Union, Boilermakers, Coremakers, Patternmakers, United Coach Makers, Progressive Tin Plate Workers, National Federation of Women Workers, National Union of Clerks, Amalgamated Carpenters and Joiners, General Union of Carpenters and Joiners, London and Provincial Coach Makers, and Amalgamated Wood Cutting Machinists.

and if any member is in arrears (eight weeks) he must report same to the Chief Steward.

10. If there is any doubt of any man not receiving the district rate of wages, the Steward can demand to examine pay ticket.

11. Any member accepting a price or time basis for a job must hand record of same to his Section Steward, who shall keep a record of times and prices on his section of any work, and hand the same to Chief Shop Steward.

12. The Chief Steward shall keep a record of all times and prices recorded to him by sections of his department. On a section being not represented he shall see to the election of Steward for such section.

13. Any grievance arising on any section must be reported to Chief Shop Steward, who shall, with Steward on section and man concerned, interview foreman or manager. Failing redress, the Chief Steward then to report to the Works Committee.

14. The Works Committee shall be empowered to take any case of dispute before the management, not less than three to act as deputation.

15. On the Works Committee failing to come to any agreement with the management, they must immediately report to the Engineering Joint Committee, who shall take up the matter with the firm concerned, a representative of the Works Committee to be one of the deputation. It is essential, pending negotiations, that no stoppage of work shall take place without the sanction of the Engineering Joint Committee.

16. A full list of all Shop Stewards must be kept by the Joint Committee. Any change of Stewards must be reported to the Joint Committee's Secretary.

17. The Joint Committee shall be empowered to call meetings of Stewards at any works, also meetings of all Chief Stewards in the district when the Joint Committee so decides, if necessary.

18. If at any time of dispute the Engineering Joint Committee decides upon the withdrawal of its members from any firm or firms, the Stewards shall be issued a special official badge from this Committee with the idea of assisting to keep order, if necessary, in the interests of the members concerned.



## APPENDIX VI

## MINISTRY OF RECONSTRUCTION

## COMMITTEE ON RELATIONS BETWEEN EMPLOYERS AND EMPLOYED

## SUPPLEMENTARY REPORT ON WORKS COMMITTEES

To the Right Honorable D. Lloyd George, M.P.,  
Prime Minister.

SIR,

In our first and second Reports we have referred to the establishment of Works Committees,<sup>1</sup> representative of the management and of the workpeople, and appointed from within the works, as an essential part of the scheme of organization suggested to secure improved relations between employers and employed. The purpose of the present Report is to deal more fully with the proposal to institute such Committees.

2. Better relations between employers and their workpeople can best be arrived at by granting to the latter a greater share in the consideration of matters with which they are concerned. In every industry there are certain questions, such as rates of wages and hours of work, which should be settled by District or National agreement, and with any matter so settled no Works Committee should be allowed to interfere; but there are also many questions closely affecting daily life and comfort in, and the success of, the business, and affecting in no small degree efficiency of working, which are peculiar to the individual workshop or factory. The purpose of a Works Committee is to establish and maintain a system of co-operation in all these workshop matters.

3. We have throughout our recommendations proceeded upon the assumption that the greatest success is likely to be achieved by leaving to the representative bodies of employers and employed in each industry the maximum degree of freedom to settle for themselves precise form of Council or Committee which should be adopted, having regard in each case to the particular circumstances of the trade; and, in accordance with this principle, we refrain from indicating any definite form of constitution for the Works Committees. Our proposals as a whole assume the existence of organiza-

<sup>1</sup> In the use of the term "Works Committees" in this Report it is not intended to use the word "works" in a technical sense; in such an industry as the Coal Trade, for example, the term "Pit Committees" would probably be the term used in adopting the scheme.

tions of both employers and employed and a frank and full recognition of such organizations. Works Committees established otherwise than in accordance with these principles could not be regarded as a part of the scheme we have recommended, and might indeed be a hindrance to the development of the new relations in industry to which we look forward. We think the aim should be the complete and coherent organization of the trade on both sides, and Works Committees will be of value in so far as they contribute to such a result.

4. We are of opinion that the complete success of Works Committees necessarily depends largely upon the degree and efficiency of organization in the trade, and upon the extent to which the Committees can be linked up, through organizations that we have in mind, with the remainder of the scheme which we are proposing, viz., the District and National Councils. We think it important to state that the success of the Works Committees would be very seriously interfered with if the idea existed that such Committees were used, or likely to be used, by employers in opposition to Trade Unionism. It is strongly felt that the setting up of Works Committees without the coöperation of the Trade Unions and the Employers' Associations in the trade or branch of trade concerned would stand in the way of the improved industrial relationships which in these Reports we are endeavoring to further.

5. In an industry where the workpeople are unorganized, or only very partially organized, there is a danger that Works Committees may be used, or thought to be used, in opposition to Trade Unionism. It is important that such fears should be guarded against in the initiation of any scheme. We look upon successful Works Committees as the broad base of the Industrial Structure which we have recommended, and as the means of enlisting the interest of the workers in the success both of the industry to which they are attached and of the workshop or factory where so much of their life is spent. These Committees should not, in constitution or methods of working, discourage Trade organizations.

6. Works Committees, in our opinion, should have regular meetings at fixed times, and, as a general rule, not less frequently than once a fortnight. They should always keep in the forefront the idea of constructive coöperation in the improvement of the industry to which they belong. Suggestions of all kinds tending to improvement should be frankly welcomed and freely discussed. Practical proposals should be examined from all points of view. There is an undeveloped asset of constructive ability—valuable alike to the industry and to the State—awaiting the means of realization; prob-

lems, old and new, will find their solution in a frank partnership of knowledge, experience and goodwill. Works Committees would fail in their main purpose if they existed only to smooth over grievances.

7. We recognize that, from time to time, matters will arise which the management or the workmen consider to be questions they cannot discuss in these joint meetings. When this occurs, we anticipate that nothing but good will come from the friendly statement of the reasons why the reservation is made.

8. We regard the successful development and utilization of Works Committees in any business on the basis recommended in this Report as of equal importance with its commercial and scientific efficiency; and we think that in every case one of the partners or directors, or some other responsible representative of the management, would be well advised to devote a substantial part of his time and thought to the good working and development of such a committee.

9. There has been some experience, both before the war and during the war, of the benefits of Works Committees, and we think it should be recommended most strongly to employers and employed that, in connection with the scheme for the establishment of National and District Industrial Councils, they should examine this experience with a view to the institution of Works Committees on proper lines, in works where the conditions render their formation practicable. We have recommended that the Ministry of Labor should prepare a summary of the experience available with reference to Works Committees, both before and during the war, including information as to any rules or reports relating to such Committees, and should issue a memorandum thereon for the guidance of employers and workpeople generally, and we understand that such a memorandum is now in course of preparation.<sup>1</sup>

10. In order to ensure uniform and common principles of action, it is essential that where National and District Industrial Councils exist the Works Committees should be in close touch with them, and the scheme for linking up Works Committees with the Councils should be considered and determined by the National Councils.

11. We have considered it better not to attempt to indicate any specific form of Works Committees. Industrial establishments show such infinite variation in size, number of persons employed, multiplicity of departments, and other conditions, that the particular form of Works Committees must necessarily be adapted to the circumstances of each case. It would, therefore, be impossible

<sup>1</sup> The reference is to the present Report.

to formulate any satisfactory scheme which does not provided a large measure of elasticity.

We are confident that the nature of the particular organization necessary for the various cases will be settled without difficulty by the exercise of goodwill on both sides.

We have the honor to be, Sir,

Your obedient Servants,<sup>1</sup>

J. H. WHITLEY, *Chairman.*

F. S. BUTTON.

S. J. CHAPMAN.

G. H. CLAUGHTON.

J. R. CLYNES.

F. N. HEPWORTH.

WILFRID HILL.

J. A. HOBSON.

A. SUSAN LAWRENCE.

MAURICE LEVY.

J. J. MALLON.

THOS. R. RATCLIFFE-ELLIS.

ALLAN M. SMITH.

D. R. H. WILLIAMS.

MONA WILSON.

H. J. WILSON, } *Secretaries.*  
A. GREENWOOD. }

18th October, 1917.

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## APPENDIX VII

### SCHEME OF LOCAL JOINT PITS COMMITTEES

The following scheme has recently been introduced. It is particularly interesting as an attempt to apply the ideas of the Whitley Report to part of the coal-mining industry.

<sup>1</sup> Sir G. J. Carter and Mr. Smillie were unable to attend any of the meetings at which this Report was considered and they therefore do not sign it. Sir G. J. Carter has intimated that in his view, in accordance with the principles indicated in paragraphs 3, 4 and 5 of the Report, it is important that Works Committees should not deal with matters which ought to be directly dealt with by the firms concerned or their respective Associations in conjunction with the recognized representatives of the Trade Unions whose members are affected.

**JOINT COMMITTEE OF REPRESENTATIVES OF THE LANCASHIRE AND CHESHIRE COAL ASSOCIATION, AND THE LANCASHIRE AND CHESHIRE MINERS' FEDERATION.**

Resolved: That the Joint Committee recommend the establishment, with the least possible delay, of Local Joint Pit Committees at the various Collieries in the two Counties, and that the functions of the Committees shall be those set out below, and that the Rules of Procedure also set out below should be adopted.

The functions exercisable by the Local Joint Pits Committees and the Rules of Procedure for the conduct of the business.

1. The title of the Committee shall be "The Local Joint Pits Committee."

2. The Committee shall exercise the following functions:—

- (a) To investigate and report to Manager cases of shortage of tubs.
- (b) To investigate and report anything interfering with the possibilities of output, such as poor haulage, blocked or congested roadways.
- (c) To investigate and report to Manager complaints of minimum wage and abnormal places allowances.
- (d) To stimulate regular attendance and report to Manager persistent absentees.
- (e) Generally to investigate and report to the Manager anything else which in their opinion is interfering with the satisfactory working of the mine.
- (f) Any other functions which may from time to time be delegated to them by the Joint Committee.

3. The Committee shall consist of not less than three, nor more than five representatives of the employers, and an equal number of representatives of the workmen employed at the mine. The Manager of the mine shall be the Chairman.

4. Two members of each class of representative present shall form a quorum.

5. The respective representatives on the Committee shall each appoint one of their number to act as Secretary.

6. Meetings of the Committee shall be held once a month. Provided that a Special Meeting may be held at any time at the request of the whole of the members of either side given to the Secretary of the other side. Five days' notice to be given of any meeting, ordinary or special; and the Agenda of the business to be considered at the meeting to be submitted by the Secretaries to each member of the Board with the notice calling the meeting. No busi-

ness to be transacted at any meeting other than that on the Agenda. No matter shall be placed on the Agenda without an opportunity having been previously given to the officials of the mine of dealing with it.

7. The proceedings of each Committee shall be taken and transcribed in duplicate books, and each book shall be signed by the two Secretaries at the meeting at which such minutes are read and confirmed. One copy of such minutes shall be kept by each of the Secretaries. The Secretaries shall also conduct the correspondence for the respective parties, and conjointly for the Committee.

8. In the event of any matter arising which the Committee cannot agree upon, and failing agreement between the Manager and the local Federation Agent, the difference shall be submitted to the Joint District Committee, whose decision shall be final.

9. Each party shall pay and defray the expenses of its own representatives and Secretary.

Dated this Eleventh day of February, 1918.

LIONEL E. PILKINGTON,

*President of the Lancashire and Cheshire Coal Association  
and of the Joint Committee.*

THOMAS GREENALL,

*President of the Lancashire and Cheshire Miners' Federation,  
and Vice-President of the Joint Committee.*

THOS. R. RATCLIFFE-ELLIS,

*Secretary of the Lancashire and Cheshire Coal Association,  
and of the Joint Committee.*

THOMAS ASHTON,

*Secretary of the Lancashire and Cheshire Miners' Federation,  
and of the Joint Committee.*

### INDUSTRIAL REPORTS. NUMBER 3

#### INDUSTRIAL COUNCILS AND TRADE BOARDS

Joint Memorandum of the Minister of Reconstruction and the Minister of Labor, explaining the Government's view of the proposals of the Second Whitley Report, together with the Text of the Report.

## INDUSTRIAL COUNCILS AND TRADE BOARDS

*Joint Memorandum by the Minister of Reconstruction and the Minister of Labor.*

1. The proposals contained in the First Report on Joint Standing Industrial Councils of the Committee on Relations between Employers and Employed have been adopted by the Government. The steps which have been taken to establish Industrial Councils have enabled the Government to consider the proposals of the Second Report on Joint Standing Industrial Councils in the light of experience. This Report, which deals with industries other than those which are highly organized, follows naturally upon the First Report of the Committee, and develops the line of policy therein proposed. It has not been found possible from the administrative point of view to adopt the whole of the recommendations contained in the Second Report, but such modifications as it seems desirable to make do not affect the principles underlying the Committee's proposal for the establishment of Joint Industrial Councils. They are designed to take advantage of the administrative experience of the Ministry of Labor with regard to both Industrial Councils and Trade Boards. In view of the growing interest which is being taken in the establishment of Industrial Councils and of the proposed extension of Trade Boards, it appears desirable to set forth the modifications which the Government regard as necessary in putting into operation the recommendations of the Second Report, and also to make clear the relations between Trade Boards and Industrial Councils.

2. The First Report on Joint Standing Industrial Councils referred only to the well-organized industries. The Second Report deals with the less organized and unorganized trades, and suggests the classification of the industries of the country into three groups:—

“Group A.—Consisting of industries in which organization on the part of the employers and employed is sufficiently developed to render their respective associations representative of the great majority of those engaged in the industry. These are the industries which we had in mind in our first Interim Report.

“Group B.—Comprising those industries in which, either as regards employers and employed, or both, the degree of organization, though considerable, is less marked than in Group A.

“Group C.—Consisting of industries in which organization is so

imperfect, either as regards employers or employed, or both, that no associations can be said adequately to represent those engaged in the industry."

The proposals of the Committee on Relations between Employers and Employed are summarized in paragraph 20 of their Second Report as follows:—

- "(a) In the more highly organized industries (Group A.) we propose a triple organization of national, district, and workshop bodies, as outlined in our First Report.
- "(b) In industries where there are representative associations of employers and employed, which, however, do not possess the authority of those in Group A. industries, we propose that the triple organization should be modified, by attaching to each National Industrial Council one, or at most two representatives of the Ministry of Labor to act in an advisory capacity.
- "(c) In industries in both Groups A. and B., we propose that unorganized areas or branches of an industry should be provided, on the application of the National Industrial Council, and with the approval of the Ministry of Labor, with Trade Boards for such areas or branches, the Trade Boards being linked with the Industrial Council.
- "(d) In industries having no adequate organization of employers or employed, we recommend that Trade Boards should be continued or established, and that these should, with the approval of the Ministry of Labor, be enabled to formulate a scheme for an Industrial Council, which might include, in an advisory capacity, the 'appointed members' of the Trade Board."

It may be convenient to set out briefly the modifications of the above proposals, which it has been found necessary to make.

- (1) As regards (b) it has been decided to recognize one type of Industrial Council only, and not to attach official representatives to the Council, except on the application of the Industrial Council itself.
- (2) As regards (c) and (d) the relations between Trade Boards and Industrial Councils raise a number of serious administrative difficulties due to the wide differences in the purpose and structure of the two types of bodies. It is not regarded as advisable that a Trade Board should formulate a scheme for an Industrial Council, nor is it probable that Trade Boards for unorganized areas will be set up in conjunction with a Joint Industrial Council.



3. It is necessary at the outset to emphasize the fundamental differences between Industrial Councils and Trade Boards. A Joint Industrial Council is voluntary in its character and can only be brought into existence with the agreement of the organizations of employers and workpeople in the particular industry, and the Council itself is composed exclusively of persons nominated by the Employers' Associations and Trade Unions concerned. The Industrial Council is, moreover, within very wide limits, able to determine its own functions, machinery and methods of working. Its functions in almost all cases will probably cover a wide range and will be concerned with many matters other than wages. Its machinery and methods will be based upon past experience of the industry and the existing organization of both employers and employed. Industrial Councils will, therefore, vary in structure and functions as can be seen from the provisional constitutions already submitted to the Ministry of Labor. Financially they will be self-supporting, and will receive no monetary aid from the Government. The Government proposes to recognize the Industrial Council in an industry as the representative organization to which it can refer. This was made clear in the Minister of Labor's circular letter of October 20th, 1917, in which it is said that "the Government desire it to be understood that the Councils will be recognized as the official standing consultative committees to the Government on all future questions affecting the industries which they represent, and that they will be the normal channel through which the opinion and experience of an industry will be sought on all questions in which the industry is concerned."

A Trade Board, on the other hand, is a statutory body established by the Minister of Labor and constituted in accordance with Regulations made by him in pursuance of the Trade Boards Act; and its expenses, in so far as authorized by the Minister of Labor and sanctioned by the Treasury, are defrayed out of public money. The Regulations may provide for the election of the representatives of employers and workers or for their nomination by the Minister of Labor, but in either case provision must be made for the due representation of homeworkers in trades in which a considerable proportion of homeworkers are engaged. On account of the comparative lack of organization in the trades to which the Act at present applies, the method of nomination by the Minister has proved in practice to be preferable to that of election, and in nearly all cases the representative members of Trade Boards are now nominated by the Minister. The Employers' Associations and Trade Unions in the several trades are invited to submit the names of candidates for the

Minister's consideration, and full weight is attached to their recommendation, but where the trade organizations do not fully represent all sections of the trade, it is necessary to look outside them to find representatives of the different processes and districts affected.

A further distinction between Trade Boards and Industrial Councils is, that while Industrial Councils are composed entirely of representatives of the Employers' Associations and Trade Unions in the industry, every Trade Board includes, in addition to the representative members, a small number (usually three) of "appointed members," one of whom is appointed by the Minister to act as Chairman and one as Deputy Chairman of the Board. The appointed members are unconnected with the trade and are appointed by the Minister as impartial persons. The primary function of a Trade Board is the determination of minimum rates of wages, and when the minimum rates of wages fixed by a Trade Board have been confirmed by the Minister of Labor, they are enforceable by criminal proceedings, and officers are appointed to secure their observance. The minimum rates thus become part of the law of the land, and are enforced in the same manner as, for example, the provisions of the Factory Acts. The purpose, structure, and functions of Industrial Councils and Trade Boards are therefore fundamentally different. Their respective areas of operation are also determined by different considerations. An Industrial Council will exercise direct influence only over the organizations represented upon it. It will comprise those employers' associations with common interests and common problems; similarly its trade union side will be composed of representatives of organizations whose interests are directly interdependent. An Industrial Council therefore is representative of organizations whose objects and interests, whilst not identical, are sufficiently interlocked to render common action desirable. The various organizations represent the interests of employers and workers engaged in the production of a particular commodity or service (or an allied group of commodities or services).

A Trade Board, on the other hand, is not based on existing organizations of employers and employed, but covers the whole of the trade for which it is established. As the minimum rates are enforceable by law, it is necessary that the boundaries of the trade should be precisely defined; this is done, within the limits prescribed by statute, by the Regulations made by the Minister of Labor. Natural divisions of industry are, of course, followed as far as possible, but in many cases the line of demarcation must necessarily be somewhat arbitrary. In the case of Industrial Councils difficult demarcation problems also arise, but the considerations involved are

somewhat different, as the object is to determine whether the interests represented by given organizations are sufficiently allied to justify the coöperation of these organizations in one Industrial Council.

4. The reports received from those who are engaged in assisting the formation of Joint Industrial Councils show that certain paragraphs in the Second Report of the Committee on Relations between Employers and Employed have caused some confusion as to the character and scope of Joint Industrial Councils and Trade Boards respectively. It is essential to the future development of Joint Industrial Councils that their distinctive aim and character should be maintained. It is necessary therefore to keep clearly in mind the respective functions of the Joint Industrial Council and the Trade Board, in considering the recommendations contained in the following paragraphs of the Second Report:—

- (a) Paragraphs 3, 4 and 5, dealing with the division of Joint Industrial Councils into those that cover Group A. industries, and those that cover Group B. industries.
- (b) Paragraph 7, dealing with district Industrial Councils in industries where no National Council exists.
- (c) Paragraphs 10, 13, 15 and 16, dealing with Trade Boards in relation to Joint Industrial Councils.
- (d) Paragraphs 11 and 12, dealing with Trade Boards in industries which are not suitably organized for the establishment of a Joint Industrial Council.

5. *Distinction drawn between Joint Industrial Councils in Group A. Industries and Group B. Industries.*—In paragraph 9 of the Second Report it is implied that the Ministry of Labor would determine whether the standard of organization in any given industry has reached such a stage as to justify the official recognition of a Joint Industrial Council in that industry. It is clear, however, that it would be impossible for the Ministry to discover any satisfactory basis for distinguishing between an industry which falls into Group A., and one which falls into Group B. It is admitted in paragraph 9 of the Second Report, that no arbitrary standard of organization could be adopted, and it would be both invidious and impracticable for the Ministry of Labor, upon whom the responsibility would fall, to draw a distinction between A. and B. Industries. The only clear distinction is between industries which are sufficiently organized to justify the formation of a Joint Industrial Council and those which are not sufficiently organized. Individual cases must be judged on their merits after a consideration of the scope and effectiveness

of the organization, the complexity of the industry and the wishes of those concerned.

The experience already gained in connection with Joint Industrial Councils indicates that it would be inadvisable in the case of industries in Group B. to adopt the proposal that "there should be appointed one or at most two official representatives to assist in the initiation of the Council and continue after its establishment to act in an advisory capacity and serve as a link with the Government." It is fundamental to the idea of a Joint Industrial Council that it is a voluntary body set up by the industry itself, acting as an independent body and entirely free from all State control. Whilst the Minister of Labor would be willing to give every assistance to Industrial Councils, he would prefer that any suggestion of this kind should come from the industry, rather than from the Ministry.

The main idea of the Joint Industrial Council as a Joint Body representative of an industry and independent of State control has now become familiar, and the introduction of a second type of Joint Industrial Council for B. industries would be likely to cause confusion and possibly to prejudice the future growth of Joint Industrial Councils.

In view of these circumstances, therefore, it has been decided to adopt a single type of Industrial Council.

6. *District Industrial Councils.*—Paragraph 7 of the Second Report suggests that in certain industries in which a National Industrial Council is not likely to be formed, in the immediate future, it might none the less be possible to form one or more "District" Industrial Councils.

In certain cases the formation of joint bodies covering a limited area is probable. It would, however, avoid confusion if the term "District" were not part of the title of such Councils, and if the use of it were confined to District Councils in an industry where a National Council exists. Independent local Councils might well have a territorial designation instead.

7. *Trade Boards in Relation to Joint Industrial Councils.*—The distinction between Trade Boards and Joint Industrial Councils has been set forth in paragraph 3 above. The question whether an Industrial Council should be formed for a given industry depends on the degree of organization achieved by the employers and workers in the industry, whereas the question whether a Trade Board should be established depends primarily on the rates of wages prevailing in the industry or in any part of the industry. This distinction makes it clear that the question whether a Trade Board should or

should not be set up by the Minister of Labor for a given industry must be decided apart from the question whether a Joint Industrial Council should or should not be recognized in that industry by the Minister of Labor.

It follows from this that it is possible that both a Joint Industrial Council and a Trade Board may be necessary within the same industry.

In highly organized industries the rates of wages prevailing will not, as a rule, be so low as to necessitate the establishment of a Trade Board. In some cases, however, a well-defined section of an otherwise well-organized industry or group of industries may be unorganized and ill-paid; in such a case it would clearly be desirable for a Trade Board to be established for the ill-paid section, while there should at the same time be an Industrial Council for the remaining sections, or even for the whole, of the industry or industrial group.

In the case of other industries sufficiently organized to justify the establishment of an Industrial Council, the organizations represented on the Council may nevertheless not be comprehensive enough to regulate wages effectively throughout the industry. In such cases a Trade Board for the whole industry may possibly be needed.

Where a Trade Board covers either the whole or part of an industry covered by a Joint Industrial Council, the relations between them may, in order to avoid any confusion or misunderstanding, be defined as follows:—

- (1) Where Government Departments wish to consult the industry, the Joint Industrial Council, and not the Trade Board, will be recognized as the body to be consulted.
- (2) In order to make use of the experience of the Trade Board, the constitution of the Industrial Council should be so drawn as to make full provision for consultation between the Council and the Trade Board on matters referred to the former by a Government Department, and to allow of the representation of the Trade Board on any Sub-Committee of the Council dealing with questions with which the Trade Board is concerned.
- (3) The Joint Industrial Council clearly cannot under any circumstances over-ride the statutory powers conferred upon the Trade Board, and if the Government at any future time adopted the suggestion contained in Section 21 of the First Report that the sanction of law should be given on the application of an Industrial Council to agreements made by the Council, such agreements could not be made binding

on any part of a trade governed by a Trade Board, so far as the statutory powers of the Trade Board are concerned.

The Minister of Labor will not ordinarily set up a Trade Board to deal with an industry or branch of an industry, in which the majority of employers and workpeople are covered by wage agreements, but in which a minority, possibly in certain areas, are outside the agreement. It would appear that the proposal in Section 21 of the First Report was specially designed to meet such cases. Experience has shown that there are great difficulties in the way of establishing a Trade Board for one area only in which an industry is carried on, without covering the whole of a Trade, though the Trade Boards Act allows of this procedure.

8. *Trade Boards in industries which are not sufficiently organized for the establishment of a Joint Industrial Council.*—Section 3 of the Trade Boards Act, 1909, provides that “a Trade Board for any trade shall consider, as occasion requires, any matter referred to them by a Secretary of State, the Board of Trade, or any other Government Department, with reference to the industrial conditions of the trade, and shall make a report upon the matter to the department by whom the question has been referred.”

In the case of an industry in which a Trade Board has been established, but an Industrial Council has not been formed, the Trade Board is the only body that can claim to be representative of the industry as a whole.

It is already under a statutory obligation to consider questions referred to it by a Government Department; and where there is a Trade Board but no Industrial Council in an industry it will be suggested to Government Departments that they should consult the Trade Board as occasion requires in the same manner as they would consult Industrial Councils.

On the other hand, for the reasons which have been fully set out above, Industrial Councils must be kept distinct from Trade Boards, and the latter, owing to their constitution, cannot be converted into the former. If an industry in which a Trade Board is established becomes sufficiently organized for the formation of an Industrial Council, the Council would have to be formed on quite different lines from the Trade Board, and the initiative should come, not from the Trade Board, which is a body mainly nominated by the Minister of Labor, but from the organizations in the industry. Hence it would not be desirable that Trade Boards should undertake the formation of schemes for Industrial Councils.

7th June, 1918.

*Second Report of the Committee on Relations between Employers and Employed on Joint Standing Industrial Councils:*

The Committee consisted of the following members:—

The Right Hon. J. H. WHITLEY, M.P., *Chairman*  
(Chairman of Committee, House of Commons).

Mr. F. S. Button.

Sir George J. Carter, K.B.E.

Prof. S. J. Chapman, C.B.E.

Sir Gilbert Claughton, Bart.

Mr. J. R. Clynes, M.P.

<sup>1</sup> Mr. F. N. Hepworth.

<sup>1</sup> Mr. W. Hill.

Mr. J. A. Hobson.

Miss Susan Lawrence.

<sup>1</sup> Sir Maurice Levy, Bart, M.P.

Mr. J. J. Mallon.

Sir Thos. R. Ratcliffe-Ellis.

Mr. Robert M. Smillie.

Mr. Allan M. Smith.

<sup>1</sup> Mr. D. R. H. Williams.

Miss Mona Wilson.

*Secretaries:*

Mr. H. J. Wilson, C.B.E., Ministry of Labor.

Mr. Arthur Greenwood, Ministry of Reconstruction.

To the Right Honorable D. LLOYD GEORGE, M.P., Prime Minister.

SIR,—Following the proposals made in our first Report, we have now the honor to present further recommendations dealing with industries in which organization on the part of employers and employed is less completely established than in the industries covered by the previous Report, and with industries in which such organization is weak or non-existent.

2. Before commencing the examination of these industries the Committee came to the conclusion that it would materially assist their enquiries if they could have the direct advantage of the knowledge and experience of some representative employers who were connected with industries of the kind with which the Committee were about to deal; and it was arranged, with your approval, that Sir Maurice Levy, Mr. F. N. Hepworth, Mr. W. Hill, and Mr. D. R. H. Williams should be appointed to act with the Committee while these industries were under consideration. This arrangement made it possible to release from attendance at the earlier meetings of the Committee Sir Gilbert Claughton, Sir T. Ratcliffe-Ellis, Sir George J. Carter, and Mr. Allan Smith, whose time is greatly occupied in

<sup>1</sup> Additional members of the Committee, appointed in connection with the present Report.

other public work and whose experience is more particularly related to the organized trades covered by our former Report.

3. It is difficult to classify industries according to the degree of organization among employers and employed, but for convenience of consideration the industries of the country may be divided into three groups:—

*Group A.*—Consisting of industries in which organization on the part of employers and employed is sufficiently developed to render their respective associations representative of the great majority of those engaged in the industry. These are the industries which we had in mind in our first Interim Report.

*Group B.*—Comprising those industries in which, either as regards employers and employed, or both, the degree of organization, though considerable, is less marked than in Group A.

*Group C.*—Consisting of industries in which organization is so imperfect, either as regards employers or employed, or both, that no associations can be said adequately to represent those engaged in the industry.

The present Report is concerned with Groups B. and C.

4. So far as Groups A. and C. are concerned, a number of industries can be definitely assigned to them. Group B., however, is necessarily more indeterminate. Some of the industries in this group approach closely to industries in Group A., while others verge upon Group C. Further, most industries, in whatever class they may fall, possess a "tail," consisting of badly organized areas, or sections of the industry. These facts we have borne in mind in formulating our further proposals.

5. So far as industries in Group B. are concerned, we are of opinion that the proposals of our First Report should, in their main lines, be applied to those which, on examination by the Ministry of Labor in consultation with the Associations concerned, are found to be relatively well organized. We suggest, however, that where in these industries a National Industrial Council is formed there should be appointed one or at most two official representatives to assist in the initiation of the Council, and continue after its establishment to act in an advisory capacity and serve as a link with the Government. We do not contemplate that a representative so appointed should be a member of the National Industrial Council, in the sense that he should have power, by a vote, to influence the decisions of the Council, but that he should attend its meetings and assist in any way which may be found acceptable to it. By so doing he would acquire a continuous knowledge of the conditions of the industry



of which the Government could avail itself, and so avoid many mistakes that under present conditions are inevitable.

The question of the retention of the official representatives should be considered by the Councils in the light of experience gained when an adequate time has elapsed. We anticipate that in many cases their continued assistance will be found of value even after an industry has attained a high degree of organization, but in no case should they remain except at the express wish of the Councils concerned.

6.\* It may be that in some Group B. industries in which a National Industrial Council is formed certain areas are well suited to the establishment of District Councils, while in other areas the organization of employers or employed, or both, is too weak to be deemed representative. There appears to be no good reason why in the former areas there should not be District Industrial Councils, acting in conjunction with the National Industrial Councils, in accordance with the principles formulated in the Committee's earlier report on the well-organized trades.

7. An examination of some of the industries coming within Group B. may show that there are some which, owing to the peculiarities of the trades and their geographical distribution, cannot at present be brought readily within the scope of the proposals for a National Industrial Council, though they may be quite well organized in two or more separate districts. In such a case we think there might well be formed one or more District Industrial Councils. We anticipate that in course of time the influence of the District Councils would be such that the industry would become suitable for the establishment of a National Industrial Council.

8. In the case of industries in Group B. (as in the industries covered by our first Report), we consider that the members of the National Councils and of the District Councils should be representative of the Employers' Associations and Trade Unions concerned. In the formation of the Councils, regard should be paid to the various sections of the industry and the various classes of labor engaged, and the representatives should include representatives of women's organizations. In view of the extent to which women are employed in these industries, we think the Trade Unions, when selecting their representatives for the Councils, should include a number of women among those who are appointed to be members.

9. It does not appear to us necessary or desirable to suggest any fixed standard of organization which should exist in any industry before a National Industrial Council should be established. The case of each industry will need to be considered separately, regard

being paid to its particular circumstances and characteristics.

In the discussion of this matter, we have considered whether it would be feasible to indicate a percentage of organization which should be reached before a Council is formed, but, in view of the great diversity of circumstances in these industries and of the differing degrees to which the several sections of some of them are organized, we have come to the conclusion that it is more desirable to leave the matter to the decision of the Ministry of Labor and the organizations concerned. Whatever theoretical standard may be contemplated, we think its application should not be restrictive in either direction.

10. The level of organization in industries in Group C. is such as to make the scheme we have proposed for National or District Industrial Councils inapplicable. To these industries the machinery of the Trade Boards Act might well be applied, pending the development of such degree of organization as would render feasible the establishment of a National Council or District Councils.

11. The Trade Boards Act was originally intended to secure the establishment of a minimum standard of wages in certain unorganized industries, but we consider that the Trade Boards should be regarded also as a means of supplying a regular machinery for negotiation and decision on certain groups of questions dealt with in other circumstances by collective bargaining between employers' organizations and trade unions.

In order that the Trade Boards Act may be of greater utility in connection with unorganized and badly organized industries or sections of industries, we consider that certain modifications are needed to enlarge the functions of the Trade Boards. We suggest that they should be empowered to deal not only with minimum rates of wages but with hours of labor and questions cognate to wages and hours. We are of opinion also that the functions of the Trade Boards should be extended so as to enable them to initiate and conduct enquiries on all matters affecting the industry or the section of the industry concerned.

12. If these proposals were adopted, there would be set up, in a number of industries or sections of industries, Trade Boards (consisting of representatives of employers and employed, together with "appointed members") who would, within the scope of their functions, establish minimum standard rates and conditions applicable to the industry or section of the industry which they represented, and consider systematically matters affecting the well-being of the industry.

13. Where an industry in Group C. becomes sufficiently organ-

ized to admit of the institution of National and District Councils, we consider that these bodies should be set up on the lines already indicated. Where it appears to a Trade Board that an Industrial Council should be appointed in the industry concerned, they should have power (a) to make application to the Minister of Labor asking him to approach the organizations of employers and employed, and (b) to suggest a scheme by which the representation of the workers' and employers' sides of the Trade Board could be secured.

14. Whether in industries in Group C. the establishment of Works Committees is to be recommended is a question which calls for very careful examination, and we have made the general question of Works Committees the subject of a separate Report.

15. We have already pointed out that most of the industries in Groups A. and B. have sections or areas in which the degree of organization among the employers and employed falls much below what is normal in the rest of the industry; and it appears to us desirable that the general body of employers and employed in any industry should have some means whereby they may bring the whole of the trade up to the standard of minimum conditions which have been agreed upon by a substantial majority of the industry. We therefore recommend that, on the application of a National Industrial Council sufficiently representative of an industry, the Minister of Labor should be empowered, if satisfied that the case is a suitable one, to make an Order either instituting for a section of the industry a Trade Board on which the National Industrial Council should be represented, or constituting the Industrial Council a Trade Board under the provisions of the Trade Boards Act. These proposals are not intended to limit, but to be in addition to, the powers at present held by the Ministry of Labor with regard to the establishment of Trade Boards in trades and industries where they are considered by the Ministry to be necessary.

16. We have already indicated (paragraph 9) that the circumstances and characteristics of each of the several industries will need to be considered before it can be decided definitely how far any of our proposals can be applied in particular instances, and we have refrained from attempting to suggest any exact degree of organization which would be requisite before a particular proposal could be applied. We think, however, that the suggestion we have made in the preceding paragraph to confer upon a National Industrial Council the powers of a Trade Board should be adopted only in those cases in which the Minister of Labor is satisfied that the Council represents a substantial majority of the industry concerned.

17. We are of opinion that most of the chief industries of the

country could be brought under one or other of the schemes contained in this and the preceding Report. There would then be broadly two classes of industries in the country—industries with Industrial Councils and industries with Trade Boards.

18. In the former group the National Industrial Councils would be constituted either in the manner we have indicated in our first Report, carrying with them District Councils and Works Committees, or on the lines suggested in the present Report, *i.e.*, each Council coming within the scope of this Report having associated with it one, or two, official representatives to act in an advisory capacity and as a link with the Government, in addition to the representatives of the employers and employed.

19. It should be noted that in the case of industries in which there is a National Industrial Council, Trade Boards might, in some instances, be associated with the Council in order to determine wages and hours, &c., in certain sections or areas. It is possible that in some allied trades, really forming part of the same industry, both sets of proposals might, in the first instance, be in operation side by side, one trade having its Industrial Council and the other its Trade Board. Where these circumstances obtain, we anticipate that the Trade Board would be a stepping stone to the full Industrial Council status.

20. It may be useful to present a brief outline of the proposals which we have so far put forward:—

- (a) In the more highly organized industries (Group A.) we propose a triple organization of national, district, and workshop bodies, as outlined in our first Report.
- (b) In industries where there are representative associations of employers and employed, which, however, do not possess the authority of those in Group A. industries, we propose that the triple organization should be modified by attaching to each National Industrial Council one or at most two representatives of the Ministry of Labor to act in an advisory capacity.
- (c) In industries in both Groups A. and B., we propose that unorganized areas or branches of an industry should be provided, on the application of the National Industrial Council and with the approval of the Ministry of Labor, with Trade Boards for such areas or branches, the Trade Boards being linked with the Industrial Council.
- (d) In industries having no adequate organization of employers or employed, we recommend that Trade Boards should be continued or established, and that these should, with the ap-

proval of the Ministry of Labor, be enabled to formulate a scheme for an Industrial Council, which might include in an advisory capacity the "appointed members" of the Trade Board.

21. It will be observed that the policy we recommend is based upon organization on the part of both employers and employed. Where this is adequate, as in Group A. industries, there is no need of external assistance. In Group B. industries, we think that the organizations concerned would be glad to have the services of an official representative who would act as adviser and as a link with the Government. In unorganized sections of both groups of industries we believe that a larger measure of Government assistance will be both desirable and acceptable, and we have therefore suggested the adoption of the machinery of the Trade Boards Act in this connection. In Group C. industries we think that organization will be encouraged by the use of the powers under the Trade Boards Act, and where National Industrial Councils are set up we recommend that the "appointed members" of the Trade Board should act on the Councils in an advisory capacity. Briefly, our proposals are that the extent of State assistance should vary inversely with the degree of organization in industries.

22. We do not, however, regard Government assistance as an alternative to the organization of employers and employed. On the contrary, we regard it as a means of furthering the growth and development of such organization.

23. We think it advisable in this connection to repeat the following paragraph from our former Report:—

"It may be desirable to state here our considered opinion that an essential condition of securing a permanent improvement in the relations between employers and employed is that there should be adequate organization on the part of both employers and workpeople. The proposals outlined for joint cooperation throughout the several industries depend for their ultimate success upon there being such organization on both sides; and such organization is necessary also to provide means whereby the arrangements and agreements made for the industry may be effectively carried out."

24. In considering the scope of the matters referred to us we have formed the opinion that the expression "employers and workmen" in our reference covers State and Municipal authorities and persons employed by them. Accordingly we recommend that such authorities and their workpeople should take into consideration the proposals made in this and in our first Report, with a view to de-

termining how far such proposals can suitably be adopted in their case.

We understand that the Ministry of Labor has up to the present circulated our first Report only to employers' and workpeople's associations in the ordinary private industries. We think, however, that both it and the present Report should also be brought to the notice of State Departments and Municipal Authorities employing labor.

25. The proposals we have set forth above do not require legislation except on three points, namely, to provide—

- (1) That the Trade Boards shall have power, in addition to determining minimum rates of wages, to deal with hours of labor and questions cognate to wages and hours.
- (2) That the Trade Boards shall have power to initiate enquiries, and make proposals to the Government Departments concerned, on matters affecting the industrial conditions of the trade, as well as on questions of general interest to the industries concerned respectively.
- (3) That when an Industrial Council sufficiently representative of an industry makes application, the Minister of Labor shall have power, if satisfied that the case is a suitable one, to make an Order instituting for a section of the industry a Trade Board on which the Industrial Council shall be represented, or constituting the Council a Trade Board under the Trade Boards Act.

26. The proposals which we have made must necessarily be adapted to meet the varying needs and circumstances of different industries, and it is not anticipated that there will be uniformity in practice. Our recommendations are intended merely to set forth the main lines of development which we believe to be essential to ensure better relations between employers and employed. Their application to the several industries we can safely leave to those intimately concerned, with the conviction that the flexibility and adaptability of industrial organization which have been so large a factor in enabling industry to stand the enormous strain of the war will not fail the country when peace returns.

27. Other problems affecting the relations between employers and employed are engaging our attention, but we believe that, whatever further steps may be necessary to accomplish the object we have in view, the lines of development suggested in the present Report and the one which preceded it are fundamental. We believe that in each industry there is a sufficiently large body of opinion willing to adopt

the proposals we have made as a means of establishing a new relation in industry.

We have the honor to be, Sir,  
Your obedient Servants,<sup>1</sup>

J. H. WHITLEY, *Chairman.*

F. S. BUTTON.

S. J. CHAPMAN.

G. H. CLAUGHTON.

J. R. CLYNES.

F. N. HEPWORTH.

WILFRID HILL.

J. A. HOBSON.

{ H. J. Wilson,  
A. GREENWOOD, } *Secretaries.*

A. SUSAN LAWRENCE.

MAURICE LEVY.

J. J. MALLON.

THOS. R. RATCLIFFE-ELLIS.

ALLAN M. SMITH.

D. R. H. WILLIAMS.

MONA WILSON.

18th October, 1917.

<sup>1</sup> Sir G. J. Carter and Mr. Smillie were unable to attend any of the meetings at which this Report was considered, and they therefore do not sign it.

## APPENDIX H

### THE PREDECESSOR OF THE WHITLEY SCHEME A MEMORANDUM ON INDUSTRIAL SELF-GOVERNMENT TOGETHER WITH A DRAFT SCHEME FOR A BUILDERS' NATIONAL INDUSTRIAL PARLIAMENT

Prepared by request of J. H. Whitley, M.P.

BY MALCOLM SPARKES

#### INDUSTRIAL SELF-GOVERNMENT

This memorandum is an attempt to set out in detail the considerations that have led me to advocate the setting up of National Industrial Parliaments in our staple industries, as a contribution towards the solution of some of the most urgent problems that confront the country at this time.

The examination falls naturally into two sections:—

(a) The needs of the industrial situation.

(b) The congestion of the parliamentary machine.

The scheme was originally drawn up for the Building Industry, in a branch of which I have been engaged for many years, as an employer. But it has always been clear to me that if the principles are sound they must be equally applicable to most of our staple industries.

#### A.—THE NEEDS OF THE INDUSTRIAL SITUATION

It was the amazing futility of that struggle, involving, as it did, many employers who, like ourselves, had no quarrel whatever with their opponents, that finally riveted my attention firmly upon the extreme urgency of the problem and the necessity of trying to find a solution that would be big enough to break through the old barriers of hostility and suspicion and carry all before it.

Whilst the complete elimination of conflict may as yet be quite impossible, the hope of the future undoubtedly lies in the intimate and continuous association of both Management and Labor, not for



the negative purpose of adjusting differences, but for the positive purpose of promoting the progressive and continuous improvement of their industrial service, from which alone the national prosperity can be derived.

Industrial Peace must come, not as the result of the balance of power with a supreme Court of Appeal in the background. It must emerge as the inevitable by-product of mutual confidence, real justice, constructive goodwill. Industry needs no truce, no compulsory arbitration, no provision for the postponement of disputes.

What it needs is *confidence* and a courageous forward movement supported by the constructive genius of both sides in common council.

The task of Industrial Reconstruction is one of the most stupendous that our country has ever had to face. It was just that fact with its tremendous challenge to the best in every one of us, that led me to the conviction that proposals, at first sight Utopian, could after all be successfully applied in the reorganization of our industrial life to-day.

We built the old order upon the basis of *opposed* interests. I believed that the *common* interests of industry would prove to be wider and more fundamental than those which were still admittedly opposed; and that upon these common interests the fabric of the new industrial order might be confidently raised.

#### THE SCHEME

The National Executives of the Trade Unions in the industry should invite the National Employers' Federation to cooperate with them in setting up a National Industrial Parliament, representing Management and Labor in equal numbers.

The object of this body would be "to promote the continuous and progressive improvement of the industry, to realize its organic unity as a great national service, and to advance the well-being and status of its personnel."

It will be seen that this is a definite attempt to break down the long established barriers, to mobilize for immediate active service all the goodwill that we know exists on both sides, and to focus it upon a field of wise development hitherto almost entirely unexplored.

The new assembly would be *constructive and nothing but constructive*, and disputes would be completely excluded from its program. It would in no way supersede the existing Employers' Associations or Trade Unions, nor would it do away with the Conciliation Boards, which would still perform their proper function in the settling of differences and disputes.

The field of action which would be opened up by the proposed Industrial Parliament would, however, be very great. One of its first steps would be to set up a number of committees, with power to coöpt experts, to investigate and submit recommendations upon each of the following important matters, for example:—

### 1. *The Regularization of Wages*

*To supersede the present chaotic confusion by the provision of a graduated scale of minimum rates designed to keep REAL wages in the industry as nearly as possible on a level throughout the country.*

A brief explanation is necessary to make this proposition clearer. The present rates of wages in the building industry are extraordinarily erratic, as the following table, taken from "The Builder," will show:—

WAGE RATES IN THE BUILDING INDUSTRY, SEPTEMBER, 1916.

	Masons.	Bricklayers.	Carpenters and Joiners.	Plasterers.	Slaters.	Plumbers.	Painters.	Masons' Laborers.	Bricklayers' Laborers.	Plasterers' Laborers.
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
London...	1 0½	1 0½	1 0½	1 0½	..	1 1	10	9	9	9
Crewe ....	7½	8	7½	9	8½	8½	8	5½	5½	6
Manchester	11	11	11	11	10	11	10½	7½	7½	7½
Bedford ...	8	8	9	8½	8	9	6½	5½	5½	6
Liverpool ..	1 0	1 0	1 0	11	11½	1 0	10½	8	8	8
Taunton ...	7	7	7	7	..	6	6½	4½	4½	4½
Nottingham	11	11	11	10½	10½	11	10	8½	8½	9

These seven examples are selected almost at random from a list of over a hundred towns in England and Wales alone. They are probably sufficient to show my meaning.

If London is taken as the standard, then Manchester and Nottingham are probably in their proper ratio; but Crewe is certainly far too low, and probably Bedford and Taunton also. Liverpool, on the other hand, seems high as compared with Manchester. The effect of this lack of standardization is apparent every time that a proposal for advance is made by the Trade Unions in any given district. The employers invariably reply that, although sympa-

thetic, they are compelled to oppose the demand in view of the competition of districts not subject to proportionate advance.

In this way we invariably get the minimum of result accompanied by the maximum of friction. And there is a further important point. The advantage of the migration of manufacturing industries from town to country is now generally recognized. But this beneficent movement is being literally hampered by the fact that workmen will not transfer themselves from a highly paid district to one where the wages are low.

The standardizing of *real* wages throughout the country would, therefore, greatly increase the mobility of labor and would be of vital importance in the solving of the problem of decasualization. And there would appear to be no valid objection to the principle of the scheme, although, hitherto, it has been impossible of achievement owing to the unwillingness of local associations to surrender a part of their autonomy.

Standardization being once accomplished, all subsequent advances in *real* wages would be arranged on a national basis, and an immense amount of friction would totally disappear.

### 2. Prevention of Unemployment

*To devise measures for (a) the prevention of unemployment, with a view to its ultimate abolition, and (b) the decasualization of labor, a very important problem, which is undoubtedly soluble by scientific organization.*

In regard to the former, there is no doubt that some form of State assistance is essential if really effective progress is to be made. The proposals of the National Housing and Town Planning Council afford a model of the kind of thing that might be developed. Probably some of the recommendations of the Minority Report of the Poor Law Commission (Unemployment section) would also be adaptable.

Effective coöperation between the industry and the Labor Exchanges would be another very important factor, and would also be of invaluable assistance during the period of demobilization.

### 3. Disabled Soldiers

*To regulate the employment of partially disabled soldiers and to ensure that the pensions granted by the Nation shall not become the means of reducing the standard rates of wages.*

I believe that unless this problem is taken in hand scientifically it will produce a vast amount of preventable ill-feeling and conflict,

and this view has been invariably confirmed by the numerous Trade Union leaders with whom I have come into contact. It is the kind of problem that can easily be settled by the goodwill of the parties concerned, but it is quite insoluble by tug of war.

The question of training, although only a temporary problem, presents possibilities of useful service in coöperation with the War Pensions, etc., Committees.

#### 4. *Technical Training and Research*

*To arrange for adequate technical training for the members of the industry; the reform of "blind alley" Occupations; the improvement of processes, design, and standards of workmanship; research, apprenticeship, and the regulation of the conditions of entry into the trade.*

This is certainly one of the most promising and necessary departments of the service, and one which is at present almost untouched, so far as many industrial organizations are concerned.

In this connection it is interesting to note that the recommendations of the Workers' Educational Association, on Technical Education, include a precisely similar proposal, namely:—

"(d) That technical schools should be administered by a body on which employers and workpeople chosen by their respective trade organizations should be equally represented, together with members of the Education Authority, and that there should be special advisory committees of employers and workpeople for special trades."

The "regulation of conditions of entry" will naturally raise very large questions of Industrial organization, both for Employers and for Operatives, and amongst these questions the problem of non-union labor will certainly take a prominent place.

#### 5. *Continuous and Progressive Improvement*

*To provide a clearing house for ideas, and to investigate, in conjunction with experts, all suggested lines of improvement, including, for example, such questions as:—*

*Industrial control and status of Labor.*

*Scientific management and increase of output.*

*Welfare methods and schemes of education.*

*Closer association between industry and art.*

*The problems of women in industry.*

*Industrial health and physical training.*

*Prevention of accidents, etc.*

Here is another department full of wonderful possibilities of service. Hitherto our leaders of progressive thought have had to be content to launch their ideas through such media as the Fabian Society, the periodical reviews, the publishers and the general press. In this way public opinion is undoubtedly developed, but the noticeable effect upon the general conduct of industry is comparatively small. But now, for the first time in industrial history, we should have our great staple industries setting up "Improvements Committees" and inviting these experts to communicate their ideas direct to them—for full discussion and investigation. It would be difficult to overrate the educational advantages of such a method, both to industry and to experts, and it would certainly do much to foster the conception of industry as public service, upon the full recognition of which fact so much depends.

#### 6. *Publicity*

*To issue authoritative information upon all matters connected with the work of the Industrial Parliament and the progress of the industry generally.*

The reports of the various committees would naturally be published in all the trade journals and the general press, and the Industrial Parliament would thus be enabled to estimate the trend of public opinion thereon before taking its final decisions.

In this way the public status of trade journals would speedily be raised to a very high level—as the recognized organs of the new industrial politics. But the publicity of the Press alone would not be sufficient to enable the Industrial Parliament to render the fullest service of which it might be capable. It would certainly be advisable to establish Joint District Boards, similar in constitution to the Industrial Parliament itself, in the various centers of the Industry, for discussion, criticism and suggestion. In this way we should secure full consideration for the special circumstances and conditions of localities, and bring to bear upon the various problems the valuable experience and advice of the different districts. A further very useful function would be discharged by the Works Committees, already suggested in many quarters, to secure the co-operation of Management and Labor in the discussion and improvement of working methods and conditions. They would very naturally include on their agenda the careful consideration of the various proposals as they came before the Industrial Parliament and the District Boards, and would be able to furnish useful information, criticisms, and even to originate suggestions of great value.

Upon the general structure of the Industrial Parliament little need be said here. The details would naturally vary with different industries. But a word is necessary on the subject of the Chairman, as his position presents unique possibilities of invaluable service. His would be the duty of keeping the discussions constantly focussed upon their objective, the continuous improvement of the industrial service. His capacity would, however, be purely advisory and he would have no casting vote.

This provision would effectively prevent the assembly from becoming merely an enlarged court of arbitration or conciliation, and would do much to produce that atmosphere of mutual confidence without which the scheme cannot succeed. This matter of real confidence is so important that it might be advisable to safeguard it even further, at any rate in the early stages, by stipulating that the number of representatives of Management and Labor voting upon any measure should *always* be equal. This arrangement would not produce deadlock—except perhaps on very rare occasions. It already exists in the rules of the Builders' Conciliation Boards, and is one of the most valuable features of the conciliation scheme. I believe that the Industrial Parliament would divide into two main groups—those who wished to go forward very rapidly, and those who preferred more cautious progress—but I am convinced that the line of cleavage would be new and that we should find employers and operatives coöperating on both sides of the House instead of in two hostile camps as heretofore.

The tangible results of the work of the Industrial Parliament might take shape in the establishment and progressive development of two codes of regulations or working arrangements, one compulsory, the other voluntary.

#### THE COMPULSORY CODE

In the first instance, at any rate, this compulsory code would not be a very extensive one. It would merely regulate, for example:—

- The minimum wage,
- The normal day,
- Overtime conditions,
- Traveling and lodging allowances,
- Terms of notice on discharge,

and any other matters that tend to standardize industrial practice and upon which it would be possible to obtain an overwhelming measure of agreement.

But, in order to make it compulsory, I suggested that the In-

dustrial Parliament should be empowered to submit these agreed measures for approval by the Board of Trade or a Ministry of Industry, and that when sanctioned in this way they should be enforced by law throughout the whole of the industry. This principle, of course, is not new. It came to the front for the first time in this country on the occasion of the Transport Strike of 1912, when Mr. Ramsay Macdonald embodied it in "a Bill to make agreements come to voluntarily between employers and workmen in the Port of London legally enforceable on the whole trade."

The same proposal appears in the report of the Industrial Council under Sir George Askwith, but with anti-strike conditions attached, which, if applied to the Industrial Parliament scheme, would tend to reduce confidence and are therefore inadvisable. A very similar suggestion is also made in the report to the British Association, of Professor Kirkaldy's Committee on Industrial Unrest (*Labor Finance and the War*, p. 43). I believe it would be a most valuable innovation, for, by fixing a definite *datum line* of minimum standards throughout the whole of an industry, it would clear the road for the progressive employers in a way that has never yet been even approached.

The proposal is, however, not without its dangers, and the granting of Government sanction would have to be subject to adequate safeguards for the interests of the consumers.

The proper Government Department upon which this important duty would devolve might very well be found in the newly constituted Ministry of Labor. But as the great aim of the Industrial Parliament scheme is the realization of the organic unity of industry as a public service, I would suggest that the title Ministry of Labor might with great advantage be expanded to Ministry of Industry as conveying the broader and newer conception. The old title preserves the two hostile camps—the new one implies their coöperation for a common purpose.

#### THE VOLUNTARY CODE

The suggestion is that it should always be open to the Industrial Parliament to accept for the voluntary code proposals that might be quite impossible or Utopian for the compulsory code. And it is in this principle of organized voluntarism that I believe we may find the germ of true industrial advance. It will be remembered that the Improvements Committee forms a clearing house for the investigation and presentation of ideas and suggestions formulated by the best thinkers of the world. Some of these schemes would be

rejected by the Industrial Parliament and some might be accepted for the voluntary code. But the fact that they were proposed for voluntary adoption only would transform the whole tone of the discussions.

It would enable the Parliament, the press and public opinion at large, to discuss important lines of advance, entirely on their merits and without ulterior motives, and would tend gradually to create a general readiness to think out problems in terms of humanity as well as in terms of materialism.

The educational advantages of such a system are so obvious that I need not enlarge upon them, except to point out that they would undoubtedly stimulate progressive thought upon all questions of social development, and this would still further accelerate the rate of progress.

If the Improvements Committee and the Voluntary Code form the first two stages on the road of industrial advance, the third stage is the Experimental Year of the progressive employer—undertaken *voluntarily* with full publicity and published results. The progressive employer is the backbone of the scheme. If he is a mere figment of the imagination, then the scheme is largely valueless, but if he *does* exist (and we know he does), then there seems literally no limit to its possibilities. Conceptions of the team spirit in industry and of its organic unity in the public service would gradually cease to be Utopian dreams, and would assume a definite and concrete shape.

It is sometimes held that industrial progress must in the long run be limited by the standards of the public or social conscience of the nation at large—but it seems reasonable to hope that the operation of the voluntary code might promote the development of an active *industrial* conscience which would recognize no such restrictions, but would actually lead the way.

At any rate, I think we might claim with confidence, that many employers endowed with public spirit and enthusiasm, would adopt voluntarily, for experiment, proposals that they would certainly have felt bound to reject, when accompanied by the menace of coercion. That is the theory that underlies the whole conception, and I could support it by actual instances from my own experience.

#### B.—THE CONGESTION OF THE PARLIAMENTARY MACHINE

Investigation into the needs of the industrial situation has convinced me of the enormous advantages, both moral and material, of Industrial Self-Government; but I believe my argument will be



still further strengthened by a short review of the Parliamentary situation itself.

Even before the war the difficulties arising from the congestion of Parliament were attracting very widespread attention, and therefore need no elaboration by me.

But as the end of the war approaches these difficulties will be increased a hundredfold by the stupendous problems of The Reconstruction—International, Imperial, National, Industrial and Social.

“Every one of these matters will be urgent, yet every one of them will have to be dealt with by one Cabinet and one Parliament. Is it not inevitable that there will be serious delays and inefficiency and hurry in the effort to avoid delay? . . . It requires, indeed, no elaboration to show that we may be far nearer a real breakdown in our Governmental machinery than any one supposes.” (*Round Table, December, 1916.*)

There is probably no department of our national life in which wise progressive legislation is more urgently needed than it is in the industrial sphere to-day.

Yet there seem to be peculiarities about industrial legislation that render it particularly difficult of accomplishment, and, when accomplished, deprive it of many of its intended advantages. It is, of course, controversial to an astonishing degree. The somewhat automatic opposition of the party system is augmented by the watchfulness of the collectivists, the syndicalists, the individualists and others, all anxious to defend or advance their own particular points of view. And in addition to this there is always the strenuous opposition of the industrial interests affected. A well-known association of employers definitely includes this as one of its objects, as the following quotation will show: “Oppressive legislation, . . . and other menaces to the welfare of our industry, can only be effectually dealt with by organized and concerted effort.” This leads me to suggest that industrial legislation, imposed from without, may create, like coercion, a kind of resistance that otherwise might never have arisen. It would seem possible, therefore, that it, too, is a wrong principle and can only produce the minimum of result with the maximum of friction.

If this be true, then the plan of industrial self-government stands out very clearly as a promising solution.

Applied separately to each of our staple industries, it would seem to offer the following administrative advantages:—

- (1) It would ensure that every industrial problem would be considered in the first place from the particular point of view of the industry itself, and this would certainly help

to develop progressive traditions of public service.

- (2) It would mean that the regulations would be drawn up by the parties who would have to apply them, and in this way the particular form of resistance mentioned above would never arise.
- (3) It would withdraw from the House of Commons altogether an enormous mass of intricate and highly controversial industrial legislation and would set it free for the larger problems, national, imperial and international.

It would hardly be wise to allow the Industrial Parliaments to take over the administration of any existing industrial legislation (e.g., factory acts, etc.) until they had shown themselves to be fitted for such duties. Their capacity would have to be judged by the results of the new legislation they produced.

But it is worthy of notice that this particular type of administrative devolution is already in accord with advanced Labor views. Mr. G. D. H. Cole says:—

“The State is in the dilemma of fearing to nationalize, because it mistrusts its own capacity, and yet of being wholly unable to interfere successfully without nationalizing, as well as utterly impotent to refrain from interference. . . . It must be set free from the impossible task of regulating all the details of industry; it must be liberated for the work that is worthy of the national dignity, and it must leave to those who alone are competent to deal with them the particular tasks of industrial organization and management. Devolution is the order of the day, and we must have devolution not merely by localities, but also by purposes. Even if the State cannot be wholly detached from industry, the problem is to free it as far as possible, and not, as some people seem to think, to concentrate all possible tasks in its hands. . . . “Responsibility is the best teacher of self-reliance.”

I would add, also, that it is the best safeguard against the improper use of power.

Having now stated the case for industrial self-government, as it has appeared to me, let me conclude with a brief account of the reception of the scheme by the organized Labor of the building industry.

#### THE RECEPTION OF THE SCHEME

The reply of the London Committee of the Carpenters and Joiners was immediate and favorable. They strongly supported the proposal and sent it forward to their National Executive in Manchester. On the invitation of the National Executive I attended a special conference held in London in April, 1916, at which

the General Council of the Carpenters and Joiners were also represented.

The discussion was frankly favorable, and there was no trace whatever of the old hostility and suspicion. By unanimous vote they decided to support the proposal and to send it forward to the National Associated Building Trades Council—a body set up in 1914 for the purpose of coördinating, and eventually of federating into one great Industrial Union, the principal Trade Unions in the building industry.

It came before this Council in June, but full discussion was prevented by lack of time. It was, however, printed and circulated to the twelve affiliated unions, and was also published in the Trade Union journals. The Council then decided to hold a full day's conference on the proposal at Liverpool in October, and as a preliminary to this, a small committee, of which I was a member, met in Manchester in September to prepare the scheme in more detailed form for discussion point by point.

After a full day's discussion at Liverpool, the Council, of twenty-two delegates, representing the national executives of the principal Trade Unions in the industry, decided, without a single dissentient, to approve the scheme in principle.

It was then referred to the national executives for consideration before being forwarded to the Employers' Federation, and was again printed in full in the Trade Union journals.

The Council reassembled in Manchester at the end of November, and the replies of the executives being favorable, they resolved, again by unanimous vote, to lay the scheme before the National Federation of Building Trades Employers of Great Britain and Ireland, and to ask for a preliminary conference upon it.

Four delegates were appointed to collaborate with me in drawing up a special explanatory statement to accompany the scheme. We met in Manchester in December and drew up the document which forms an appendix to this memorandum.

## TWO PROBLEMS

### 1. *The Electoral System*

If the Industrial Parliaments are to render their full service, it is essential that the electoral system upon which they are set up shall be such as will command general respect and confidence, but at the same time it must be simple and inexpensive in its working.

In its simplest form, the national organizations both of employers and employed would each furnish a given number of representatives,

choosing the best that could be found, and drawing them from the Office and the Bench, as well as from the Board Room and the Trade Union headquarters. If this method proved to be too exclusive, the country might be divided into districts, each having a Joint District Board to which members would be elected by ballot by the local Trade Unions and Employers' Associations respectively.

Each District Board might then send two of its members (one for Management and one for Labor) to the National Industrial Parliament, and thus create a very useful link between the central and the local bodies.

### *2. The Safeguarding of the Consumers*

It is probable that the establishment of Industrial Parliaments on the lines suggested would greatly stimulate the existing tendency towards the amalgamation of businesses into larger and larger concerns, in order to eliminate unnecessary duplication and wasteful competition.

This might sometimes lead to "joint profiteering" at the expense of the consumers. The danger is, of course, not new, but exists already, and may easily spread. It can, however, be controlled in various ways; for instance:—

- (a) By the powers of veto vested in the Ministry of Industry.
- (b) By special taxation.
- (c) By the rapid development of a real conception of industry as a great public service.

The true road of advance would seem to lie mainly along the line of the last suggestion—the frank acceptance of an existing tendency and its encouragement in the right direction.

Possibly the State could grant facilities for the rapid trustification of industries, but make these facilities conditional upon the adoption of some definite rules of public service. In the building industry I believe there will be found to be great possibilities of wise development on these lines.

Both this and other dangers might ultimately be removed by the establishment of a Central Congress of Industry, containing representatives of each of the separate Industrial Parliaments, together with representatives of the State, the municipalities and others, and acting as a Second Chamber for the consideration and sanction of all industrial legislation.

The relation of such a body to the Ministry of Industry and to the Government would, however, require very careful definition.

## CONCLUSION

There is one very important service that the State, through its appropriate Department, could undoubtedly perform. It could set up a central Clearing House for the reception and dissemination of information upon Industrial progress.

In this way it would enable each of our Industries to draw upon the experience of the others, to profit by their successes, and to avoid, if possible, the repetition of mistakes.

To secure harmony of interest between Management and Labor has been described as "the master problem of the modern industrial state," and the favorable reception of the Industrial Parliament scheme by a group of Trade Union leaders in one of our greatest industries must not be allowed to blind us to the immense difficulties that still remain. These difficulties demand from both sides a new conception of Industry as a public service, a clear understanding of their respective functions in the process of production, a certain daring in experiment and a willingness to make concessions, if need be, for the common good. These are great demands, but the emergency and the opportunity are also great. I believe there is no problem that is insoluble by scientific organization backed up by goodwill, and that the great need of the moment is a clear lead on the part of one or more of our staple industries. If we can rise to this we shall lay the foundation of another Industrial Revolution full of great possibilities of service.

## APPENDIX

## PROPOSAL FOR A BUILDER'S NATIONAL INDUSTRIAL PARLIAMENT

A Memorandum addressed to The National Federation of Building Trades Employers of Great Britain and Ireland, by The National Associated Building Trades Council, representing:—

- The Amalgamated Society of Carpenters and Joiners.
- The General Union of Carpenters and Joiners.
- The Society of Operative Stone Masons.
- The Amalgamated Society of Woodcutting Machinists.
- The Operative Bricklayers' Society.
- The Manchester Order of Bricklayers.
- The National Operative Painters' Society.
- The Amalgamated Slaters and Tilers' Society.
- The Electrical Trades Union.
- The National Amalgamated Furnishing Trades Association.

The National Association of Builders' Laborers.

The United Builders' Laborers' Society.

By direction of a Special Meeting of the Council held at Manchester, on Tuesday, November 28th, 1916, and in accordance with the instructions of the National Executives affiliated.

#### INTRODUCTION

This Memorandum is the outcome and expression of a desire on the part of the leaders of organized Labor in the Building Industry to render their full share of service towards the creation of a new and better industrial order.

By general consent, the old system has proved itself unworthy, and the reasons for its failure are not far to seek. From the days of the industrial revolution the relations between employers and employed have been based upon antagonism, coercion, and resistance.

Throughout the whole of the civilized world the story is the same. The parallel rise of Trade Unions and Employers' Associations in mutual opposition has reached a point where it is generally recognized that the "normal condition of the world of industry is one of suppressed war."

Under such a system many a forward move on the part of Labor towards improved conditions is opposed almost as a matter of duty by the Employers' Associations, and, conversely, many improvements in the direction of increased production and efficiency are countered by the restrictive regulations of the Trade Unions; both sides acting, as they believe, in the interests of their members.

The two sides rarely meet except to make demands of one another or to compromise conflicting claims, and negotiations are inevitably carried on as between two hostile bodies. In this way great powers of leadership and willing service are diverted from constructive work into the sterile fields of largely useless controversy.

Both employers and employed have been the unwilling victims of a system of antagonism that has organized industry on the lines of a tug-of-war and permeated the whole national life with sectional habits of thought and outlook. Wherever coercion has been applied, by one side against the other, it has called forth a resistance that otherwise might never have arisen, and has led to much sterility and waste.

Whilst the total elimination of such conflicts may be quite impossible, the hope of the future undoubtedly lies in the intimate and continuous association of both Management and Labor, not for the negative purpose of adjusting differences, but for the positive purpose of promoting the progressive improvement of their in-

dustrial service, from which alone the national prosperity can be derived.

Industrial peace must come, not as a result of the balance of power, with a supreme Court of Appeal in the background; it must arise as the inevitable by-product of mutual confidence, real justice, constructive good-will. Industry needs no truce, no compulsory arbitration, no provisions for postponement of disputes.

What it needs is confidence and a courageous forward movement, supported by the constructive genius of both sides in common council. No one engaged in constructive work can fail to respond to the tremendous call of the big job, and the task to be faced to-day is the greatest problem in social engineering that the world has ever seen.

It is believed that the common interests of industry will be found to be wider and more fundamental than those which are still, admittedly, opposed; and it is upon the broad basis of these common interests that the fabric of the new industrial order may be confidently raised.

It is willingly acknowledged that this community of interest is already being recognized by the Employers' Federation. The composition of the National Housing and Town Planning Council, the new apprenticeship proposals, the various joint deputations to the Government departments are all evidence of this.

It appears, therefore, to be eminently desirable that a proposal involving a great development of this principle should receive full consideration; and, believing that the appropriate time has now arrived, the National Associated Building Trades Council submits the following scheme to the National Federation of Building Trades Employers of Great Britain and Ireland as a basis for preliminary discussion:—

#### A NATIONAL INDUSTRIAL PARLIAMENT FOR THE BUILDING INDUSTRY

##### ARGUMENT

The interest of employers and employed are in many respects opposed; but they have a common interest in promoting the efficiency and status of the service in which they are engaged and in advancing the well-being of its personnel.

##### PROPOSAL

It is proposed that there should be set up, for the Building Industry, a National Industrial Parliament, representative of the Trade Unions and the Employers' Associations, which would focus their combined energies upon the continuous and progressive improvement of the industry.

## NAME

The proposed body would be called the Builders' National Industrial Parliament of Great Britain and Ireland.

## OBJECTS

The objects of the Parliament would be to promote the continuous and progressive improvement of the industry, to realize its organic unity as a great national service, and to advance the well-being and status of all connected with it.

## PROGRAM

The Parliament would not concern itself with the adjustment of differences or the settlement of disputes. Means already exist for conducting such negotiations and settling such issues. The function of the Parliament would be constructive, and nothing but constructive.

The agenda would be determined from time to time according to circumstances as they arose, and would naturally include such matters as the following:—

1. Regularization of Wages.—The provision of a graduated scale of minimum rates designed to maintain *real wages* as nearly as possible on a level throughout the country. Subsequent advances to be on a national basis.

2. Prevention of Unemployment.—(a) To acquire a fuller participation in the control of the Board of Trade Labor Exchanges, and to supplement their work by improved organization special to the building trade for the decasualization of labor, and (b) to minimize the fluctuation of trade by intelligent anticipation and the augmentation of demand in slack periods, in coöperation with the National Housing and Town Planning Council and the Local Government Board.

3. Employment of Partially Disabled Soldiers.—To regulate the employment of partially disabled soldiers and to ensure that the pensions granted by the nation shall not become the means of reducing the standard rate of wages.

4. Technical Training and Research.—To arrange for adequate technical training for the members of the industry, the improvement of processes, design and standards of workmanship, apprenticeship, research, and the regulation of the conditions of entry into the trade.

5. Publicity.—To issue authoritative information upon all matters whereon it is deemed desirable that leaders of public opinion, the Press, and the general public should have exact information.



6. Continuous and Progressive Improvement.—To provide a Clearing House for ideas, and to investigate, in conjunction with experts, every suggested line of improvement, including, for example, such questions as:—

Industrial Control and Status of Labor.

Scientific Management and Increase of Output.

Welfare Methods.

Closer association between commercial and aesthetic requirements.

#### METHOD

The Parliament would set up Committees of Inquiry (with power to coöpt experts) to investigate and report on each of the foregoing matters, and would deal with their recommendations as and when presented. All proposals before the Parliament would be fully ventilated and discussed through the medium of Joint District Boards, Works Committees, the Trade Papers and the general Press, in order that the opinion of the members of the building trade and of the general public thereon might be accurately gaged before final decisions were taken.

#### RESULT

The result would be the progressive development of two codes:—

- (a) *A compulsory code*, probably involving legal sanction of agreed minimum standards; and
- (b) *A voluntary code*, built up from the recommendations of the improvements Committee for the voluntary, and perhaps experimental, adoption of progressive employers.

It would thus embody all proposals of which the principle was generally approved, but for which it was not yet possible or advisable to ask for compulsory powers. It would greatly stimulate the advance of public opinion on matters of industrial and social improvement.

#### LEGAL SANCTION FOR COMPULSORY CODE

This might be accomplished by a special Act of Parliament, giving power to the Board of Trade, or a Ministry of Industry, to ratify the decisions of the Industrial Parliament, and apply them to the whole of the industry, subject to adequate safeguards for the interests of consumers.

#### STATUS OF INDUSTRIAL PARLIAMENT

There is at present no recognized body with which the Government can communicate in regard to matters concerning the building

industry as a whole—employers and employed. The Parliament would exactly meet this need, and would become the mouthpiece and executive of the industry as a whole.

### SUGGESTED CONSTITUTION

#### MEMBERSHIP

Pending the establishment of more elaborate electoral machinery, it is suggested that twenty members should be appointed by the National Federation of Building Trades Employers of Great Britain and Ireland, and twenty members by the National Associated Building Trades Council.

It might be advisable that the representatives of the above organizations should be appointed in a manner to ensure, on the one hand, the inclusion of actual operatives in addition to trade-union officials, and, on the other hand, of representatives of the managing staffs as well as the actual employers. Either side would be at liberty to change its representatives to suit its convenience.

#### CHAIRMAN

To be chosen by ballot by the whole assembly. To be independent and advisory only, and to have no casting vote.

#### SECRETARY

The routine work of the Parliament would largely devolve upon the secretary, who should be an impartial salaried administrator of proved experience and capacity.

#### MEETINGS

The Parliament should meet at such times and intervals as would allow of members still devoting part of their time to their ordinary occupations.

#### REMUNERATION OF MEMBERS

This would be restricted to the refund of expenses and compensation for loss of earnings. Financial provision for this would be arranged by each of the two organizations independently.

#### VOTING

In order to secure a basis of absolute confidence, it is suggested that rules be drawn up to ensure that the number of employers' representatives and operatives' representatives voting upon a measure shall always be equal.

## SUGGESTED AUXILIARY ASSEMBLIES

## JOINT DISTRICT BOARDS

These would be set up by local units of the two organizations for the discussion of the proposals of the Industrial Parliament and the furnishing of local facts and statistics as required. They would also perform a valuable service by preparing and forwarding suggestions for consideration.

## WORKS COMMITTEES

These would be small groups representing Management and Labor, set up for the same purpose in particular shops.

## CONCLUSION

The scheme, briefly outlined above, strikes out a new line of administrative devolution, namely, devolution by occupation as compared with devolution by geographical area, as in the case of the County Councils.

It represents, in fact, the distinctively British Imperial tradition of justice and self-government as applied to industry, and stands out clearly against the rival industrial systems of which so much is heard.

And it will have this important result. Hitherto industrial legislation has always been imposed from without, and has encountered strenuous opposition on the part of organizations concerned to defend what they held to be their interests.

Now the process would be reversed. The industry itself would first agree on its conditions and would then submit them to the Board of Trade for approval and sanction. In this way the House of Commons would be relieved of an immense mass of highly controversial work and set free for the larger National, Imperial and International problems.

Nor is this the only advantage that would arise. The spectacle of organized Management and Labor, uniting their constructive energies upon a great program of reorganization and advance, might transform the whole atmosphere of our industrial life.

The increase in efficiency and output consequent upon the substitution of constructive coöperation for the old antagonism and suspicion would be very great. But the change would bring even greater benefits than this. It would raise the whole status of the industry and give to its members a new pride in their work as a splendid public service. It would tend to break down the barriers

that have so long confined and impoverished the national life and would promote the development of a real team spirit.

The Building Industry is one of the largest and most important of the staple trades. If it will give a united lead with a constructive proposal on the general lines suggested, we believe that its example will be of great service to our country as she faces the immense problems that confront her at this time.

Signed on behalf of the National Associated Building  
Trades Council,

S. HUNTER, Chairman.

J. PARSONAGE, Secretary.

### THE INDUSTRIAL COUNCIL FOR THE BUILDING INDUSTRY

(Building Trades Parliament.)

Established 29th May, 1918

CONSTITUTION AND RULES ADOPTED 1st AUGUST, 1918  
MINISTRY OF LABOR,

MONTAGU HOUSE, WHITEHALL,

LONDON, S. W. I.

12th August, 1918.

Sir,

I am directed by the Minister of Labor to refer to your letter of 14th June, making application for official recognition for the Industrial Council for the Building Industry, and to state that the Minister is prepared to give such recognition, and agrees to the insertion of clause 23 of the Constitution of the Joint Industrial Council dealing with such recognition.

I am, Sir,

Your obedient Servant,

D. J. SHACKLETON.

A. G. WHITE, Esq.,

Joint Secretary,

Industrial Council for the Building Industry,  
48 Bedford Square, W. C. 1.

## PREFACE

This Council is the outcome and expression of a desire on the part of organized Employers and Operatives in the Building Industry to render their full share of service towards the creation of a new and better industrial order.

By general consent, the old system has proved itself unworthy, and the reasons for its failure are not far to seek. From the days of the industrial revolution the relations between employers and employed have been based upon antagonism, coercion, and resistance.

Throughout the whole of the civilized world the story is the same. The parallel rise of Trade Unions and Employers' Associations in mutual opposition has reached a point where it is generally recognized that the "normal condition of the world of industry is one of suppressed war."

Under such a system many a forward move on the part of Labor towards improved conditions is opposed almost as a matter of duty by the Employers' Associations, and, conversely, many improvements in the direction of increased production and efficiency are countered by the restrictive regulations of the Trade Unions; both sides acting, as they believe, in the interests of their members.

The two sides rarely meet except to make demands of one another or to compromise conflicting claims, and negotiations are inevitably carried on as between two hostile bodies. In this way great powers of leadership and willing service are diverted from constructive work into the sterile fields of largely useless controversy.

Both employers and employed have been the unwilling victims of a system of antagonism that has organized industry on the lines of a tug-of-war, and permeated the whole national life with sectional habits of thought and outlook. Wherever coercion has been applied, by one side against the other, it has called forth a resistance that otherwise might never have arisen, and has led to much sterility and waste.

Whilst the total elimination of such conflict may be quite impossible, the hope of the future undoubtedly lies in the intimate and continuous association of both Management and Labor, not for the negative purpose of adjusting differences, but for the positive purpose of promoting the progressive improvement of their industrial service, from which alone the national prosperity can be derived.

Industrial peace must come, not as a result of the balance of power, with a supreme Court of Appeal in the background; it must arise as the inevitable by-product of mutual confidence, real jus-

tice, constructive goodwill. Industry needs no truce, no compulsory arbitration, no provisions for postponement of disputes.

What it needs is confidence and a courageous forward movement, supported by the constructive genius of both sides in common council. No one engaged in constructive work can fail to respond to the tremendous call of the big job, and the task to be faced to-day is the greatest problem in social engineering that the world has ever seen.

It is believed that the common interests of industry will be found to be wider and more fundamental than those which are still, admittedly, opposed; and it is upon the broad basis of these common interests that the fabric of the new industrial order may be confidently raised.

## COMPOSITION OF THE COUNCIL

## EMPLOYERS.

## THE NATIONAL FEDERATION OF BUILDING TRADES EMPLOYERS

## COMPRISING:

<i>Name.</i>	<i>Representation.</i>
Northern Counties Federation	2
Yorkshire Federation .....	3
North-Western Federation...	7
Midland Federation .....	4
London Federation .....	8
Eastern Counties Federation.	2
Southern Counties Federation	2
South-Western Counties Federation .....	2
South Wales Federation ....	2

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## THE CONFEDERATION OF NATIONAL ASSOCIATIONS OF BUILDING TRADES SUB-CONTRACTORS

## COMPRISING:

National Association of Master House Painters and Decorators in England and Wales .....	4
National Association of Master Plasterers .....	3
National Federation of Slate Merchants, Slaters, and Tilers .....	3

## OPERATIVES

## THE NATIONAL FEDERATION OF BUILDING TRADES OPERATIVES

## COMPRISING:

<i>Name.</i>	<i>Representation.</i>
Amalgamated Society of Carpenters, Cabinetmakers, and Joiners .....	8
General Union of Carpenters and Joiners .....	4
National Amalgamated Society of Operative House and Ship Painters and Decorators .....	4
Operative Stonemasons' Society .....	4
Amalgamated Society of Woodcutting Machinists ..	4
United Operative Plumbers' and Domestic Engineers' Association of Great Britain and Ireland .....	4
National Association of Operative Plasterers .....	4
National Association of Builders' Laborers .....	4
Operative Bricklayers' Society	3
United Builders' Laborers' Union .....	3
Manchester Unity of Opera-	

Institute of Plumbers, Ltd. . . . .	4	tive Bricklayers . . . . .	2
National Association of Master Heating and Domestic Engineers . . . . .	2	Amalgamated Slaters and Tilers' Provident Society . . . . .	2
Electrical Contractors' Association . . . . .	2	Electrical Trades Union . . . . .	2
London Constructional Engineers' Association . . . . .	2	National Association of Operative Heating and Domestic Engineers . . . . .	2
	-20	National Union of General Workers (Building Trade Section) . . . . .	2
Institute of Builders . . . . .	4	United Order of General Laborers of London . . . . .	2
Scottish National Building Trades Federation . . . . .	10	United Builders' Laborers' and General Laborers' Union . . . . .	2
	—		-56
	66	Scottish Operative Unions . . . . .	10
	—		—
			66
			—

## THE

## INDUSTRIAL COUNCIL FOR THE BUILDING INDUSTRY

(Building Trades Parliament)

## CONSTITUTION AND RULES

*Adopted at a Meeting of the Council held in  
Birmingham, 1st August, 1918*

## NAME

1. The name shall be The Industrial Council for the Building Industry (Building Trades Parliament), hereinafter referred to as the Council.

## OBJECTS

2. The Council is established to secure the largest possible measure of joint action between employers and workpeople for the development of the industry as a part of national life, and for the improvement of the conditions of all engaged in that industry.

It will be open to the Council to take any action that falls within the scope of this general definition. More specific objects will be the following:—

(a) To recommend means for securing that industrial conditions affecting employers and operatives, or the relations between them, shall be systematically reviewed by those concerned, with a view to their improvement.

(b) To consider, discuss, and formulate opinion upon any proposals which proffer to those engaged in the industry the means of attaining improved conditions and a higher standard of life, and involve the enlistment of their active and continuous coöperation in the development of the industry, and to make recommendations thereon, including such questions as measures for—

- (1) Regularizing production and employment.
- (2) The provision of a graduated scale of minimum rates designed to maintain *real* wages as nearly as possible on a level throughout the country.
- (3) Minimizing the fluctuations of trade by intelligent anticipation and the augmentation of demand in slack periods.
- (4) Scientific management and reduction of costs.
- (5) Welfare methods.
- (6) Closer association between commercial and æsthetic requirements.
- (7) The inclusion of all employers and workpeople in their respective associations.
- (8) The revision and improvement of existing machinery for the settlement of differences between different sections of the industry, or for the provision of such machinery where non-existent, with the object of securing the speedy settlement of difficulties.
- (9) The better utilization of the practical knowledge and experience of those engaged in the industry.
- (10) Securing to the workpeople a greater share in and responsibility for the determination and observance of the conditions under which their work is carried on.
- (11) The settlement of the general principles governing the conditions of employment, including the methods of fixing, paying, and readjusting wages, having regard to the need for securing to all engaged in the industry a share in the increased prosperity of the industry.
- (12) Ensuring to the workpeople the greatest possible security of earnings and employment.



- (13) Dealing with the many difficulties which arise with regard to the method and amount of payment apart from the fixing of general standard rates.
- (c) To collect and circulate statistics and information on matters appertaining to the industry.
- (d) To promote research and the study and improvement of processes, design, and standards and methods of workmanship, with a view of perfecting the products of the industry.
- (e) To provide facilities for the full consideration and utilization of inventions and improvements in machinery or methods, and for adequately safeguarding the rights of the designers or inventors thereof; and to secure that the benefits, financial or otherwise, arising therefrom shall be equitably apportioned among the designers or inventors, the proprietors or lessees, and the operators thereof.
- (f) The supervision of entry into, and training for, the industry, and coöperation with the educational authorities in arranging education in all its branches for the industry.
- (g) The issue to the Press of authoritative statements upon matters affecting the industry of general interest to the community.
- (h) Representation of the needs and opinions of the industry to Government Departments and Local Authorities.
- (i) The consideration of any other matters that may be referred to it by the Government or any Government Department.
- (j) Coöperation with the Joint Industrial Councils of other industries to deal with problems of common interest.
- (k) To provide, as far as practicable, that important proposals affecting the industry shall be fully ventilated and discussed through the medium of Committees of Enquiry (with power to coöpt experts), Joint District Boards, Works Committees, the Trade Papers, and the general Press: in order that the opinion of members of the industry and of the general public thereon may be accurately gaged before definite decisions are taken.

## CONSTITUTION

3. The Council shall consist of 132 members, appointed as to one-half by Associations or Federations of Employers and as to the other half by Trade Unions or Federations of Operatives.

Until otherwise determined in the manner hereinafter provided, the composition of the Council shall be as set out.

4. Each representative of the said Associations, Unions, or Federations shall remain the representative for a minimum period of twelve months and thereafter until his successor is appointed by the body responsible for his election.

Casual vacancies shall be filled by the Union, Association, or Federation concerned, which shall appoint a member to sit until the end of the current year.

5. The appointments for the ensuing year shall be made prior to the 30th June each year, and the names and addresses of those appointed shall be sent to the Secretaries of the Council on or before that date.

6. Any Trades Union, Association, or Federation directly affiliated, wishing to retire from this Council, shall give six calendar months' notice in writing to the Secretaries, such notice to expire on the 30th June in any year, pay up all arrears (if any), and on retiring shall cease to have any interest in or claim on the funds of the Council.

7. The Council shall meet quarterly or oftener if required. The meetings of the Council may be held in different industrial centers, as may be from time to time determined or in response to invitations it may receive. The meeting next ensuing after the 30th June shall be the Annual Meeting, and the first Annual Meeting shall take place in 1918. Fourteen days' notice to be given.

8. At the Annual Meeting there shall be elected for the ensuing twelve months from among the members of Council the following officers, viz. :—

A Chairman, a Vice-Chairman, a Treasurer, together with an Administrative Committee consisting of ten Employer and ten Operative representatives.

9. The Council shall be empowered to maintain a Secretary, or Secretaries, and such clerical staff as it may think fit. Provided that the Secretaries appointed at the inaugural meeting held in May, 1918, remain in office until the Annual Meeting in 1919, that prior thereto the Administrative Committee prepare a report for presentation at the Annual Meeting dealing with the appointment and remuneration of Secretaries, with such recommendations in regard thereto as it may think fit, so that the Council may deliberate and decide upon any remuneration for services rendered, and upon the further arrangements to be adopted in regard to the appointment and remuneration of Secretaries. Provided also that the appointment of the Administrative Committee made at the said inaugural meeting be subject to confirmation at the first Annual Meeting.

10. The quorum for the Council shall be thirty representatives present.

The quorum for the Administrative Committee shall be nine representatives present.

Other Committees shall fix their own quorum.

11. A Special Meeting of the Council shall be called within fourteen days of the receipt of a requisition, duly signed, from not less than twenty members of the Council or from the Administrative Committee.

The matters to be discussed at such meeting shall be stated upon the notice summoning it.

12. The voting both in Council and in Committees shall be by show of hands or otherwise, as the Council or Committees may determine.

13. The Council may delegate special powers to any Committee it appoints.

The Council may appoint such standing or sectional Committees as may be necessary, provided that questions affecting only a particular Trade shall be relegated to a Committee composed of members of the Council who are also representatives of such Trade. It shall also have the power to appoint other Committees for special purposes. The reports of all Committees shall be submitted to the Council for confirmation, except where special powers have been delegated to a Committee.

14. The Council shall have the power of appointing on Committees, or of allowing Committees to coöpt, such persons of special knowledge, not being members of the Council, as may serve the special purposes of the Council, provided that, so far as the Administrative Committee is concerned,—

a. Employers and Operatives shall be equally represented;

b. Any appointed or coöpted members shall serve only in a consultative capacity.

15. The Administrative Committee shall meet as often as required, at the discretion of the Chairman, and shall deal with all business arising between the meetings of the Council.

16. To avoid unnecessary traveling, Committee meetings may be held at the most convenient offices of any of the organizations which are represented on the Council, subject to their rooms not being engaged otherwise when desired by the Committee for a meeting, and provided that the said organizations afford the requisite facilities free of charge.

17. The Administrative Committee shall control the work of the Secretary or Secretaries, and shall have power to appoint Sub-Committees to deal with special subjects, also to authorize payment of current expenses subject to such direction as the Council may give from time to time.

18. The Hon. Treasurer shall render to the Council, whenever

called upon to do so, an account of all sums received and paid, and shall present accounts at each Annual Meeting.

All cheques for withdrawal of money from the Bank shall be signed by the Chairman and the Hon. Treasurer.

19. The accounts shall be audited by a duly appointed Chartered or Incorporated Accountant.

#### FINANCE

20. The traveling and other expenses of representatives attending Meetings of the Council are to be borne by the Trade Unions, Associations, or Federations which appoint them, according to such regulations as the appointing bodies shall determine.

21. Any other expenses of the Council are to be borne as to one-half by the Employer Organizations and as to one-half by the Operative Organizations directly affiliated to the Council.

The allocation of each half share among the respective Employer or Operative Organizations to be in proportion to their respective representation, or in such other proportion as they may by mutual agreement determine.

Provided that upon the election of the first Council, the sum of £1000 be placed at the disposal of the Council, made up of contributions from the respective organizations, calculated as aforesaid, to cover its expenses for the first year ending 30th June, 1919, and that at the end of the year the Council make up its accounts and ascertain the amount required to make up the difference spent during the year, and that it make a presentment to the respective organizations, showing the share due from them, which shall then become due and payable.

The Council is hereby empowered to make such payments as it thinks fit, but within the means thus placed at its disposal, for the purpose of defraying the cost of carrying on its work.

The expenses of the Members of Committees appointed by the Council to be defrayed by the Council according to such scale as it may from time to time determine.

#### PUBLICITY

22. The Council shall keep minutes of its proceedings and shall give such publicity to its proceedings as many be practicable and desirable. It may avail itself of such facilities as may be afforded to it, either by the Press or by any publications issued by any of the organizations represented on the Council.

## RELATIONS WITH THE GOVERNMENT

23. The Council is the recognized official standing Consultative Committee to the Government on all questions affecting the industry it represents, and is the normal channel through which the opinion and experience of the Building Industry will be sought on all questions with which the industry is concerned.

## REGIONAL COUNCILS

24. The Council shall, as soon as practicable, formulate a scheme for the formation of Regional Councils to be linked up with the Council.

## ALTERATIONS OF CONSTITUTION AND RULES

25. Alterations of the foregoing Constitution and Rules may be made at any Special Meeting called for the purpose, or at any Quarterly Meeting, provided three months' notice of the proposed alterations has been duly given prior thereto to the Secretary or Secretaries in writing. On receipt of such notice the proposed amendments shall be at once communicated to the Trade Unions, Associations, and Federations directly affiliated to the Council for their consideration.

STANDING ORDERS GOVERNING PROCEDURE IN DEBATE  
AT MEETINGS OF THE COUNCIL

## CHAIRMANSHIP

1. At every Council Meeting the Chairman for the time being shall occupy the chair. In his absence a Vice-Chairman shall occupy the chair, and failing a Vice-Chairman the members present shall elect some other of their number to act as Chairman for such meeting. The ruling of the Chairman shall be accepted on all questions of order arising at any of the meetings. Any member rising to a point of order, must define what the point of order is, and submit it to the Chairman without discussion. All members addressing the Chair shall do so standing.

## LIMITATION OF LENGTH OF SPEECHES

2. Except at the discretion of the Chairman, no member shall speak for more than ten minutes except the member moving a reso-

lution which appears upon the agenda, who shall be allowed twenty minutes. A bell shall be rung by the Chairman two minutes before the time expires. When the time has expired the bell shall be rung a second time, and thereupon the member addressing the Council shall at once resume his seat.

#### MODE OF VOTING

3. The votes upon all questions shall be taken by a show of hands, except in cases where the Rules of the Council or these orders otherwise direct.

#### PROPOSITIONS TO BE MOVED AND SECONDED

4. No proposition or amendment shall be voted upon or entertained by the meeting but such as have been moved and seconded and delivered to the Chairman in writing, signed by the mover, and no proposition so received shall be withdrawn unless by leave of the meeting.

#### RIGHT OF REPLY

5. The mover of a proposition, but not the mover of an amendment, shall have a right of reply, provided always that a member may speak to a point of order, or point of explanation. The proper time for an explanation is at the conclusion of the speech which renders it necessary. By the courtesy of the member in possession of the House such explanation may be given earlier, but no explanation can be given unless the member in possession of the House resumes his seat.

#### AMENDMENTS

##### ONLY ONE AMENDMENT AT ONCE

6. When an amendment is moved upon a proposition, no second amendment shall be moved or taken into consideration until the first amendment has been disposed of.

##### IF AMENDMENT CARRIED, TO BECOME THE QUESTION

7. If a first amendment be carried, it shall displace the original proposition and become itself the question; whereupon any further amendments may be moved in succession as above mentioned.

##### IF AMENDMENT NEGATIVED, OTHERS MAY BE MOVED

8. If the first amendment be negatived, then others may be moved in succession upon the original question under consideration, but so that only one amendment shall be submitted to the meeting for dis-

ussion at one time; and after the disposal of all amendments, the question shall ultimately be put upon the original or amended proposition, as the case may be, in order that it be passed or negatived as a resolution.

#### PRECEDENCE FOR A MOTION

9. Any member who has given notice of motion may rise and propose without comment that precedence be given to such motion. Such proposition shall be put without debate, and if carried such motion shall have precedence.

#### MEMBERS NOT TO SPEAK MORE THAN ONCE TO THE SAME MOTION

10. Members shall not speak more than once to the same motion, except the mover of the proposition in reply, which reply shall conclude the discussion, and in such reply he shall not be allowed to introduce any new matter.

#### REGULATIONS AS TO SPEAKING ON AMENDMENTS

11. On an amendment being moved, no member of the meeting who has spoken on the original question shall speak again thereon until the amendment has been put and has become the amended proposition before the meeting.

#### DISCUSSION UPON AMENDED PROPOSITIONS

12. When discussion shall arise upon amended propositions, the mover of the amendment which has displaced the original proposition may speak in reply, and so in like manner with respect to any further and displacing amendments.

#### MOTION THAT THE QUESTION BE NOW PUT

13. During debate any member, who has not spoken in the debate, may propose, without preface, that the question be now put, which the Chairman may accept at his discretion; and if put from the Chair it shall not be considered carried unless supported by two-thirds of the members voting on the occasion.

#### ADJOURNMENTS

14. A member who has not spoken in the debate may move at any time without a speech either

- (a) The adjournment of the meeting
- or
- (b) The adjournment of the debate,

which may be accepted by the Chairman at his discretion and then put without debate.

A member may move the suspension of the Standing Orders in order to call attention to a definite matter of urgent importance. It must be supported by not less than two-thirds of the members present. Such debate shall be taken at once. The opener shall be allowed ten minutes, and subsequent speakers five minutes. The opener shall be permitted to reply.

#### QUESTIONS

15. Questions may be addressed to an officer of the Council, to a member in charge of a motion, or to the Chairman of any Committee.

The Chairman of any meeting may disallow any question.

The member must confine himself merely to asking his question, and the officer, member in charge of a motion, or Chairman of a Committee to simply answering it.

#### RECORD OF ATTENDANCES

16. A record shall be kept of the summonses for and attendance of members at meetings of the Council and of Committees, and such record shall be presented annually to the Council at its next meeting after 30th June in each year.

#### STRANGERS

17. Strangers may be admitted to the portion of the hall set apart for their accommodation, on the introduction of a member.

All strangers so admitted must conform to the following rules:—

1. They shall not express any assent or dissent.
2. They shall not indulge in any audible conversation.
3. They shall at all times be seated except while entering or leaving the hall.
4. Any person infringing any of these rules shall be called upon to withdraw, and, if necessary, shall be removed.



## APPENDIX I

### NATIONAL COUNCIL OF THE POTTERY INDUSTRY

(“THE FIRST. WHITLEY COUNCIL”)

MAJOR F. H. WEDGWOOD, Chairman  
MR. S. CLOWES, J.P., Vice-Chairman

MR. A. P. LLEWELLYN, Piccadilly, Tunstall,  
Secretary to the Manufacturers  
MR. A. HOLLINS, 5a, Hill Street, Hanley  
Secretary to the Operatives

### NATIONAL COUNCIL OF THE POTTERY INDUSTRY

#### OBJECTS AND CONSTITUTION

##### OBJECTS

The advancement of the pottery industry and of all connected with it by the association in its government of all engaged in the industry.

It will be open to the Council to take any action that falls within the scope of its general object. Its chief work will, however, fall under the following heads:—

- (a) The consideration of means whereby all manufacturers and operatives shall be brought within their respective associations.
- (b) Regular consideration of wages, piecework prices, and conditions with a view to establishing and maintaining equitable conditions throughout the industry.
- (c) To assist the respective associations in the maintenance of such selling prices as will afford a reasonable remuneration to both employers and employed.
- (d) The consideration and settlement of all disputes between different parties in the industry which it may not have been possible to settle by the existing machinery, and the establishment of machinery for dealing with disputes where adequate machinery does not exist.
- (e) The regularization of production and employment as a means

of insuring to the workpeople the greatest possible security of earnings.

- (f) Improvement in conditions with a view to removing all danger to health in the industry.
- (g) The study of processes, the encouragement of research, and the full utilization of their results.
- (h) The provision of facilities for the full consideration and utilization of inventions and improvements designed by workpeople and for the adequate safeguarding of the rights of the designers of such improvements.
- (i) Education in all its branches for the industry.
- (j) The collection of full statistics on wages, making and selling prices and average percentages of profits on turnover, and on materials, markets, costs, etc., and the study and promotion of scientific and practical systems of costing to this end.  
All statistics shall where necessary be verified by chartered accountants, who shall make a statutory declaration as to secrecy prior to any investigation, and no particulars of individual firms or operatives shall be disclosed to any one.
- (k) Inquiries into problems of the industry, and where desirable, the publication of reports.
- (l) Representation of the needs and opinions of the industry to Government authorities, central and local, and to the community generally.

#### CONSTITUTION

(1) *Membership.*—The Council shall consist of an equal number of representatives of the manufacturers and the operatives; the manufacturers' representatives to be appointed by the Manufacturers' Associations in proportions to be agreed on between them; the operatives' representatives by the trade unions in proportions to be agreed on between them. The number of representatives on each side shall not exceed 30. Among the manufacturers' representatives may be included salaried managers, and among the operatives' representatives some women operatives.

(2) *Honorary Members.*—The Council to have the power to co-opt honorary members with the right to attend meetings or serve on committees of the Council, and to speak but not to vote.

(3) *Reappointment.*—One-third of the representatives of the said associations and unions shall retire annually, and shall be eligible for reappointment.

(4) *Officers.*—The officers of the Council shall be:

- (a) A chairman and vice-chairman. When the chairman is a

member of the operatives, the vice-chairman shall be a member of the manufacturers, and vice-versa. The chairman (or in his absence, the vice-chairman) shall preside at all meetings, and shall have a vote, but not a casting vote. It shall always be open to the Council to appoint an independent chairman, temporary or otherwise.

(b) Such secretaries and treasurers as the Council may require.

All honorary officers shall be elected by the Council at its annual meeting for a term of one year, and, subject to the condition that a chairman or vice-chairman from the said associations shall be succeeded by a member of the said unions, shall be eligible for re-election. The Council may from time to time fix the remuneration to be paid to its officers.

(5) *Committees.*—The Council shall appoint an Executive Committee, and Standing Committees, representative of the different needs of the industry. It shall have power to appoint other committees for special purposes, and to coöpt such persons of special knowledge, not being members of the Council, as may serve the special purposes of these committees. On all committees both manufacturers and operatives shall be equally represented.

The minutes of all committees shall be submitted to the National Council for their confirmation.

Each committee shall appoint its own chairman and vice-chairman, except in the case of the Finance Committee, over which committee the chairman of the National Council shall preside.

(6) *Finance.*—The ordinary expenses of the Council shall be met by a levy upon the Manufacturers' Associations and the trade unions represented. Special expenditure shall be provided for by the Finance Committee.

(7) *Meetings.*—The ordinary meetings of the Council shall be held quarterly. The annual meeting shall be held in January. A special meeting of the Council shall be held on the requisition of ten members of the Council. Seven days' notice of any meeting shall be given. Twenty members shall form a quorum. Committees shall meet as often as may be required.

(8) *Voting.*—The voting upon all questions shall be by show of hands, and two-thirds majority of those present and voting shall be required to carry a resolution. Provided that, when at any meeting the representatives of the unions and the associations respectively, are unequal in numbers, all members present shall have the right to enter fully into discussion of any matters, but only an equal number of each of such representatives (to be decided amongst them) shall vote.

## NATIONAL COUNCIL OF THE POTTERY INDUSTRY

[*"Sentinel"* Leading Article, Jan. 15th, 1918.]

The National Council of the Pottery Industry is now an established institution, and the reports of the inaugural proceedings which have appeared in the *"Sentinel"* during the past few days have doubtless been read with cordial appreciation and high hopes not only by everybody connected with the potting trade but by the general public. Major Frank Wedgwood, who was elected Chairman on Friday, and Mr. S. Clowes, J.P., of the Potters' Union, the Vice-Chairman, both enjoy the esteem and confidence of employers and employed alike, and the Council is so composed as to be really representative of the potting trade of the whole country.

There is all the more expectation of success because the suggestion of the Council first came from the operatives. Bristol for a long time been a center of vigorous discussion on industrial and social reform and advancement, in which Mr. Arnold Rowntree, M.P., Mr. E. H. C. Wethered, and Mr. H. Clay, M.A., took part. About the time that the Government appointed the Whitley Committee on Reconstruction after the War, our Bristol friends looked round to see if they could make an approach to any special industry. Mr. Clay, who has constantly lectured for the Tunstall Tutorial Class, suggested the potting trade, and representatives of the operatives who were invited to a conference at Lawton Hall liked the idea and formulated suggestions which were placed before the manufacturers, with the result that a joint meeting at Lawton Hall before laid the foundations of the Council which has now been formed. The Whitley Committee was meanwhile proceeding on similar lines, and National Councils are being formed for other industries under the auspices of the Whitley Committee; but the potting trade is entitled to be proud of the fact that it preceded the Whitley Committee not only in its Interim Report but in forming the first of the National Councils.

The National Council of the Pottery Industry, as already fully explained, is designed to regulate wages and selling prices, promote education in the industry, secure improved health and other conditions, encourage better methods, and assist Imperial and Municipal authorities in arriving at sound conclusions on trade matters. In brief, the National Council is calculated to promote peace and plenty, prosperity and happiness in the potting trade. But Dr. Addison, M.P., Minister of Reconstruction, and Mr. Roberts, M.P., Minister of Labor, kindly accepted an invitation to attend the first meeting of the Council and to address a public meeting, and in the

official blessing they gave to the inaugural gatherings, they tremendously widened the outlook, as anybody who heard or has read the speeches could not fail to perceive. It is not merely a matter of advancing the conditions of the industry itself, important and vital as that is. Dr. Addison showed that the reconstruction of industry and the nation after the War is a tremendous and essential problem, involving the restoration and development of old industries and the creation of new industries; a system of demobilization at the peace which shall be satisfactory to all concerned, changing over from war conditions to peace conditions with the least possible friction and dislocation; the promotion of education in its widest sense; improved housing; the regulation of imports, so that raw material may be given precedence over imports of secondary importance—a matter of delicate and far-reaching concern, upon which much will depend; and so on. On all these questions, the Reconstruction Department of the Government wishes to seek advice and guidance from the industries, and indeed desires that the industries should act for themselves as far as possible under Government supervision. This admirable plan can only be carried out if the industries are completely organized—if all employers are in their associations and all workers are in their unions, and if both are able to act together and speak for the whole industry by means of a National Council of the industry. Fitting into a scheme of this sort, the National Council of the Pottery Industry becomes not only a Council for the internal management of the potting trade, but an organism in the advancement of the national welfare.

Mr. Roberts, the Minister of Labor, in his speeches at the Council meeting and the Victoria Hall, eloquently dwelt upon the need for a greater humanizing of employment conditions, in the interests not only of employers and employed, but of healthy trade activity. Good profits and good wages are a just expectation (though Dr. Addison warned his hearers that the public must also be considered, and that an industry would not be safe if its customers were made poor); but Mr. Roberts and Dr. Addison both supported the assertion made by the Bishop of Lichfield in the Victoria Hall some time ago that half the labor troubles were not due to wages disputes at all, but to the resentment of the workers if they were regarded by employers as "hands" instead of human beings and fellow-laborers in a common cause. The National Councils will do much to effect a remedy in that respect. And some of the sincerest applause at the Victoria Hall on Friday evening was elicited from the audience of workers by Mr. Roberts' declaration that if employees were fairly treated the obligation rested upon them to treat their em-

ployers fairly in return. It was a frank and thoroughly English moment.

Incidentally, Mr. Roberts remarked that a Government Department could scarcely resist the united voice of an industry on fiscal or other similar issues; and later on, he was emphatic that the British Empire and our Allies have the first claim upon the raw materials of the Empire. Both Dr. Addison and Mr. Roberts pointed out that winning the War is the essential preliminary of all reform and progress. The peroration of the inauguration of the National Council was found in the speeches at Tunstall under the auspices of the Tunstall Tutorial Class during the week-end, when Mr. Arnold Rowntree, M.P., Mr. Wethered, and Mr. Clay, who had been co-opted honorary members of the Council, eloquently urged the humane and religious aspects of the movement, and sought to rekindle into a living flame those social and fraternal relations and responsibilities without which life becomes selfish and sordid, while on the other hand there is the certainty that in working for others we also save ourselves. The "still, sad music of humanity" has in these Pottery Council meetings swollen into a grander tone, and mystic voices chant the coming of a nobler and a happier day.

[Reprinted from the "Staffordshire Sentinel" of January 12th, 1918.]

## NATIONAL COUNCIL OF THE POTTERY INDUSTRY

### INAUGURAL MEETING

#### RECONSTRUCTION AFTER THE WAR

#### IMPORTANT SPEECHES BY MEMBERS OF THE GOVERNMENT

#### FUTURE OF THE POTTING TRADE

The inaugural meeting of the National Council of the Pottery Industry was held at the North Stafford Hotel, Stoke-on-Trent, on Friday, January 11th, 1918.

#### MEMBERS OF THE COUNCIL

The members of the Council (thirty on each side) are as follows:

#### MANUFACTURERS' REPRESENTATIVES

##### *General Earthenware* (11)

Mr. J. C. Bailey—Messrs. Doulton and Co., Ltd., Burslem.

Mr. K. H. Bailey—Messrs. Furnivals, Ltd., Cobridge.

Mr. C. E. Bullock—Bourner, Bullock and Co., King's Chambers, Stoke-on-Trent.

Mr. A. Fielding—Fielding and Co., Ltd., Stoke.

Mr. R. Lewis Johnson—Messrs. Johnson Bros. (Hanley), Ltd.

Mr. E. J. Johnson—Johnson Bros. (Hanley), Ltd., Stoke.

Mr. T. B. Johnston—Pountney and Co., Ltd., Bristol.

Mr. E. Leigh—Burgess and Leigh, Burslem.

Mr. A. H. Maddock—Messrs. Maddock and Sons, Burslem.

Mr. R. Shenton—Wedgwood and Co., Ltd., Tunstall.

Major F. H. Wedgwood—Wedgwood and Sons, Ltd., Etruria.

*China (5)*

Mr. W. Hall—Cartwright and Edwards, Ltd., Longton.

Mr. A. B. Jones, Jun.—A. B. Jones and Sons, Longton.

Mr. Thos. Poole—Cobden Works, Longton.

Mr. P. Shelley—Wileman and Co., Longton.

Mr. H. J. Plant—R. H. and S. L. Plant, Longton.

*Jet and Rockingham (2)*

Mr. S. Johnson—S. Johnson, Ltd., Britannia Pottery, Cobridge.

Mr. A. J. Wade—Messrs. J. and W. Wade and Co., Burslem.

*Glazed and Floor Tiles (3)*

Mr. J. Burton—Messrs. Pilkington Tile and Pottery Co., Ltd., Clifton Junction, near Manchester.

Mr. S. Malkin—Messrs. the Malkin Tile Works Co., Ltd., Burslem.

Mr. S. R. Maw—Messrs. Maw and Co., Ltd., Jackfield.

*Yorkshire (1)*

Mr. T. Brown—Messrs. Sefton and Brown, Ferrybridge.

*Scottish Earthenware Manufacturers' Association (1)*

Mr. J. Arnold Fleming—Cochran and Fleming, Glasgow.

*Stoneware (1)*

One to be appointed.

*Sanitary (3)*

Mr. E. R. Corn—Henry Richards Tile Co., Tunstall.

Mr. W. Hassall—Messrs. Outram and Co., Woodville.

Mr. J. T. Webster—Twyfords, Ltd., Cliffe Vale, Hanley.

*Fireclay (2)*

Mr. J. Taylor Howson—Messrs. G. Howson and Sons, Ltd., Hanley.

Mr. A. Barrett, Sanitary Fireclay Manufacturers' Association, Leeds.

*Electrical Fittings (1)*

Mr. J. W. Harris—Messrs. Bullers, Ltd., Hanley.

## OPERATIVES' REPRESENTATIVES

Pottery Workers' Society—Messrs. W. Tunnicliffe, W. Aucock, W. Shaw, G. Pedley, W. Machin, W. Goodwin, T. Coxon, R. Colclough, W. Milner, W. Harvey, R. Stirratt, W. McGurk, H. Forman, J. Wilcox, J. Booth, S. Clowes, A. Hollins.

Ovenmen's Society—Messrs. J. Pickin, R. Bennett, J. Bennett, W. Owen, W. Callear, F. Colclough.

Packers' Society—Mr. C. Martin.

Cratemakers' Society—Messrs. J. Owen and L. Jackson.

Commercial Travelers—Messrs. S. Oulsnam and J. Derry.

Clerks' Union—Messrs. J. Berresford and Beech.

Lithographic Printers—Messrs. F. Smyles and H. Rudge.

It will be seen that there are 32 names, but two of these will be dropped from the Pottery Workers' Society when they make the final selection.

## BUSINESS OF THE FIRST MEETING

At the first meeting of the Council on Friday afternoon, Major Frank Wedgwood was elected Chairman and Mr. S. Clowes Vice-chairman. Mr. Arnold S. Rowntree, M.P., York; Mr. E. H. C. Wethered, Bristol; and Mr. H. Clay, M.A. (Ministry of Labor), who held conferences with pottery manufacturers and labor representatives even before the Whitley Committee had got to work, and thus helped to lay the foundations of the Council, were coöpted as honorary members. A Committee was appointed to formulate committees. The Committee will meet on February 1st, and the first general meeting of the Council will be held on February 13th, at 10.30, at the North Stafford Hotel.

Two members of the Government, Dr. Addison, M.P., Minister of Reconstruction, and Mr. Roberts, Minister of Labor, attended to give an official blessing to the Council. Their speeches dealt not only with the possibility of the Council promoting peace and prosperity in the pottery trade, but with the great help such Councils could afford the Government in dealing with the problems of demobilization and reconstructing and developing the industries of the country after the War.

Those present, in addition to those mentioned above included Mr. H. B. Butler, Assistant Secretary, Ministry of Labor; Mr. A. P. Llewellyn, Secretary to the Manufacturers; Mr. S. H. Dodd, Deputy Secretary to the Manufacturers; and Mr. A. Hollins, Secretary to the Operatives.



## MAJOR WEDGWOOD

The newly-elected Chairman (Major F. H. Wedgwood) said it was a very great pleasure to all of them to feel that they had the honor of having the Minister of Reconstruction and the Minister of Labor down to address them that afternoon. (Hear, hear.) He thought they would find that they were an appreciative audience, and he felt sure that what they told them would help them materially in carrying on the very difficult work that lay ahead of them. (Hear, hear.) He thought that before he asked Dr. Addison and Mr. Roberts to address them, he ought to try and bring home one or two points which occurred to him as worthy of their notice, points which were particularly applicable to the district in which they lived.

The first thing that occurred to him as being peculiar to the district, was that it was a concentrated industry in this district. There was no other industry so far as he knew which had two-thirds of the total products of the United Kingdom being manufactured within a radius of five miles from the room in which they were assembled. (Hear, hear.) The next peculiarity was that the district was a district of relatively small factories, and there was in consequence a surprising number of manufacturers. And the third point, which was a very sad point and one which they all felt, was that, speaking broadly, the whole district was a poorish district. He knew he must not say that this week when the Tank was on a visit in the district, but there was no doubt about it, the potting industry had not been remunerative to the manufacturers for the last 25 years. He was speaking broadly, but figures would bear him out. And undoubtedly inadequate wages had been paid in certain departments, the especial sufferers being the women.

## RATEABLE VALUE

And last of all it was a district which had probably the lowest rateable value to the population, of any other district in England. Those points were all points which had a material bearing on the work of that National Council. In the first place, the concentration of the industry was an enormous help to them in carrying it on. They were all very proud that they were the first industry to form a National Council—(hear, hear)—and they ought not to blink at the fact that they were in a favorable position because of the concentration of the industry.

The next point, the question of small factories, had also a very important bearing on the work of the Council, because it meant that

manufacturers and their workpeople were able to get into close touch one with the other. Then, on the third question of the relative poverty of the district, there was an enormous field for improvement possible, if they could organize themselves properly. They might hope to benefit the trade to a very great extent indeed, because after all that Council was not out for one section of the members only. It was out to make the trade more prosperous, and thereby improve the status of the people who worked in the trade. (Hear, hear.)

#### THE OUTCOME OF THE WAR

There were only two other small points, and he thought he was saying what they were all agreed, that one result of this terrible and horrible war we had been engaged in for three and a half years had been undoubtedly the means of drawing everybody together in a way we never thought was possible four years ago. He remembered two years or more ago, when he was well out of the "pots" for the time being, his association with Mr. Clowes in the work of recruiting, and of the kind fellowship that sprung up between them. Good fellowship was a great asset to the side of a Council of that kind. (Hear, hear.)

Then the last thought which was in his mind was the fact that we had had during the last three or four years, our eyes astonishingly opened to the foul machinations of our enemy the Germans. He was not speaking of the atrocities, but only for the moment of the sustained and nefarious efforts they were undoubtedly making all over the world, to slich our trade from us and steal from us market after market. We could see it all now. That had brought home to himself, at any rate, and, he thought, to the district at large, the great necessity of coöperating and making themselves of service one to the other. He thought they realized, certainly the manufacturers realized much more than they did, and the men's leaders would say the same, that there was an absolute need for education in its widest branches, carried on, not only for those of 14 to 18, but that they should continue educating themselves up to the time of their death. (Hear, hear.) He hoped they were going to have an educative afternoon and evening, and he had pleasure in asking Dr. Addison to address the members of the Council. (Loud applause.)

## DR. ADDISON, M.P.

## MINISTER OF RECONSTRUCTION

Dr. Addison said he thanked them very much for giving him an opportunity, and he knew his colleague would do the same, of attending at last the first meeting of the first Joint Industrial Council. There was an urgent need that this movement should make in this country much speedier progress, and he was delighted, although by the kindness of his colleague and his assistants he had been kept in touch with the progress of affairs, that at last they could say that they had been invited to the first fully formed, fully representative, and fully recognized Joint Industrial Council. (Hear, hear.)

He believed that there were few things in this country at the present moment which were of more critical importance than the formation, according to the particular needs of the individual trades, of representative trade organizations, of complete associations of masters on the one side, and of men on the other, and of the formation of Joint Industrial Councils for such affairs as the Joint Industrial Councils might agree to deal with. (Hear, hear.) But particularly in relation, in the first place, to some of those matters which would immediately become urgent on the cessation of hostilities. And he told them that as the time dragged on, and those movements made what, to him, at all events, was a very disappointingly slow progress; although he knew how very very difficult it was, and when one had a knowledge of the enormous dislocation of industry that would immediately arise on the cessation of hostilities, he said it was of the first importance that Joint Councils of employers and employed should get together in this country to regard their industry as a whole, to take into account the great movements which must necessarily arise in labor immediately hostilities cease, and to some extent even on the declaration of armistice; all the many questions which needed arranging beforehand affecting the introduction of outside labor, the making room for the men who had joined the forces whose places were kept for them, the arranging between themselves, if possible, the way in which the subjects were to be dealt with between employers and employed, or in some trades those very technical questions affecting dilution, and the numberless arguments which were being made in shops, and sometimes between trades and Government with regard to the conditions of war work. Unless these things were dealt with, and thought out carefully by those who were immediately concerned in the different trades beforehand, they would be, he was certain, pre-

ecipitated into serious social and industrial disturbances. And it was not possible to exaggerate the importance of these matters being taken in hand and considered in detail by those who were immediately in contact with them as soon as possible, and for that reason, more than any other, he congratulated them with his whole heart in forming that Council, and he sincerely wished them good success in its deliberations.

#### THE GOVERNMENT BLAMED

It was a very easy thing to blame the Government when things went wrong, and some of them who were accustomed to being members of it, were quite accustomed to being the objects of that kind of criticism, and far be it from him to pretend that a good deal of it was not thoroughly justified. He did not know any way to suggest that those responsible for the conduct of affairs were not fully prepared to accept their share of the responsibility, but there was a great share of responsibility also belonging to the employers and to the workpeople of this country as well. And the first duty, he believed, of employers was to form in the different trades classified, as its needs might determine, comprehensive employers' associations.

He believed it was necessary for the future well-being and rapid restoration of the productive power of this country that every employer should be in his association and every workman in his trade union. (Hear, hear, and applause.) And he would tell them some very good reasons why, in the course of the few minutes that he should address them. They were anxious, in fact it was necessary very soon to ask some representative body in the different trades to advise them and to guide them—and if possible to act as their agents—in respect of important matters concerning their industry which arose in connection with reconstruction.

#### REPRESENTATIVE ASSOCIATIONS

But the fact was that except in a few cases there were not in this country properly appointed fully representative trade organizations. He could tell of many trades in which there were four or five associations, all claiming to be fully representative; and the Government Minister who happened to call a meeting and missed one out soon heard about it. That was a very unsatisfactory state of affairs. They had overcome it in the pottery trade. Whether that was due to them being so much collected in one district or not, he did not know. That must have contributed a good deal, but still it had

not been done, he was quite sure, without a good deal of good-will and hard work on both sides, because the mere fact that the Chairman referred to—that the trade consisted to a great extent of a large number of relatively small undertakings—presented, he should think, the first great difficulty. (Hear, hear.)

We were all strongly individualistic—most of us were in the British race—and whether a man was a workman or an employer, or a politician, he had got that kind of thing in his blood. And we were all, sometimes, very jealous of one another, so that it was exceedingly difficult to bring about comprehensive associations. He might say that in connection with the work of reconstruction the Government would definitely call upon this National Council to give them certain information and to undertake certain duties. And with regard to paragraph L. contained in the articles of association, the Government would take them at their word as being competent to represent the needs and opinions of their industry to Government authorities. (Hear, hear.)

#### ONE RECOGNIZED AUTHORITY

“And let me say we shall not only take you at your word, but we shall take only you (applause); when you say you represent those needs and opinions, we shall take it that you do represent them.” (Hear, hear.) Dr. Addison went on to say that when he was Minister of Munitions, he often caught it hot—(laughter)—because he had not consulted somebody or other. Well, one expected that kind of thing when one was Minister of Munitions. He did not mind; he did the best he could. He remembered once, in one particularly large industry, there was a very important Labor issue. There were five organizations among the employers in that industry, and it took six weeks to get a meeting of employers to negotiate on that issue which, though a big issue, was a simple one. It was a very depressing experience, and it was not alone.

Apart from these details in their articles of association, to which possibly his colleague might refer more fully, he would deal with one or two matters in connection with reconstruction which necessitated the formation of comprehensive trade associations. He expected Mr. Roberts would deal with the more particular labor issues. He himself would only refer to one. He believed that it was of the first importance that as soon as possible there should be agreement reached in the different trades, whereby they could sweep away any objections on the part of labor to the introduction of improved methods of manufacture. (Hear, hear.)

## LABOR'S REWARD

And there were two things underlying that which he believed had got to be fairly and frankly met, and the first one was that Labor was to be assured of a definite arrangement, binding on the whole industry, whereby it would be guaranteed a fair proportion of the reward received out of the improvement. (Hear, hear.) That was essential. (Hear, hear.) Anything which left that question to be dealt with could not possibly remove the objection which men must entertain if they felt there was a chance of some piece rate being cut or some arrangement being arrived at whereby, though they were asked to produce a lot more goods they were not to get any more money.

Then they must look as far as possible, and he could not see how they could do it without regarding the trade as a whole, and try to secure some greater surety of employment. He did not think they could do that in individual shops. The previous day he received a deputation from another industry, and he was referred to a statement which had been made on behalf of that industry, that it was for the benefit of the industry that there should be a certain percentage of unemployment. He did not think the men who had fought for us in this war were going to tolerate a barbaric system of that kind. (Hear, hear.) They were getting over it in the cotton industry, and they were making very elaborate arrangements to meet it during the war; and he did not think for a moment they would despair afterwards.

## RAW MATERIAL SUPPLIES

The first thing he did when he was appointed Minister of Reconstruction was to get a number of experts to go into the question of raw material supplies for the industries of the country. That was one of the subjects in which the Government needed representative associations to help them in regard to their particular industries. They wanted to know, not in general terms, but, as far as possible, en bloc, as affecting an industry, what their requirements were with respect to raw materials. And he could tell them that they were in fact asking the different industries what their requirements were with respect to raw materials, because, either from shipping difficulties or from the cause of a real shortage of the world's supplies of certain commodities, there would be a shortage of raw materials.

It was quite evident that there would be some industries in which so far as affected the total needs of the industry, we might be con-

fronted for some time with a real shortage. The trades ought to have an organization to deal with this for themselves. (Hear, hear.) If there was to be any rationing done in an industry, it should be done by somebody appointed by the industry to do it—(hear, hear)—somebody who knew about its technicalities and about the various issues involved. This could be done much better by the trades for themselves than it could be done by any central department, and it had this incidental advantage; that if they did not do it properly, they would have themselves to blame, and not the Government. (Laughter.)

#### A QUESTION OF COST

He noticed, by the way, in looking through a very excellent volume issued in the United States, on pottery, that the proportion of material utilized out of 100 units of production in the British pottery trade was put down as 28, and that in America 20, and in Germany 15. It struck him, as the Chairman was speaking, that he should think this would be one of the first questions to which their Council would address their minds. There was nothing in which comprehensive trade organization dealing with the thing as a whole, both from the standpoint of purchase, and, above all, of transport—and he understood that this was one of their weaknesses in that district—(laughter and applause)—could effect greater economies than in the case of raw materials. He knew of a particular case in which the Ministry of Munitions analyzed the cost of production as compared with the same date two years in succession—the same apparatus and the same raw materials—and notwithstanding that the wages had gone up 15 per cent. for the men employed in the works, the cost of production had dropped 22 per cent. That had been solely due to a careful analysis of the cost of production and the discernment of waste, particularly, in this case, of raw material. Hence, the reduction in the cost of production had allowed an increase in the wages rate.

There was another even more urgent reason why the Government wanted representative trade associations to help them in connection with reconstruction. In the ordinary way, the employers might be looked to for the discharge of this duty, but the Government's principle would be that they should look to the joint industrial councils to discharge any functions which the two parties to a council agreed that it should discharge. Otherwise, they looked to the trade unions to advise them on their questions and the employers on theirs. But one of the most urgent reasons for requiring representative trade associations was in connection with the class

of questions which might generally be described as prior in connection with reconstruction. There would be, as they would know, a great cessation of work in certain fields of activity, and the rapidity with which they could turn over to the new kind of industry depended upon the equipment for turning over, the preparation of the necessary plans beforehand, and a number of other technical details.

#### AN ILLUSTRATION

Let him give them an illustration. The group of trades with which they had been dealing had shown to them quite clearly that unless certain essentials, which appeared to the outsider to be minor essentials, were attended to during the war, the time of turning over from war to peace, after the cessation of hostilities, in a particular trade, would be three months longer than it otherwise would be, and there were hundreds of thousands of people employed in that industry in one town alone. So that it was necessary for those concerned to get to work, and think out what were the things that were required to be done first.

And let him there lead to something which was very much misunderstood. There was a Bill before Parliament known as The Imports and Exports Limitation of Movements Bill. He would give them an illustration as to why that Bill had been brought forward. There would be, as he said, a shortage of materials in some trades. The cotton trade was short of material, and it was very important to be able to determine as to whether or not they would have cargoes of bales of cotton giving precedence to a grand piano. Let them put it grossly like that, because it meant giving employment to the people in the Lancashire trade. They must, in the early days of reconstruction, be able to get the first thing first; otherwise it would mean masses of unemployed, and they wanted the trades, with respect to their particular requirements, to advise them what were the things they needed first. If they needed no assistance, then they would be delighted. In case they did need assistance, it was well the matter should be thought out and the needs formulated.

#### THE PRIORITY QUESTION

Now he would give them a specific case in the kind of question which they wanted the trades to advise them on. There were many industries in this country which were full of orders, and they would have plenty of raw material. But they would lack machinery. They had turned over their works to something quite different from their ordinary business. And the first require-



ments of that industry, before it could start to employ its people again, was the replenishing of its machinery. Well now, it so happened that for that particular class of machinery, most of the manufacturers of this country were already full of orders from two foreign countries alone. The total manufacturing capacity of this country of that particular class of machinery was already booked. Well now, did they not see where the necessity came in for the information on the priority question? (Hear, hear.) They could not let the great industry stand still waiting for machinery. The matter must be gone into beforehand, and they must take powers to arrange that it got a fair share of early attention in order to get the people returned to employment. He only gave them one illustration; he could go on too long giving them illustrations of the kind of question which they wanted the trades to advise them upon on what he called the general priority issue. There was a large group of them, and no doubt in time they would send to that Council a questioner. And he had no doubt they would fill it up to their own satisfaction and, he also hoped, to theirs.

#### ARTICLES OF THE ASSOCIATION

But when they sought to provide great trade associations—and he was certain, quite apart from the immediate issues of reconstruction, they were wanted if they were to improve the industrial capacity of this country—they had got to think over some of the purposes laid down in their articles of association. And might he refer to one or two of them before he passed to the danger to which he was going to allude? He noticed that one of their articles of association referred to the study of processes, the encouragement of research, accounting methods and so on. He had already said something as to the value of cost accounting to the various industries. He remembered one of their national factories in Yorkshire was producing 18 inch shells which cost 15s. 3d. each, while another factory in the same county supplied the same shells at 9s. 11d. each. Both factories were supplied with the same material at the same cost, and the same rates for labor was paid. They eventually got the price in the first case reduced, but it was all a matter of management, accurateness, and a hundred little things which went to make the difference. But if the two factories had been competing one against the other, the one could not have lived beside the other. That was what came of good accounting. He could multiply those illustrations for a long time.

He was sure it was a very wise provision.

And another thing was invention and research. He believed it

was one of the chief blots in British industrial progress, that we never made sufficient use of the great mine of wealth and brain that there was in the craftsmen of this country. And it was largely due to some of our pattern laws, and often due to the fact that the men who made a good suggestion somehow or other never got anything out of it. That had got to be guarded against, and it was to the advantage of the trade as a whole that it should be done. (Hear, hear.) He was glad to see they took into account the conditions of health in their industry. He remembered in the early days of the Ministry of Munitions starting a Good Health of Mmunition Workers Committee, and he would like them to see the little pamphlet that was issued giving the results of some of the examinations. But there was no doubt about it that it was best to have women working under good conditions. He remembered one of the big employers in Glasgow laughing with him over a certain incident. He said he was giving his boys an extra shilling every Monday for bringing a clean overall to wear. Asked the reason, the employer replied, "Well, because it pays; I get more work out of them." He did not profess there was anything philanthropic about it; he said it was good business. He had found out that it paid to have his workers working under good conditions. It paid him as an employer, and he had no doubt it would pay them in the Potteries. And the only way in which this thing could be gone into was by the industry going into it collectively.

#### TRANSPORT FACILITIES

He hoped they would make representation to the Ministry of Reconstruction affecting the transport facilities as they related to their industry. He had a sort of notion at the back of his head that might be improved in this district. (Hear, hear.) There was one danger which those trade associations presented, and let them speak quite frankly about it. He noticed that according to the objects of the Council they were: "To assist the respective associations in the maintenance of such selling prices as will afford a reasonable remuneration to both employers and employed." That was quite right; they both ought to have a proper remuneration. No healthy condition of industry could prevail if they did not. But he noticed also that was linked up with another object, which was: "The collection of full statistics on wages, making and selling prices, and average percentages of profits on turnover, and on materials, markets, costs, etc., and the study of promotion of scientific and practical systems of costing to this end." And he would draw their attention to another part of that transaction, and that was the con-

sumer. (Hear, hear.) They did not want to be parties to the formation of some unholy alliance, if he could so describe it, between capital and labor at the expense of the consumer, because that would not last. It did not pay any industry to have its customers poor, and it would not pay the pottery industry any better than any other, and it was quite impossible, of course for him as Minister of Reconstruction to look with any kind feeling upon arrangements of that kind. They wanted to construct an association, as they said in their articles, on lines which would develop and foster the industry in all its branches and which would he had no doubt deal with and take cognizance of its affairs from start to finish. He meant from the raw material, where it came from, how to deal with the marketing, transport, etc., until the finished product was disposed of in the best and most economical manner. One of the things they intended to take up in their industries was improved transport, and he hoped some time or other they would see better things than a dozen horses and carts going from one village to the railway station, each conveying a stone or two of goods. It was a waste of time, of labor and of money. They wanted some organization in transport, and he would imagine it was just as necessary in the potting industry, although he knew nothing about its technicalities, as it was in every other industry he had come across in the country.

#### FOR THE BENEFIT OF TRADE

Now, he only had to say this. While they intended—Mr. Roberts' recent circular set out the position of the Government—to recognize, and having recognized to work through and to give the utmost possible authority and support to any thoroughly representative and properly constructed trade organization, they wanted to help them, and they wanted them to help them and also to help the trade.

And let it be quite clear that when they spoke of trade organizations, they meant something which was for the interest and the benefit of the trade as a whole, including purchases of its goods. They did not want the country to be saddled with organizations, trusts, or price rings, as they were variously called, as they had been a great handicap to industry in many countries, including this one. He had asked a number of experts on both sides to explore the whole of this question, with a view to safeguarding the public interests in connection with this movement. And when he said this—it was much better to be quite frank about it—he said it because he wanted to see in this country comprehensive trade associations; and they would not get them established and permanent unless they had public confidence and unless they were found to be for the good of

the trade as a whole, as he belived theirs was. He welcomed these organizations. He congratulated them upon the establishment of their Council, and he wished to thank them for giving him the opportunity of being present at its first meeting. (Applause.)

MR. ROBERTS, M.P.

MINISTER OF LABOR

Mr. Roberts, who was very cordially received, observed at the outset of his remarks that, like his colleague, he should like to express his profound pleasure at being invited to attend the first meeting of the first Whitley Council formed in the country. He congratulated them upon the formation of the Council, but his presence there was tinged with one slight regret. When he worked, he was connected with the printing trade, and he had had an ambition that the first Whitley Council should be established in the trade in which he used to earn his livelihood, and if it be that he had to acknowledge that the pottery trade moved much more swiftly and had exhibited a greater progressive idea than the printing trade, well, probably it was the highest tribute he could pay to their assembly. Personally, he esteemed it something more than a privilege to be present in order to participate in a very interesting ceremony, because the establishment of that Council marked the consummation of a principle he had desired to see established in the country.

Most of them who were acquainted with industrial affairs viewed with grave apprehension the relationship of industrial classes before the war. It almost appeared as if we had erected a Chinese wall between the employers and the employed. They were being more and more divorced from each other. That was a state of affairs that could only lead to national disaster. And whilst everybody regretted the outbreak of this horrible war, nevertheless the war had not been altogether a matter of loss, because, as the Chairman had said, at least one great thing had been accomplished. At the outbreak of war, it seemed almost as if a miracle was wrought in the land for those who had been glaring at each other were preparing to make war on each other, but in a trice all sank their differences to display to the whole world one of the most remarkable evidences of unity for the nation. Everybody recognized that in the face of great danger, disunity in our midst meant national defeat.

#### A CLOSE ANALYSIS

He was of the opinion that what was essential for the purpose of prosecuting and winning the war would prove to be equally essential

in the troublous days that would follow the war. For, however optimistically we might view things, the close student of industrial affairs would have noted that Great Britain was gradually lagging behind her great competitors of the world. The war had compelled us to subject our industrial conditions to very close analysis. The result of some of these investigations had been cited to them by his friend, Dr. Addison, and now they were going to ask themselves whether the lessons which had emerged through the war were to remain with them in the years that were ahead. And certain as it was that our country, subjected to perhaps the supremest test to which people had ever been put, had risen superior to this test in the matter of warfare, he was confident that the same quality would carry us through the industrial test after the war, and our country would retain its proper position of eminence amongst the nations of the world.

But if we were to do that, we must recognize that just as the world could never progress unless peace was established on a firm and enduring basis, so industry in the land would never flourish unless harmony prevailed amongst the various elements working in that industry. Therefore, they recognized that some change had to take place in order to remove that strained relationship which characterized industry prior to the war. They had sought to find methods whereby the various parties in industry might be persuaded to come together in order to thrash out matters affecting not the individual welfare of any one, but that broad view outlined by Dr. Addison, to apprehend the industry as a whole. Some of them had been engaged in canvassing this question in various forms, and they were delighted when the Government set up a committee which produced what was known as the Whitley Report.

#### AN ENCOURAGING RECEPTION

This report was submitted to the various organizations of workpeople and employers throughout the country, and its reception was most encouraging. He, himself, was most agreeably surprised to find how receptive both classes were in respect of this matter. The Cabinet felt they were warranted in giving their blessing to this movement, and that day they in that room were publicly associated with a movement which marked the industrial salvation of the land.

Why was it that the relationship had been so unsatisfactory? He sometimes had told employers that it was not altogether the fault of the workpeople, because they had left them to be talked at mainly by parsons and politicians—not altogether very desirable types when

dealing with industrial affairs. (Laughter.) But there it was. The workman had very often got it into his mind that the employer simply regarded him as a means of profit-making; and certainly, owing to a new form of industrial organization which had grown up, some workmen had very good reasons for thinking so. The spread of great combines and the impersonal relationships which thereby prevailed, led great masses of workpeople simply to regard themselves as cogs in a great wheel, unheeded by those on whose behalf they were toiling. That sort of thing was bound to create unrest.

How widespread that unrest was most of them were familiar with in a more or less degree. We had got to uproot that disturbance if reconstruction was to be hastened, if we were speedily to repair the ravages of war and if Great Britain was not to be handicapped for all time in the great race of world trade and commerce.

#### EMPLOYERS' FRANK ACCEPTANCE

They knew what their Whitley Council was. It was representative of the trade unions on the one hand and employers' organizations on the other, and personally, as a trade union and Labor agitator of now more years than he cared to recall, he was delighted to have evidence of the frank acceptance on behalf of the employers of the pottery trade of the principle of organization, and, as exemplified on behalf of the workpeople, a full recognition of their trade union. The trade union in the pottery trade had, he believed, made very rapid growth during the past few years. Nevertheless, it was a most unsatisfactory state of affairs that not above one-third of the people employed in the industry were within the ranks of the trade union. Certainly the employers' displeasure should no longer be a deterrent. He knew that many people were kept outside their trade union fearful lest their employer might not like it, and yet at the same time they were the most vociferous in singing "Britons never shall be slaves." (Laughter.) The potting trade had now avowed to the whole world that both sides recognized that the principles of organization were absolutely essential to the progress of the industry. The Whitley Councils were based upon organization on both sides, and if people wanted to get such advantages as would ensue from this movement, they could get them very freely; the workpeople had only to join their organization and if an employer was standing outside his organization he (the speaker) felt sure that he would be just as readily admitted.

## THE WHITLEY COUNCIL

Well, now they were hopeful and the Government desirous that the Whitley Council should not be regarded merely as an expedient for relieving labor troubles and that they would not exhaust their endeavors in dealing with wages, hours of labor, or conditions of employment. They were essential things, and he recognized that unless those questions were satisfactorily settled, the future of the Council was not very hopeful. He wanted to see for every willing worker in the land a wage of ample dimensions. Not merely what was talked of in the phrase, a living wage. Personally, he was not prepared to state what was a living wage. He could tell them what was not very easily, and he had to confess that large groups of workers before the war were in receipt of remuneration which did not agree to his standard of a living wage. A wage which simply supplied the needs of the week, was not a living wage. A man must be given a wage with a sufficient margin to enable him to make provision for all the vicissitudes of life, and he felt by the institution of a Council of that character, that by friendly negotiations, that by being able to put wages in its proper perspective and relation in the whole interest of the industry, they would gradually, it might be, grope their way, but nevertheless they would ultimately arrive at a standard which more correctly reached the standard which he had in mind.

There were, of course, many considerations affecting their daily life. Dr. Addison, of course, quite naturally made reference to the consideration of health and sanitation. He was not competent to speak of those matters in relation to the potting industry, but the approbation with which his observations were received, encouraged him to believe the employers in that district recognized, with him, that the conditions, that the environment in which they worked, would very largely determine the spirit of their work and the efficiency that was evolved from it. But they were asking them to recognize that the peoples of that Council represented an ever expanding vista; they wanted them to take cognizance of trade as a whole.

## GOVERNMENT OWNERSHIP

There were friends of his who were urging that the Government should immediately assume ownership of control of all forms of industry. On hearing them speak, he presumed they regarded themselves perfectly qualified to manage on behalf of the State the most complex forms of industry. Well, at any rate, he had had this advantage. He had had some slight business training. He managed

two businesses before he sought the easy and luxurious form of getting a livelihood of a professional politician, and therefore he could appreciate the employers' point of view. And he wanted to tell his fellow workmen that the employers had their difficulties as well as they. Trade did not fall to them just as rain fell from the heavens. It had to be sought for and competed for, and unless they could get it they did not win profits, nor did the workers secure employment and the wages that accrued from their labor. They would see, therefore, that whilst it was very easy to talk about ownership and control of industries it was perhaps not quite so simple as the orator might imagine. (Hear, hear.) But even if they had those aspirations, he respectfully submitted that the Whitley Council might be regarded as a university through which they would graduate. And he was certain that as they learned more of the conditions of their industry, certainly it would be that they would be endowed with a keener sense of responsibility, and he rather apprehended that the great enthusiasm which inspired them to make the broader demand might simmer as the experience came to them.

In this new departure the workmen would have an advantage they never previously possessed. They would come into close touch with employers, and the latter would get to know the workmen's point of view first hand, and they would see and learn from the workmen's representatives that the workmen were just like the employers—human beings, with a desire for a brighter and fuller life, and who were filled with just as intense a love for their wives and children. And when the employers understood the workmen and knew their aims and aspirations—well, perhaps they would even sympathize with those who complained, because in their ignorance they felt the employer might be the enemy standing between them and the fuller life. Employers on the one hand would get to understand the workmen better, and the employer would recognize the fact that he was charged with a duty to do the best possible for those he took into his service. For his own part, if he were an autocrat, if they gave him as much power in this country as the Kaiser had in Germany one of the things he would do as soon as he had won this war would be to lay down this very simple formula, "No man shall take into his service a fellow-man unless he is able and willing to reward him with a full living wage." Of course, that was directed against the employer. Now against the workman he would say, "No workman shall be allowed to take up employment at wages less than those agreed by the test of a living wage." And, he believed, if he were able to apply that single formula, he would have done



something to add great glory to the traditions of the race to which we were proud to belong. Those were the standards he believed that they would still be able to evolve out of their deliberations.

#### THE SHORT CUT TO UTOPIA

Of course, they must not come into the Whitley Council thinking it would establish an automatic Utopia. Such things could not be. And those who sought to delude their fellowmen into believing that there was one single panacea which could be applied, which could take them out of this imperfect order of things immediately into a perfect paradise—well it reminded him of the story of the young man who got lost while cycling along a dark country road. Ultimately he got to what appeared to be a sign post silhouetted in the darkness. The young man took his lamp off his bicycle and climbed up the post only to find the words "Wet paint." (Laughter.) And thus it would happen that if the masses of the people listened to those who promised them a short cut to Utopia—well then they would find they had been led into the portals of a forlorn hope, and would have to retrace their steps and return to the more matter of fact methods of the Whitley Council.

Those Councils had almost unlimited possibilities. Dr. Addison had lifted the veil and shown them some of them. He had told them of the great work they might be called upon to undertake in the process of demobilization, and what greater work could men apply themselves to? According to the manner in which we were able to settle those splendid soldiers of ours, so would the future spirit of industry be determined. If we were unable to return them to regular employment, well then they would experience a sense of regret, and ask us what they had been fighting for. We wanted to show them we were going to spend as much concern about returning them to civil life as we spent in persuading them to enlist into those wonderful armies which had constituted one of the world's wonders. (Applause.) He believed that in this district, as well as in many other districts, employers had solemnly undertaken to reinstate many of our soldiers. Dr. Addison and himself rejoiced to know that approximately 60 per cent. of our soldiers had such promises. (Hear, hear.) Many men were being discharged day by day, and he had pleasure in acknowledging this fact that up to the present the employers had fulfilled their undertakings in complete and most honorable fashion. (Applause.) And they believed that would be so throughout the whole of demobilization, but there would be many other questions to consider arising out of this war.

## THE TRAINING OF MEN

There was the training of men. They were concerned, of course, in educational matters. (Hear, hear.) They were going to give special consideration to invention and research questions. (Hear, hear.) Why? Because they understood that in future the efficiency of the individual workman would be a world-wide test, and after all he thought they were able to say that we had suffered a good deal in past years because of our neglect of the educational side of industry. (Hear, hear.) He had no desire simply to see a man made a perfect workman. He wanted him to be a good workman and a good citizen. But he recognized, whilst he was anxious for the highest possible form of educational development, he also wanted to see workmen having the greatest possible amount of technical skill, in order that they might prove to be what the British workmen had hitherto shown, the best and most efficient workmen by the test of either quality or quantity in production. And after the war they would find that the necessity for increased production would be keener perhaps than any of them appreciated. There were some in their midst who felt that those of them who talked about large output were simply concerned to gull the workman into producing a great deal of wealth for the benefit of others than themselves. He told his friends that much more wealth must be produced after the war if this country had to liquidate its war indebtedness, and to embark on that great policy of expansion which was necessary if we were to provide security for every family in the land, and whilst he, as a trade unionist, recognized that some of the restrictions we had imposed were to be justified in all times, there were other restrictions which were not so defensible in the national interest.

## MINIMUM STANDARD

And it was in a Council like that that they would be able dispassionately to reveal these matters and if there were restrictions which could not be defended, then the workman would be prepared to remove them providing he got some compensation for the things he would be called upon to remove. He wanted to see a minimum living standard for every worker in the land, and over and beyond that perfect latitude whereby through the exercise of additional skill or acquired experience the workman might be fully rewarded and thus be a source of profit to the community. Let them banish from their minds the idea that wages ought to be depressed to the lowest limit. (Hear, hear.)

Let every workman be encouraged to earn as much as possible, for by that means something would be done to increase the efficiency of all classes, and it would contribute in a substantial degree to the stability of the country. Dr. Addison had pointed out to them many other things they ought to undertake, and it ought to be very encouraging to them to know—having Dr. Addison's assurance reinforced by his own—that in the future the Government intended to recognize these Councils as a medium to which they would turn for the purpose of getting guidance in all matters affecting these industries. Whether it be legislatively or administratively, these bodies would take an important part in the affairs of the nation in time to come.

#### AN AUTHORITATIVE VOICE

He was sure that if they could get a powerful authoritative voice coming from a particular industry, even if the things they asked for happened to be heterodox or happened not to compare with the fiscal policy of the party in power, well, no Government could ignore the voice of a trade like the pottery trade. The united voice of industry could ask for anything. He hailed the establishment of that Council, not merely because it represented an idea he had long held, but because it would remove from the cockpit of party politics many questions of industry and we should be able to look at them not from the point of view of party but from the standpoint of each particular industry.

And so he said that if bodies like that made a representation to any Government with which he was associated, whatever the contemplated changes were, he would recognize they were right and desirable, because those in the industries were most competent to judge of the interests of those industries. (Hear, hear.) He viewed with very great pleasure the establishment of bodies of that character, because they would help to remove from the enervating atmosphere of party politics many things which needed to be placed in their proper perspective and viewed from the standpoint of the best interests of industry, so long as they could be squared with the interest of the community as a whole.

#### AFTER-WAR SHORTAGE

Dr. Addison had made reference to certain important inquiries, on which he would desire to consult them after the war. He had pointed out that owing to the war and the withdrawal from industry in all the belligerent countries of all classes of people, there must be a considerable shortage of materials requisite for industrial af-

fairs, and that that would require that Dr. Addison, through his Department would appeal for industry to continue under some form of State control for a limited period. Some of them were hoping that it would be a very limited period, but they were all reconciled to the fact that there must be some control for a period after the war. Dr. Addison had also shown to them that this shortage of material would require a measure of rationing in most industries, and he agreed with him that those engaged in the industry were the people best qualified to undertake this very delicate task. Certainly they could do it better than any Government Department.

If it was that an industry was unwilling to establish a Council of that character, then the task of rationing would have to be undertaken, and the Government would have to do it, whereas the Government had expressed a willingness and a desire that the people in the industries should do it for themselves. He thought they would find that these Councils were endowed with great responsibilities, and that they were fraught with great possibilities. In fact he would be a bold man and require prophetic vision to place any limitation to the possibilities of Councils of that character. He thought these bodies would become more and more woven into the fabric of the future State.

#### THE RIGHT END

He was certain they were beginning at the right end, that right end being the promotion of a better understanding, the establishment of a more perfect relationship between employers and employed. He made the prediction that those who had come together in the pottery trade into this movement would never regret that venture, and would look back to that day as a red letter day in the history of the industry. (Hear, hear.) He wanted to add one further word. Let not the employers on the one hand nor the work-people on the other think that the mere establishment of that Council ended all their difficulties. They had simply fashioned the machine that might lighten their difficulties.

They might clear many obstacles from their path, but it was only proportionately as they were able to knit themselves together and to prove that their respective interests overlapped one another, and that there was no sharp line dividing employers and employed, and that the recognition of each was necessary to the other, and that the interests of each had properly to be safeguarded—then, if they did that, though Dr. Addison and himself might not live to see the fruition of the whole of their labors, he honestly believed that when Dr. Addison and himself cleared the political stage, they would

recognize that, having been privileged to be associated with the first meeting of that Council, they were in at the beginning of a great movement, which would ultimately effect a better industrial relationship throughout the land. In that way they would also be associated in placing the country on a firmer, fairer, juster basis for all time. (Loud applause.)

MR. TUNNICLIFFE

Mr. W. Tunnicliffe (President of the National Pottery Workers' Society) proposed a vote of thanks to Dr. Addison and Mr. Roberts, and referred to their speeches as instructive and inspiring. He said that Dr. Addison need not have any concern about them crushing the consumer, because the potting industry could even now commence to pay a decent living wage and a fair profit to those engaged in the industry, without the consumers greatly feeling the pinch. He wanted to suggest that seeing that that was the birth of the National Council, Dr. Addison and Mr. Roberts should be recognized as its godfathers, and whenever they had any important things to place before the Government, it would be possible for them to make their presence felt on the Council's behalf. (Hear, hear.) He hoped that the interest in evidence that day was only an earnest of the spirit that was going to pervade the industrial Council in connection with the potting industry in the years to come.

MR. J. C. BAILEY

Mr. J. C. Bailey said that in this district they had an Arbitration and Conciliation Board in existence for some 40 years. It was true there had been short breaks, but even in those times the rules that had governed that board had been largely operative. They had had many disputes and many difficulties to settle, but they had generally been settled not by strikes and lock-outs, but by a cross table conference between employers and men. What had brought the National Council into existence was, in a large measure, the fact that the bulk of the principal firms in the district had been members of the Manufacturers' Association, and they had invariably attended the meetings themselves. On the other hand, the whole of the leaders of the employees had been men who thoroughly understood what they were talking about, and at some time or other earned their livelihood in the industry itself. When he told Dr. Addison and Mr. Roberts that a dozen in the potting trade sometimes comprised 72 articles, and that one article might count as two dozens—(laughter)—they would understand that the men who discussed the various differences had to know what they were talking about.

(Hear, hear.) That had all created the atmosphere which enabled their good friends Mr. Rowntree, Mr. Wethered, Mr. Clay, and the Master of Balliol to advise them with regard to that Council, and they owed it to them that North Staffordshire had been the first to form a National Council. (Hear, hear.) He was proud the Council had been formed, and they intended to pull all together in the future. (Hear, hear.) There was one word of warning, and that was to ask for the virtue of patience. They had launched that day a vessel, they had appointed a crew, and they had certain ports at which to call. Now, they might not make those ports as quickly as some would think they ought to do, but let them have patience, and so long as they were making progress, let them go on with the scheme and he believed eventually they would get there. (Hear, hear.) In offering to those gentlemen who took up that scheme their thanks, he hoped that they would be able to look back in years to come and not be sorry for their presence that day and in giving to them the benefit of their addresses. (Applause.)

The resolution was carried with loud acclamation.

Dr. Addison said both Mr. Roberts and himself thanked them very much indeed. He need not say more. (Applause.)

#### INTERESTING PRESENTATIONS

The Chairman said that concluded the meeting, and they now proceeded to an interesting little function. It was felt that the members of the Council would like to make a presentation to Mr. Rowntree, Mr. Wethered, and Mr. Clay for the valuable work they had done in connection with the formation of that Council. He asked Mr. Rowntree's acceptance of a basalt bowl and two jasper vases, Mr. Wethered's acceptance of two jasper cases of the "Dancing Hours," and Mr. Clay's acceptance of a china tea set and a bust of Scott in basalt ware.

Loud applause followed each presentation.

#### MR. ROWNTREE

Mr. Arnold Rowntree, M.P., responding in acceptance of the gift presented to him, said that the suggestion of the joint Council did not come from Mr. Wethered, Mr. Clay and himself, as had been stated. It came first of all from that gathering of the operatives at Lawton Hall, and he and his friends were simply the vehicles by which the suggestion came before the manufacturers, who cordially accepted it. Then they all came together at Lawton Hall and made the actual arrangements for carrying the matter to its present stage. He thought the two right honorable gentlemen, to

whom they had listened with so much interest, would agree that that was exactly the way they liked things to happen; that it was better for such a movement to be the spontaneous wish of the trade, rather than there should be any undue pressure exerted from the center.

It was important to remember that it was spontaneous because to him, at any rate, that was such a justification of the greatness of the general principles of the Whitley report. When he had listened to them for four and a half days discussing this question, he was certain when he saw the Whitley report, afterwards, that it was founded on true and correct principles, because he had seen it evolved by them. He did hope that the spirit in which the Council had been formed would pervade its future deliberations. (Hear, hear.) It was essential that whilst they must look to increased production, and all that kind of thing, still it was essential that we should not let the material side of commerce submerge us, but that all along we should remember that we were dealing with human persons, and that what we wanted was not merely the large amount, but the production of real human citizens.

#### TRIBUTE TO CHAIRMAN

He believed that the result of the Council would be that they would have a far greater pride in their industry, and that they would have a far greater pride in the Potteries as a whole. He did not forget that their Chairman was sitting in the right place. He bore an honored name, which had made the Staffordshire pottery industry famous all over the world. (Hear, hear.) Nor did he forget that it was Major Wedgwood's happy chairmanship at the employers' meeting that got them over many difficulties, and he was delighted to think that Major Wedgwood was now in the chair, presiding at that first Council meeting, and to think that the Council was going to have the benefit of his personality and his wise guiding spirit. He thanked them for their most generous present, and he could tell them that all through his life he should treasure it as one of the pleasantest and happiest gifts he had ever received. He hoped his uproarious children would not break the "jars" but that they would go down to further generations. (Laughter and applause.)

Mr. Wethered said he should value the vases very deeply. The three days he spent at Lawton Hall marked an historic occasion, and he took it as a great honor that they should have appointed him an honorary member of that Council. He believed they had taken the first definite step forward in a great policy. They were to be

congratulated not only in forming the first National Council but in anticipating the Whitley report by two months. (Applause.)

Mr. Clay said it had been a privilege to be associated with the members of the Council. The idea of the Council was sound, but it was to be regretted that it had taken the war to teach them that they must consolidate their forces to meet with success in the future and to deal properly with the industrial problems that arose. It was essentially the first step of reconstruction. He heartily thanked them for the presents they had so kindly given him. (Applause).

The members of the Council then adjourned for dinner prior to the evening meeting at the Victoria Hall, Hanley.



# APPENDIX J

## TRADE PARLIAMENTS

### WHY THEY SHOULD BE FORMED AND HOW TO FORM ONE IN YOUR TRADE

#### An Explanation of the Whitley Report

## TRADE PARLIAMENTS

### THE RECONSTRUCTION OF INDUSTRY BY INDUSTRY ITSELF

The writer who desires to think accurately on trade questions must start with three simple propositions. In the first place, almost the whole duty of the British nation after the war—Government and people alike—may be summed up in the phrase "Political and Industrial Reconstruction." With the vast issues involved in political reconstruction this pamphlet has nothing directly to do. It is worth while to remember, however, that the task of rebuilding the political fabric of the British Empire will be greatly simplified if merchants and manufacturers, business men and working men, can reach some broad basis of agreement about social and economic reconstruction. The purely political work of our statesmen will be much easier if the industrial and trading classes shoulder the main burden of industrial reconstruction themselves. It is the work of these classes to prepare schemes, suggest policies and discuss possible lines of development, leaving to the Government and Parliament in the main the simpler task of putting their plans and ideas into final legislative form.

### THE PROBLEM IS URGENT

Secondly, the business of industrial reconstruction is urgent. It cannot wait. So essential is it to come to an early understanding about the main principles of industrial policy that even while the book of the war is still unfinished it is necessary to write the first few chapters in the book of peace. To be ready for peace, we

must prepare during war. Unless our schemes for industrial reconstruction are well under way when peace is declared, our industrial competitors may easily steal a march on us, and a golden opportunity be lost forever.

#### INDUSTRY RESPONSIBLE FOR ITS OWN DEVELOPMENT

In the third place, while industrial reconstruction will be the work of many minds, the direct contribution it is in the power of manufacturers and workpeople to make towards this great undertaking cannot be over-rated. The statesman can help the matter forward by his administrative ability, his power to see all sides of national life and to blend the valuable parts of historical tradition with the economic requirement of the new national environment. The idealist can help it forward by his dreams of a perfected industrial State. But the principal task must lie in the hands of the practical men of affairs, who have built up our great national trades, who are familiar alike with the present industrial situation and with the needs of the new industrial era on which we are entering. Each trade—that is to say the brain and manual workers in each trade—has got a sphere of almost incalculable importance in creating the new industry of the future.

#### THE WHITLEY REPORT

It is because these facts have been growing on the consciousness of the country that the Whitley Report has aroused such intense interest. In the United Kingdom it has been hailed with enthusiasm in every quarter. It has many ardent supporters. It has few open or avowed enemies. In Germany the prospect of British manufacturers adopting the principles of the Whitley Report is apparently viewed with considerable disquietude. A leading newspaper in South Germany, the "Münchener Neueste Nachrichten," recently said, in an article on the Report: "The attempts made by the English to reform industry deserve consideration by us also, since in the great struggle after the war that nation will certainly come off best which carries over unimpaired from the war period into peace the ideal of work for the common good, and which takes due account not only in politics but in the organization of industry, of the self-consciousness of the people which has grown so immensely during the war. Without losing sight of our own special circumstances, we have every reason to follow with the greatest attention the development of the situation in England." If this is the typical attitude of our national enemies it is worth while pressing home the moral of the Whitley Report. Although, as has been said, it has

its enthusiastic supporters, every new departure must make good its case before a vast army of lukewarm Laodiceans. Mr. Bonar Law has said that we must not spread the redemption of the national debt over a long period of years, but that we must aim at its early reduction to manageable proportions. Similarly it will be of little avail for purposes of reconstruction if we take ten years or a generation to put into practical shape the ideas underlying the Whitley Report. It must be now or never. What, then, is the great idea underlying this historic document?

#### ITS ROOT IDEA

The great conception is that each industry is a unit. An industry is not a collection of individual firms, each of which has no connection, except as a competitor, with all the others. Industrial concerns, manufacturing or trading in the same commodity or group of commodities, are not to be regarded as simply or even mainly competing for the supply of the same or adjoining markets. A trade is something bigger and finer than the mere sum of units that compose it. It has its own problems, its own internal questions of organization and methods of production, its own special sources of raw material, its own peculiar difficulties regarding access to markets, home and foreign, its own particular attitude on the one hand to capital and on the other hand to labor. Further, each trade stands in a well-defined relation to the State, to the consuming public, and to the transport and financial system, on which, in the modern industrial world, all trades and businesses depend in the last resort. Hitherto no trade has had a corporate organization. When, as has happened during the war, the Government has desired to deal with a trade as a whole, machinery for the purpose has had often to be very hastily improvised. We have seen the advantage of industrial organization during war. It is plain that such organization must have equal, or greater importance in the subsequent time of peace.

#### THE ORGANIZATION OF AN INDUSTRIAL COUNCIL

The form the organization of an industry should take has been called the Industrial Council. Before analyzing its functions, it is necessary to describe how such a Council should be constituted. In the first place it is intended that each Council shall deal with the whole trade or industry and not with any special branch. There cannot be in one trade one Council representing Capital, another representing Management, and a third representing Labor. The whole object in having a Council is to bring together all the factors

in the trade. A trade does not belong to the Capitalist as such, nor to Management as such, nor to Labor as such. But all these elements ought to be represented on the Council. Again, a Council should not be composed of representatives of individual capitalists, employers or workpeople. It ought to be an Association of Associations. In other words, it ought to consist of representatives of all the employers' groups and of all the trade unions covered by the particular industry.

#### AN ASSOCIATION OF EMPLOYERS' ASSOCIATIONS AND TRADE UNIONS

The formation of an Industrial Council does not make the provision of other forms of industrial union less essential. It rather pre-supposes them. Without effective employers' associations, and trade unions it is impossible to form a Council. The wider and the more representative the collection of associations that appoint delegates to the Council, the more effective it is likely to be.

#### NO INTERFERENCE WITH THE INDIVIDUAL MANAGEMENT OF INDUSTRIES

Again, the formation of an Industrial Council will not interfere in the slightest degree with the existing system of business management by individuals, firms and companies. The State has imposed a large measure of control during war, to which all manufacturers, large or small, have been compelled to conform. After the war there is likely to be an instant and even a peremptory demand that the State should release its grip and allow business to go back into the old channels. Suppose, then, that in a given trade a Council is set up during the war. What will be the position at the end of the war? The Orders and Regulations of Government Departments will gradually be abrogated and disappear. But the individual manufacturer will find the situation very different from what it was before the war. There may very well be a shortage of this or that essential material, old markets may be closed and new markets opened under novel conditions. This or that unexpected emergency may arise. Here the utility of the Industrial Council will appear. In that Council all questions affecting the welfare of the trade will be discussed weekly or fortnightly or monthly as the case may be. The whole experience of the trade, the knowledge of its leading members about general conditions will be open and available to the humblest member of the trade. He will still manage his business himself, but he will have more than his own business ability and knowledge to rely on. He will be able to draw on the whole experience and ability of the trade in order to reduce untoward risks and to eliminate many causes of failure. Or if, in the interests of the

whole trade, some forms of regulation must be temporarily maintained after the war, it is better surely that these regulations should be imposed by the trade itself than by the State. An Industrial Council, properly manned, and with functions corresponding to its own dignity and importance, is a better legislative body in all matters relating to the trade than a Government Department, however well qualified, which has to rely on the opinions and judgment of outsiders. An Industrial Council can speak for the trade. A Government Department, at the best, can only accept and act upon the opinions of its own appointed experts whose knowledge may be limited.

#### THE RELATION BETWEEN THE STATE AND THE INDUSTRIAL COUNCILS

(1.) An Industrial Council would, then, in a particular industry be composed of representatives of associations of employers and working people, and would constitute an effective parliament or representative body for the discussion of all matters referred to it by agreement or legislative enactment or, in course of time, by the custom of the trade. No Council can be formed without the assent and coöperation of both employers and employed. The larger interests of the industry as a whole, as contrasted with the interests of an individual business, are the affair of all who derive their income or livelihood from the industry, whether they are paid weekly, monthly, or twice a year.

(2.) In order to safeguard the interests of the trade, and to deal with special emergencies as they occur, the Council ought to meet frequently. Its discussions must be open to the trade, reports of its proceedings must be widely circulated, and every attempt must be made to inform the whole trade of the results of its deliberations.

#### VARIETY OF CONSTITUTION ESSENTIAL

Within these limits there will be room for a great variety of constitution and of methods of conducting the Councils. What is suitable for one industry will not necessarily be suitable for another industry. The important point is that every industry should have a Council or representative body, and that this body should include both workpeople and employers, and that its proceedings and decisions should be fully reported to the trade.

#### THE INDUSTRIAL COUNCIL AS A FORUM FOR THE DISCUSSION OF ALL INDUSTRIAL QUESTIONS

Mere machinery, it may be said, is quite unimportant. What

are the Councils to do once they are created? This is a point that is often made, but, in the opinion of the writer, it overlooks one vital fact. The mere creation of a representative body for each industry would be in itself a highly important event. All the authorities on the British Constitution are agreed that it is only one of the functions of Parliament to act as a legislative body. Its main function is to be the forum to which all matters affecting the welfare of the people of the country can be brought for discussion. Similarly an Industrial Council, by acting as a forum for the discussion of all trade questions, will enable all grievances to be ventilated and all probable future perils to the industry to be anticipated, and, if possible, averted. The mere existence of Industrial Councils will give a new status and power to British industry.

#### PROBLEMS OF THE TRANSITION PERIOD

But the question of function, although perhaps subsidiary, is also important. Here the post-war period may be considered as falling into two divisions: (1) the period immediately following the peace—the transition period—and (2) the subsequent period, i.e., the period that will begin when industry shall have again settled down into something like routine. The problems that an Industrial Council will have to meet during the first period are obvious enough.

##### (a) DEMOBILIZATION

There are questions like demobilization. The Government will want to know how many men will be required immediately after peace in a given industry to meet the prospective demand of the consuming public. Some industries are now essential for war purposes, other industries will then be essential for peace purposes. Only a Council representing the whole trade can give the Government the information it requires or deal with the matter as a whole.

##### (b) APPRENTICESHIP

There is also the question of apprenticeship. Much former custom and usage have been shattered by the war. The temporary adoption of conscription has naturally led to the inadequate training of the younger men and women. How this defective training can be quickly made good, and what conditions of apprenticeship shall be required in the future in view of the changed character of many industries, these are problems on which the Government will require advice that no authority but a representative Council is in a position to offer. The war has taught us much about intensive training and workshop organization. How far are we to profit permanently by these lessons?

**(c) RAW MATERIALS AND ALLIED QUESTIONS**

Further, there are problems connected with the supply of raw materials and their distribution which can only be dealt with in a similar way. Many others may be suggested. But the desirability, indeed, the absolute necessity, for such Councils will be apparent when it is borne in mind that after the war the whole system of international commerce and finance will be in the melting pot.

**(d) THE CONFUSION OF THE TRANSITION PERIOD**

It will be a time of extraordinary confusion. Even the largest and best established industries will have to face tremendous problems. For smaller industries the situation may present irretrievable dangers, unless they organize themselves betimes to ensure that their needs are seriously considered and their place in the industrial system made thoroughly secure.

**THE PERMANENT PROBLEMS OF INDUSTRY**

In the larger world, however, on which industry will enter after the period of transition is over, these Councils will have an even greater sphere of usefulness. The student of this side of the subject would do well to read Mr. Benn's "Trade of To-morrow." The Whitley Report enumerates a number of matters that may be handed over to the Councils for special consideration and treatment. But the eleven questions suggested as appropriate are merely illustrations of the kind of work such bodies ought to undertake.

**(a) RESEARCH AND EDUCATION**

The provision of new sources of raw materials, the endowment of special research work for making new raw materials available and for reducing the number of processes and of cost in manufacture, the elaboration of schemes for technical and commercial education, are important objects for which no single manufacturer can provide, but on which the Council might throw much light.

**(b) THE DEVELOPMENT OF EXPORT TRADE**

Further, the development of the export trade, as for instance by the adoption of a better Consular Service or the coöperative employment of commission agents or travelers in foreign countries, these are also matters which would naturally devolve on the Council.

**(c) HARMONY BETWEEN LABOR AND CAPITAL**

Thirdly, there is the great group of labor questions, on the proper solution of which the whole social structure depends. In this con-

nection it is necessary to remember two points of surpassing importance. The Labor Problem, as it is commonly called, is not simply or even mainly a matter of wages or wage adjustments. It is much rather a question of a consciously felt want of knowledge. The community recognizes the worth and ability of Labor. But Labor feels that many sides of modern industry are a closed book to it. Questions of finance and bookkeeping, the whole commercial and technical side of industry, are beyond its ken. Hence the indignant protests of the whole modern Labor movement. It feels itself in the grip of impersonal forces which act blindly, but which it cannot control. Now the individual manufacturer may have a difficulty in acting with labor in such matters in his own individual business. But by giving representatives of Labor seats on the Council Board of an industry the situation will be radically changed. Knowledge of the general conditions of trade, the varying costs of raw materials, the constantly recurring difficulties about finance and transport in backward foreign markets—these are just a few illustrations of the thousand and one difficulties of the modern manufacturer which Labor will begin to know and appreciate.

#### INDUSTRIAL COUNCILS NOT WAGES BOARDS UNDER A NEW NAME

But again, if the individualistic manufacturer must widen his range of vision to the conception of a trade as a whole, in which Labor is interested jointly with Capital, the idea that an Industrial Council is a new name for a kind of glorified Conciliation Board or Wages Board must also completely disappear. Its objects are not limited to the settlement of wage differences. Nothing need be said against Conciliation Boards or similar bodies. They have done useful service in the past, and they are capable of doing valuable work in the future in a selected number of industries. But to-day, to use a famous phrase of Burke, men's minds are being irresistibly drawn to a higher conception of the part which Labor and Capital can jointly play in shaping and controlling the industry of the future. In this connection it is very important to remember the sub-heading in Section 16 of the Whitley Report, which suggests for special mention as falling to Industrial Councils such subjects as the better utilization of the practical knowledge and experience of the workpeople, and of inventions and improvements designed by workpeople, and the coöperation of the workpeople in carrying into effect new ideas about the organization of industry and the improvement of processes.



## AN INDUSTRY NOT A COLLECTION OF SEPARATE FIRMS

All this is important because an industry must be considered, as has already been said, as something more than a collection of individual firms. Each industry has a common viewpoint, common problems, common interests. The manufacturer A.B. may have his special interests, which differ from those of C.D., E.F., or G.H. But besides these special interests of individual concerns there are involved in every industry common objects or interests, and in the discussion of these general problems in a large and statesmanlike way, Labor is as much concerned as Capital. Indeed, it will probably surprise many employers when they first sit round a Council Board to discuss with representatives of Labor the fundamental problems of the industry, to discover how many ideas of substantial worth Labor has to contribute towards their solution.

## THE CORPORATE INTERESTS OF INDUSTRY IN ITS SPECIAL PROBLEMS

The modern industrial problem is too big for the small employers; it is too big for the larger employers, or even for all employers together. It demands a coöperative effort on the part of the best brains of Labor as well as of Capital and Management. Such ability will best be put at the service of industry through the establishment of Industrial Councils in every industry.

It only remains, in conclusion, to point out the supreme advantages to be gained by creating these Councils.

## IMPROVED SOCIAL STATUS OF THE INDUSTRIAL CLASSES

(1) They will eliminate the false distinction so often drawn between trade and the professions. Lawyers, doctors, and clergymen, through their own organizations or guilds, have a definite professional status conferred on them by the State and recognized by the general community, in virtue of which they all feel that in doing their ordinary work they are rendering an important national service. Trade is also a national service. By organizing industries in great National Councils, not only manufacturers and traders, but the artizans, and all ranks in industry would feel that they, too, were professional men, performing work of national moment. To arouse a real *esprit de corps* in industry will be a substantial national gain.

## THE PLACE OF INDUSTRY IN THE COMMUNITY

(2) An industry knows its own needs better than any Government or outside body. By setting up Industrial Councils we shall make each industry, as it were, a self-conscious body, without in the least

detracting from the overriding authority of the State. Every industry will then for the first time have a recognized place in the body politic. In this way also a new spirit will be created in each trade. It will have a new sense of its own value and importance to the community.

#### THE ADVANTAGE OF INDUSTRIAL COUNCILS TO THE STATE

(3) The State will also have a definite advantage, inasmuch as for the first time it will have a single organization to approach in all matters relating to a particular industry. Hitherto no one body has been in a position to voice the needs or desires of a given trade. The new arrangement will tend to greater simplification and ease of working. The old multiplication of authorities will disappear, and the adjustment of questions between an industry and the Government of the day will be more smoothly and rapidly effected.

#### THE SELF-DEVELOPMENT OF EACH INDUSTRY

(4) An Industrial Council will prepare the way for the self-development of each industry. Any persons with new ideas regarding the better working of trade, better methods of production, new processes, will have a responsible body to whom they can go. The industry as a whole will have an organ for its own improvement. And the control of that organ will rest not in the hands of a Government Department, but with the members of the trade itself. Each industry will in a sense run itself and be responsible for its adaptation to the requirements of each new situation that arises.

#### A STEPPING STONE TOWARDS INDUSTRIAL RECONSTRUCTION

(5) Last, but by no means least, the establishment of Industrial Councils will go a long way to reconcile the divergent interests of Labor and Capital. It will be the death blow of the persistent fallacy that Labor is only interested in wages and Capital in profits. The employer and the wage-earner will meet at the Council Board not merely to discuss an increase or reduction of a halfpenny an hour in the remuneration of Labor, but to consider the development and the needs of the whole industry. Both sides in the age-long economic conflict have an equal interest in the growth of their industry and in the discussion of its varied problems. What the future relationships between Capital and Labor may be, time alone can decide. Meantime the opportunity is open for an immense stride forward. Let us seize it at once and work with both hands earnestly to lay the foundations of a new era in the wonderful history of British trade and industry.

REPORT OF THE  
INDUSTRIAL RECONSTRUCTION COUNCIL

REPORT FOR THE YEAR DECEMBER, 1917-1918

The close of this eventful and wonderful year brings also to an end the first year's work of the Industrial Reconstruction Council. The Council was founded in December, 1917, as a propagandist body for the encouragement of the Trade Parliament movement, and for the education of the business and general community to a new conception of industry and to a true appreciation of the industrial situation. The success which has attended all our efforts, the crowded audiences at our meetings, the eager requests for our speakers, the almost embarrassing demand upon our literature, are a measure of the universal interest now taken in Industrial Reconstruction and an indication of the real progress which the movement for Industrial Self-Government has made.

In our last Report, published at the half-year, it was stated that there was hardly any trade that had not accepted the underlying principles of the Whitley Report. Before reviewing in detail the activities of the I.R.C., to which we venture to attribute a leading share in this result, it may be useful to give a list of the joint bodies now actually in existence and already at work on the problems of reconstruction and industrial development. It will be remembered that these are of three types:—

- (a) Industrial Councils, established under the aegis of the Ministry of Labor in trades already well-organized on both sides.
- (b) Interim Industrial Reconstruction Committees, formed with the help of the Ministry of Reconstruction in trades where the degree of organization is not sufficient for the adoption of the Constitution of an Industrial Council. These Committees are in all cases encouraging organization in their respective trades, and will eventually transform themselves into Industrial Councils.
- (c) Trade Boards, set up by the Ministry of Labor in trades where the organization on the workers' side is poor and the wages are low. These bodies have done and are doing good work, but in so far as they are imposed by the Government upon a trade, with the primary function of settling rates of pay, they cannot be placed in the same category with the other two classes of bodies which are created by the initiative of the trades themselves, and are

concerned not so much with the questions of wages and profits as with the welfare and development of the industry as a whole. It is hoped that as the status and organization of an industry improve, the Trade Board may be superseded by an Interim Committee or an Industrial Council.

- (d) Provisional Committees which have been formed to draft constitutions for Joint Industrial Councils.

Joint bodies in one or other of these categories now exist in the following trades. Whatever the official title, most of them look upon themselves as Trade Parliaments:—

Artificial Stone.	Gold, Silver, Horological and Allied Trades.
Baking.	Hollow-ware (Wrought).
Basket-making.	Hosiery.
Blacksmiths and Farriers.	Hosiery (Scottish Section).
Bobbin and Shuttlemaking.	Iron and Steel Trades.
Boot and Shoe Trades.	Lace Finishing.
Brass and Copper Trades.	Leather Goods and Belting.
Brush-making.	Leather Production.
Building.	Linen and Cotton Embroidery.
Cable-making.	Lock, Safe and Latch.
Catering.	Matches.
Cement.	Metallic Bedsteads.
Chain-making.	Musical Trades.
Chemicals (Heavy).	Newspapers.
China Clay.	Packing Case Making.
Clay.	Paint and Varnish.
Cocoa, Chocolate, Sugar	Papermaking.
Confectionery and Jam.	Paper and Cardboard Box-making.
Commercial Road Transport.	Patent Fuel.
Coopering.	Pottery.
Cotton.	Printing.
Cutlery.	Quarrying.
Electrical Contracting.	Railway Carriage and Wagon Building.
Electricity, Power and Supply.	Roller Engraving.
Envelopes and Manufactured Stationery.	Rubber.
Fertilizers.	Sawmilling.
Furniture.	Shipbuilding.
Furniture, Warehousing and Removing.	Shirt-making.
Glass.	Silk.
Gloves.	

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Sugar Refining.	Waterworks.
Surgical Instruments.	Wire Manufacturing.
Tailoring.	Woolen and Worsted.
Tin Box and Canister Making.	Woolen and Worsted (Scottish Section).
Tin Mining.	Zinc and Spelter.
Tramways.	
Vehicle Building.	

With negotiations now being carried on in every industry in the country, frequent additions to this list may be expected, and we may look forward with every hope to the establishment of a complete system of Industrial Self-Government which will enable British Industry to compete fairly and successfully with that of any other nation in the world.

## APPENDIX K

### RULES FOR WORKING THE HANS RENOLD SHOP STEWARDS COMMITTEE

1.—A representative may be appointed by and from each department to act as Shop Stewards, who shall retire at the end of twelve months, but shall be eligible for reelection. Small Departments to be grouped and 2nd Ballot to be taken if no candidate receives clear majority. Any department may appoint a provisional to act in the absence of their elected representative.

2.—In addition to the above, a Chairman and Secretary, independent of any one department, shall be elected at the Annual Meeting, which shall be held in January. They shall act for twelve months, and shall not be eligible for reelection to either of these offices for a period of twelve months, but shall be eligible for election as Shop Steward.

3.—The Shop Stewards shall be members of a recognized Trade Union or a similar organization, and shall as near as possible represent all grades of labor.

4.—They shall meet regularly once a month, and on other necessary occasions when summoned by the Secretary.

5.—At the first meeting after election they shall elect from their own number an executive of seven including Chairman and Secretary, whose duties shall include attendance at joint meetings held regularly with the Management, to discuss business brought before the full Committee.

6.—The Chairman and Secretary shall perform all such duties as come within the scope of their respective offices, and together shall be the recognized means of discussion with the Management upon a request from either side for an interview.

7.—The representative of any department whose case is to be discussed with the Management must accompany the deputation to the Management, whether he be a member of the Executive or not.

8.—The Shop Stewards shall require all in their department to produce their contribution card once every three months, and no business shall be brought before the Committee on behalf of a non-unionist.

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9.—No drastic action shall be taken in any part of the works, unless so decided by a two-thirds majority of a general meeting called for that purpose, unless such action has been ordered by the Trades' Union concerned.

10.—A copy of these rules shall be supplied at cost price to each one working in a department represented on the Shop Stewards Committee.

# APPENDIX L

## WORKSHOP COMMITTEES

### SUGGESTED LINES OF DEVELOPMENT

By C. G. RENOLD

#### PREFACE

Some time ago I was asked to prepare a memorandum on the subject of Workshop Committees, for presentation to the British Association, as a part of the report of a special Sub-committee studying Industrial Unrest. The following pages contain the gist of that memorandum, and are now issued in this form for the benefit of some of those interested in the problem who may not see the original report.

I have approached the subject with the conviction that the worker's desire for more scope in his working life can best be satisfied by giving him some share in the directing of it; if not of the work itself, at least of the conditions under which it is carried out. I have tried, therefore, to work out in some detail the part which organizations of workers might play in works administration. And believing as I do, that the existing industrial system, with all its faults and injustices, must still form the basis of any future system, I am concerned to show that a considerable development of joint action between management and workers is possible, even under present conditions.

Many of the ideas put forward are already incorporated to a greater or lesser degree in the institutions of these works, but these notes are not intended, primarily, as an account of our experiments, still less as a forecast of the future plans of this firm. Our own experience and hopes do however, form the basis of much here written, and have inevitably influenced the general line of thought followed.

C. G. RENOLD,  
Hans Renold, Limited,  
Manchester



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## INTRODUCTION

Throughout the following notes it is assumed that the need is realized for a new orientation of ideas with regard to industrial

management. It is further assumed that the trend of such ideas must be in the direction of a devolution of some of the functions and responsibilities of management on to the workers themselves. These notes, therefore, are concerned mainly with considering how far this devolution can be carried under present conditions, and the necessary machinery for enabling it to operate.

Before passing, however, to detailed schemes, it is worth considering briefly what the aims of this devolution are.

It must be admitted that the conditions of industrial life fail to satisfy the deeper needs of the workers, and that it is this failure, even more than low wages, which is responsible for much of their general unrest. Now the satisfaction to be derived from work depends upon its being a means of self-expression. This again depends on the power of control exercised by the individual over the materials and processes used, and the conditions under which the work is carried out, or in the case of complicated operations, where the individual can hardly be other than a "cog in the machine,"—on the willingness, understanding, and imagination with which he undertakes such a rôle. In the past the movement in industry, in this respect, has been all in the wrong direction, namely, a continual reduction of freedom, initiative, and interest, involving an accentuation of the "cog-in-the-machine" status. Moreover, it has too often produced a "cog" blind and unwilling, with no perspective or understanding of the part it plays in the general mechanism of production, or even in any one particular series of operations.

Each successive step in the splitting up and specializing of operations has been taken with a view to promoting efficiency of production, and there can be no doubt that efficiency, in a material sense, has been achieved thereby, and the productivity of industry greatly increased. This has been done, however, at the cost of pleasure and interest in work, and the problem now is how far these could be restored, as, for instance, by some devolution of management responsibility on to the workers, and how far such devolution is possible under the competitive capitalist system, which is likely to dominate industry for many long years to come.

Under the conditions of capitalist industry any scheme of devolution of management can only stand provided it involves no net loss of productive efficiency. It is believed, however, that even within these limits, considerable progress in this direction is possible, doubtless involving some detail loss, but with more than compensating gains in general efficiency. In this connection it must be remembered that the work of very many men, probably of most, is given more or less unwillingly, and even should the introduction of more

democratic methods of business management entail a certain amount of loss of mechanical efficiency, due to the greater cumbersomeness of democratic proceedings, if it can succeed in obtaining more willing work and coöperation, the net gain in productivity would be enormous.

Important and urgent as is this problem of re-arranging the machinery of management, to enable responsibility and power to be shared with the workers, another and preliminary step is even more pressing. This is the establishing of touch and understanding between employer and employed, between management and worker. Quite apart from the many real grievances under which workers in various trades are suffering at the present time, there is a vast amount of bad feeling, due to misunderstanding, on the part of each side, of the aims and motives of the other. Each party, believing the other to be always ready to play foul, finds in every move easy evidence to support its bitterest suspicions. The workers are irritated beyond measure by the inefficiency and blundering in organization and management which they detect on every side, and knowing nothing of business management cannot understand or make allowance for the enormous difficulties under which employers labor at the present time. Similarly, employers are too ignorant of trade union affairs to appreciate the problems which the present "lightning transformation" of industry present to those responsible for shaping trade union policy; nor is the employer generally in close enough human touch to realize the effect of the long strain of war work, and of the harassing restrictions of personal liberty.

More important therefore than any reconstruction of management machinery, more important even than the remedying of specific grievances, is the establishing of some degree of ordinary human touch and sympathy between management and men.

This also has an important bearing on any discussion with regard to developing machinery for joint action. It cannot be emphasized too strongly that the hopefulness of any such attempt lies, not in the perfection of the machinery, nor even in the wideness of the powers of self-government granted to the workers, but in the degree to which touch and, if possible, friendliness can be established. It should be realized, for instance, by employers, that time spent on discussing and ventilating alleged grievances which turn out to be no grievances, may be quite as productive of understanding and good feeling as the removal of real grievances.

Passing now to constructive proposals for devolution of management, the subject is here dealt with mainly in two stages.

Under Section I, some of the functions of management which

most concern the workers are considered, with a view to seeing how far the autocratic (or bureaucratic) secrecy and exclusiveness which usually surround business management, as far as workers are concerned, is really unavoidable, or how far it could be replaced by democratic discussion and joint action. The conclusion is that there is no reason inherent in the nature of the questions themselves why this cannot be done to a very considerable extent.

Section II deals with the second stage referred to, and considers the machinery needed to make such joint action, as is suggested in Section I, workable—a very different matter from admitting that in itself it is not impossible! The apparent complication of such machinery is doubtless a difficulty, but it is not insuperable, and is in practice less formidable than it seems at first sight. It must be realized, however, that the degree of elaboration of the machinery for joint working, adopted by any particular industry or firm, must be in relation to the elaboration of the existing management system. It would be quite impossible for many of the refinements of discussion and joint action suggested to be adopted by a firm whose ordinary business organization was crude, undeveloped, and unsystematic. This point is more fully dealt with in this section.

Section III contains a summary of the scheme of Committees contained in Section II, showing the distribution to each committee of the various questions discussed in Section I.

In Section IV some comments are made, based on actual experience of an attempt to institute machinery of the kind discussed, and some practical hints are given which may be of assistance to others.

## SECTION I

### SCOPE OF WORKERS' SHOP ORGANIZATIONS; MANAGEMENT QUESTIONS WHICH COULD BE DEVOLVED, WHOLLY OR IN PART

It is proposed in this section to consider the activities which organizations of workers within the workshop might undertake without any radical reorganization of industry. What functions and powers, usually exercised by the management, could be devolved on to the workers, and what questions, usually considered private by the management, could be made the subject of explanation and consultation? The number of such questions as set out in this section may appear very formidable, and is possibly too great to be dealt with, except by a very gradual process. No thought is given at this stage, however, to the machinery which would be necessary for achieving so much joint working, the subject being considered

rather with a view to seeing how far, and in what directions, the inherent nature of the questions themselves would make it possible or advisable to break down the censorship and secrecy which surround business management.

In the list which follows, obviously not all questions are of equal urgency, those being most important which provide means of consultation and conciliation in regard to such matters as most frequently give rise to disputes, namely, wage and piece-rate questions, and to a lesser degree, workshop practices and customs. Any scheme of joint working should begin with these matters, the others being taken over as the machinery settles down and it is found practicable to do so. How far any particular business can go will depend on the circumstances of the trade, and on the type of organization in operation.

Though machinery for conciliation in connection with existing troubles, such as those mentioned, must be the first care, some of the other matters suggested in this section—*e.g.*, safety and hygiene, shop amenities, etc.—should be dealt with at the earliest possible moment. Such subjects, being less controversial, offer an easier means of approach for establishing touch and understanding between managers and men.

The suggestions in this section are divided into two main groups, but this division is rather a matter of convenience than an indication of any vital difference in nature. The suggestions are arranged in order of urgency, those coming first where the case for establishing a workers' shop organization is so clear as to amount to a right, and passing gradually to those where the case is more and more questionable. The first group, therefore, contains all those items where the case is clearest and in connection with which the immediate benefits would fall to the workers. The second group contains the more questionable items, which lie beyond the region where the shoe actually pinches the worker. These questions are largely educational, and the immediate benefit of action, considered as a business proposition, would accrue to the management through the greater understanding of management and business difficulties on the part of the workers.

*1. Questions in connection with which Shop Organisations would primarily benefit the Workers.*

This group deals with those matters where the case for establishing shop organizations, to meet the need of the workers, is clearest.

*(a) Collective Bargaining.*

There is a need for machinery for carrying this function of the

trade union into greater and more intimate workshop detail than is possible by any outside body. A workshop organization might supplement the ordinary trade union activities in the following directions:—

### 1. *Wages.*

(NOTE.—General standard rates would be fixed by negotiation with the trade union for an entire district, not by committees of workers in individual works.)

To ensure the application of standard rates to individuals, to see that they get the benefit of the trade union agreements.

Where a *scale* of wages, instead of a single rate, applies to a class of work (the exact figure varying according to the experience, length of service, etc., of the worker) to see that such scales are applied fairly.

To see that promises of advances (such as those made, for instance, at the time of engagement) are fulfilled.

To see that apprentices, on completing their time, are raised to the standard rate by the customary or agreed steps.

### 2. *Piece-Work Rates.*

(It is assumed that the general method of rate fixing—*e.g.*, the adoption of time study or other method—would be settled with the local trade unions.)

To discuss with the management the detailed methods of rate fixing, as applied either to individual jobs or to particular classes of work.

Where there is an agreed relation between time rates and piece rates as, for instance, in engineering, to see that individual piece rates are so set as to yield the standard rate of earning.

To discuss with the management reduction of piece rates where these can be shown to yield higher earnings than the standard.

To investigate on behalf of the workers complaints as to inability to earn the standard rate. For this purpose all the data and calculations, both with regard to the original setting of the rate and with regard to time booking on a particular job, would have to be open for examination.

NOTE.—It is doubtful whether a shop committee, on account of its cumbersomeness, could ever handle detail, individual rates, except where the jobs dealt with are so large or so standardized as to make the number of rates to be set per week quite small. A better plan would be for a representative of the workers, preferably paid by them, to be attached to the rate-fixing department of a works, to check all calculations, and to look after the workers' interests gen-

erally. He would report to a shop committee, whose discussions with the management would then be limited to questions of principle.

3. *Watching the Application of Special Legislation, Awards, or Agreements—e.g.,*

Munitions of War Act, Dilution, Leaving Certificates, etc.  
Recruiting, Exemptions.

After-War-Arrangements, Demobilization of War Industries, Restoration of Trade Union Conditions, etc.

4. *Total Hours of Work.*

To discuss any proposed change in the length of the standard week. This could only be done by the workers' committee of an individual firm, provided the change were *within* the standards fixed by agreement with the local union or those customary in the trade.

5. *New Processes or Change of Process.*

Where the management desire to introduce some process which will throw men out of employment, the whole position should be placed before a shop committee to let the necessity be understood, and to allow it to discuss how the change may be brought about with the least hardship to individuals.

6. *Grades of Worker for Types of Machine.*

Due to the introduction of new types of machines, and to the splitting up of processes, with the simplification of manipulation sometimes entailed thereby, the question of the grade of worker to be employed on a given type of machine continually arises. Many such questions are so general as to be the subject of trade union negotiation, but many more are quite local to particular firms. For either kind there should be a works committee within the works to deal with their application there.

(b) *Grievances.*

The quick ventilating of grievances and injustices to individuals or to classes of men, is of the greatest importance in securing good feeling. The provision of means for voicing such complaints acts also as a check to petty tyranny, and is a valuable help to the higher management in giving an insight into what is going on.

A shop committee provides a suitable channel in such cases as the following:—

Alleged petty tyranny by foremen.

Hard cases arising out of too rigid application of rules, etc.

Alleged mistakes in wages or piece work payments.

Wrongful dismissal, e.g., for alleged disobedience, etc., etc.

In all cases of grievances or complaints it is most important that the body bringing them should be of sufficient weight and standing to speak its mind freely.

(c) *General Shop Conditions and Amenities.*

On all those questions which affect the community life of the factory, the fullest consultation is necessary, and considerable self-government is possible.

The following indicate the kind of question:—

1. *Shop Rules.*

- Restriction of smoking.
- Tidiness, cleaning of machines, etc.
- Use of lavatories and cloakrooms.
- Provision, care, and type of overalls.
- Time-booking arrangements.
- Wage-paying arrangements, etc., etc.

2. *Maintenance of Discipline.*

It should be possible to promote such a spirit in a works that, not only could the workers have a say in the drawing up of Shop Rules, but the enforcing of them could also be largely in their hands. This would be particularly desirable with regard to:—

- Enforcing good time-keeping.
- Maintaining tidiness.
- Use of lavatories and cloakrooms.
- Promoting a high standard of general behavior.
- Etc., etc.

3. *Working Conditions.*

- Meal hours, starting and stopping times.
- Arrangements for holidays, etc.
- Arrangement of shifts, night work, etc.

4. *Accidents and Sickness.*

- Safety appliances and practices.
- Machine guards, etc.
- Administration of First Aid.
- Rest room arrangements.
- Medical examination and advice.

5. *Dining Service.*

- Consultation *re* requirements.
- Criticisms of and suggestions *re* service.
- Control of discipline and behavior.
- Seating arrangements, etc.



**6. Shop Comfort and Hygiene.**

Suggestions *re* temperature, ventilation, washing accommodation, drying clothes, etc.

Provision of seats at work, where possible.

Drinking water supply.

**7. Benevolent Work.**

Shop collections for charities or hard cases among fellow workers.

- Sick Club, Convalescent Home, etc.

- Saving Societies.

**(d) General Social Amenities.**

A works tends to become a center of social activities having no direct connection with its work, for example:—

Works Picnics.

Games, *e.g.*, Cricket, Football, etc.

Musical Societies.

Etc., etc.

These should all be organized by committees of the workers and not by the management.

**2. Questions on which joint discussion would primarily be of advantage to the Management.**

In this group are those questions with regard to which<sup>o</sup> there is no demand put forward by the workers, but where discussion and explanation on the part of the management would be desirable, and would tend to ease some of the difficulties of management. The institution of works committees would facilitate discussion and explanation in the following instances:—

**(a) Interpretation of Management to Workers.**

In any case of new rules or new developments, or new workshop policy, there is always the greatest difficulty in getting the rank and file to understand what the management is "getting at." However well-meaning the change may be as regards the workers, the mere fact that it is new and not understood is likely to lead to opposition. If the best use is made of committees of workers, such changes, new developments, etc., would have been discussed, and explained to them, and it is not too much to expect that the members of such committees would eventually spread a more correct and sympathetic version of the management's intentions among their fellow-workers than these could get in any other way.

**(b) Education in Shop Processes and Trade Technique.**

The knowledge of most workers is limited to the process with which they are concerned, and they would have a truer sense of

industrial problems if they understood better the general technique of the industry in which they are concerned, and the relation of their particular process to others in the chain of manufacture from raw material to finished article.

It is possible that some of this education should be undertaken by technical schools, but their work in this respect can only be of a general nature, leaving still a field for detailed teaching which could only be undertaken in connection with an individual firm, or a small group of similar firms. Such education might well begin with the members of the committee of workers, though if found feasible it should not stop there, but should be made general for the whole works. Any such scheme should be discussed and worked out in conjunction with a committee of workers, in order to obtain the best from it.

(c) *Promotion.*

It is open to question whether the filling of any given vacancy could profitably be discussed between the management and the workers.

In connection with such appointments as shop foremen, where the position is filled by promoting a workman or "leading hand," it would at least be advisable to announce the appointment to the workers' committee before making it generally known. It might perhaps be possible to explain why a particular choice had been made. This would be indicated fairly well by a statement of the qualities which the management deemed necessary for such a post, thereby tending to head off some of the jealous disappointment always involved in such promotions, especially where the next in seniority is not taken.

It has of course been urged, generally by extremists, that workmen should choose their own foremen by election, but this is not considered practical politics at present, though it may become possible and desirable when workers have had more practice in the exercise of self-management to the limited degree here proposed.

One of the difficulties involved in any general discussion of promotions, is the fact that there are so many parties concerned, and all from a different point of view. For example, in the appointment of a foreman, the workers are concerned as to how far the new man is sympathetic and helpful, and inspiring to work for. The other foremen are concerned with how far he is their equal in education and technical attainments, social standing, length of service, *i.e.*, as to whether he would make a good colleague. The manager is concerned, among other qualities, with his energy, loyalty to the firm, and ability to maintain discipline. Each of these

three parties is looking for three different sets of qualities, and it is not often that a candidate can be found to satisfy all. Whose views then should carry most weight—the men's, the other foremen's, or the manager's?

It is quite certain, however, that it is well worth while making some attempt to secure popular understanding and approval of appointments made, and a worker's committee offers the best opportunity for this.

It would be possible to discuss a vacancy occurring in any grade with all the others in that grade. For example, to discuss with all shop foremen the possible candidates to fill a vacancy among the foremen. This is probably better than no discussion at all, and the foremen might be expected, to some extent, to reflect the feeling among their men. Here again, the establishing of any such scheme might well be discussed with the committee of workers.

*(d) Education in General Business Questions.*

This point is still more doubtful than the preceding. Employers continually complain that the workers do not understand the responsibilities and the risks which they, as employers, have to carry, and it would seem desirable therefore to take some steps to enable them to do so. In some directions this would be quite feasible, *e.g.*:

1. The reasons should be explained and discussed for the establishment of new works departments, or the re-organization of existing ones, the relation of the new arrangement to the general manufacturing policy being demonstrated.
2. Some kind of simplified works statistics might be laid before a committee of workers. For example:
  - Output.
  - Cost of new equipment installed.
  - Cost of tools used in given period.
  - Cost of raw material consumed.
  - Numbers employed.
  - Amount of bad work produced.
3. Reports of activities of other parts of the business might be laid before them:

1. From the commercial side, showing the difficulties to be met, the general attitude of customers to the firm, etc.

2. By the chief technical departments, design office, laboratory, etc., as to the general technical developments or difficulties that were being dealt with. Much of such work need not be kept secret, and would tend to show the workers that other factors enter into the production of economic wealth besides manual labor.

4. Simple business reports, showing general trade prospects, might be presented. These are perhaps most difficult to give, in any intelligible form, without publishing matter which every management would object to showing. Still, the attempt would be well worth making, and would show the workers how narrow is the margin between financial success and failure on which most manufacturing businesses work. Such statistics might, perhaps, be expressed not in actual amounts but as proportions of the wages bill for the same period.

## SECTION II

### TYPES OF ORGANIZATION

Having dealt in the previous section with the kinds of questions, which, judged simply by their nature, would admit of joint discussion or handling, it is now necessary to consider what changes are needed in the structure of business management to carry out such proposals. The development of the necessary machinery presents very considerable difficulties on account of the slowness of action and lack of executive precision which almost necessarily accompany democratic organization, and which it is the express object of most business organizations to avoid.

The question of machinery for joint discussion and action is considered in this section in three aspects:—

1. The requirements which such machinery must satisfy.
2. The influence of various industrial conditions on the type of machinery likely to be adopted in particular trades or works.
3. Some detailed suggestions of shop committees of varying scope.

#### *1. Requirements to be satisfied*

##### *(a) Keeping in Touch with the Trade Union.*

It is obvious that no works committee can be a substitute for the trade union, and no attempt must be made by the employer to use it in this way. To allay any trade union suspicion that this is the intention, and to ensure that the shop committee links up with the trade union organization, it would be advisable to see that the trade union is represented in some fairly direct manner. This is specially important for any committee dealing with wages, piece work and such other working conditions as are the usual subject of trade union action.

In the other direction, it will be necessary for the trade unionists to develop some means of working shop committees into their scheme of organization, otherwise there will be the danger of a works com-

mittee, able to act more quickly through being on the spot, usurping the place of the local district committee of the trade unions.

*(b) Representation of all Grades.*

The desirability of having all grades of workers represented on works committees is obvious, but it is not always easy to carry out owing to the complexity of the distribution of labor in most works. Thus, it is quite common for a single department, say in an engineering works, to contain several grades of workers, from skilled tradesmen to laborers, and possibly women. These grades will belong to different unions, and there may even be different, and perhaps competing, unions represented in the same grade. Many of the workers also will not be in any union at all.

*(c) Touch with Management.*

As a large part of the aim of the whole development is to give the workers some sense of management problems and point of view, it is most desirable that meetings between works committees and management should be frequent and regular, and not looked on merely as means of investing grievances or deadlocks when they arise. The works committee must not be an accidental excrescence on the management structure, but must be worked into it so as to become an integral part, with real and necessary functions.

*(d) Rapidity of Action.*

Delays in negotiations between employers and labor are a constant source of irritation to the latter. Every effort should be made to reduce them. Where this is impossible, due to the complication of the questions involved, the works committee should be given enough information to convince it of this, and that the delay is not a deliberate attempt to shirk the issue.

On the other hand, the desire to attain rapidity of action should not lead to haphazard and "scratch" discussions or negotiations. These will only result in confusion, owing to the likelihood that some of those who ought to take part or be consulted over each question will be left out, or have insufficient opportunity for weighing up the matter. The procedure for working with or through works committees must, therefore, be definite and constitutional, so that every one knows how to get a grievance or suggestion put forward for consideration, and every one concerned will be sure of receiving due notice of the matter.

The procedure must not be so rigid, however, as to preclude emergency negotiations to deal with sudden crises.

2. *Influence of various industrial conditions on the type of organization of Shop Committees.*

There is no one type of shop committee that will suit all conditions. Some industries can develop more easily in one direction and some in another, and in this subsection are pointed out some of the conditions which are likely to influence this.

(a) *Type of Labor.*

The constitution of works committees, or the scheme of committees, which will suitably represent the workers of any particular factory, will depend very largely on the extent to which different trades and different grades of workers are involved.

In the simplest kind of works, where only one trade or craft is carried out, the workers, even though of different degrees of skill, would probably all be eligible for the same trade union. In such a case a purely trade union organization, but based of course on works departments, would meet most of the requirements, and would probably, in fact, be already in existence.

In many works, however, at least in the engineering industry, a number of different "trades" are carried on. For instance, turning, automatic machine operating, blacksmithing, pattern-making, foundry work, etc. Many of these trades are represented by the same trade union, though the interests of the various sections are often antagonistic, *e.g.*, in the case of turners and automatic machine operators. Some of the other trades mentioned belong to different unions altogether. In addition to these "tradesmen," will be found semi-skilled and unskilled laborers. For the most part these will belong to no union, though a few may belong to laboring unions which, however, have no special connection with the engineering unions. In addition to all these, there may be women, whose position in relation to men's unions is still uncertain, and some of whose interests will certainly be opposed to those of some of the men.

The best way of representing all these different groups will depend on their relative proportion and distribution in any given works. Where women are employed in any considerable numbers, it will probably be advisable for them to be represented independently of the men. For the rest it will probably be necessary to have at least two kinds of works committees: one representing trade unionists as such, chosen for convenience by departments, the other representing simply works departments. The first would deal with wages and the type of question usually forming the subject of discussion between employers and trade unions. The other would deal with all other workshop conditions. The first, being based on

trade unions, would automatically take account of distinctions between different trades and different grades, whereas the second would be dealing with those questions in which such distinctions do not matter very much.

*(b) Stability and Regularity of Employment.*

Where work is of an irregular or seasonal nature and workers are constantly being taken on and turned off, only the very simplest kind of committee of workers would be possible. In such industries probably nothing but a trade union organization within the works would be possible. This would draw its strength from the existence of the trade union outside, which would, of course, be largely independent of trade fluctuations, and would be able to reconstitute the works committee as often as necessary, thus keeping it in existence, even should most of the previous members had been discharged through slackness.

*(c) Elaboration of Management Organisation.*

The extent to which management functions can be delegated, or management questions and policy be discussed with the workers, depends very largely on the degree of completeness with which the management itself is organized. Where this is haphazard and management consists of a succession of emergencies, only autocratic control is possible, being the only method which is quick-acting and mobile enough. Therefore, the better organized and more constitutional (in the sense of having known rules and procedures) the management is, the more possible is it for policy to be discussed with the workers.

*3. Some schemes suggested.*

The following suggestions for shop organizations of workers are intended to form one scheme. Their individual value, however, does not depend on the adoption of the scheme as a whole, each being good as far as it goes.

*(a) Shop Stewards Committee.*

As pointed out in the last sub-section, in a factory where the trade union is strong, there will probably be a shop stewards or trade union committee already in existence. This is, of course, a committee of workers only, elected generally by the trade union members in the works, to look after their interests and to conduct negotiations for them with the management. Sometimes the stewards carry out other purely trade union work, such as collecting subscriptions, obtaining new members, explaining union rules, etc.

Such a committee is the most obvious and simplest type of works committee, and where the composition of the shop is simple, *i.e.*, mainly one trade, with no very great differences in grade, a shop stewards committee could deal with many of the questions laid down as suitable for joint handling.

It is doubtful, however, whether a shop stewards committee can, or should, cover the full range of workers' activities, except in the very simplest type of works. The mere fact that, as a purely trade union organization, it will deal primarily with wages and piece-work questions, will tend to introduce an atmosphere of bargaining, which would make the discussion of more general questions very difficult. Further, such a committee would be likely to consider very little else than the interests of the trade union, or of themselves as trade unionists. While this is no doubt quite legitimate as regards such questions as wages, the more general questions of workshop amenities should be considered from the point of view of the works as a community in which the workers have common interests with the management in finding and maintaining the best conditions possible. Moreover, in many shops, where workers of widely differing grades and trades are employed, a shop stewards committee is not likely to represent truly the whole of the workers, but only the better organized sections.

The shop stewards committee, in the engineering trade at least, is fairly certain to constitute itself without any help from the management. The management should hasten to recognize it, and give it every facility for carrying on its business, and should endeavor to give it a recognized status and to impress it with a sense of responsibility.

It would probably be desirable that shop stewards should be elected by secret ballot rather than by show of hands in open meeting, in order that the most responsible men may be chosen, and not merely the loudest talkers or the most popular. It seems better, also, that stewards should be elected for a certain definite term, instead of holding office, as is sometimes the case now, until they resign, leave the firm, or are actually deposed. The shop stewards committee, being primarily a workers' and trade union affair, both these points are outside the legitimate field of action of the management. The latter's willingness to recognize and work through the committee should, however, confer some right to make suggestions even in such matters as these.

The facilities granted by the management might very well include a room on the works premises in which to hold meetings, and a place to keep papers, etc. If works conditions make it difficult for the



stewards to meet out of work hours, it would be well to allow them to hold committee meetings in working hours at recognized times. The management should also arrange periodic joint meetings with the committee, to enable both sides to bring forward matters for discussion.

The composition of the joint meeting between the committee of shop stewards and the management is worth considering shortly. In the conception here set forth, the shop stewards committee is a complete entity by itself; it is not merely the workers' section of some larger composite committee of management and workers. The joint meetings are rather in the nature of a standing arrangement on the part of the management for receiving deputations from the workers. For this purpose, the personnel of the management section need not be fixed, but could well be varied according to the subjects to be discussed. It should always include, however, the highest executive authority concerned with the works. For the rest, there might be the various departmental managers, and, sometimes, some of the foremen. As the joint meeting is not an instrument of management, taking decisions by vote, the number of the management contingent does not really matter, beyond assuring that all useful points of view are represented.

Too much importance can hardly be laid on the desirability of regular joint meetings, as against *ad hoc* meetings called to discuss special grievances. According to the first plan, each side becomes used to meeting the other in the ordinary way of business, say, once a month, when no special issue is at stake, and no special tension is in the air. Each can hardly fail to absorb something of the other's point of view. At a special *ad hoc* meeting on the other hand, each side is apt to regard as its business, not the discussion of a question on its merits, but simply the making out of a case. And the fact that a meeting is called specially means that expectations of results are raised among the other workers, which make it difficult to allow the necessary time or number of meetings for the proper discussion of a complicated question.

Where women are employed in considerable numbers along with men, the question of their representation by stewards becomes important. It is as yet too early to say how this situation can best be met. If they are eligible for membership of the same trades unions as the men, the shop stewards committee might consist of representatives of both. But, considering the situation which will arise after the war, when the interests of the men and of the women will often be opposed, this solution does not seem very promising at present.

Another plan would be for a separate women's shop stewards committee to be formed, which would also meet the management periodically and be, in fact, a duplicate of the men's organization. It would probably also hold periodic joint meetings with the men's committee, to unify their policies as far as possible. This plan is somewhat cumbersome, but it seems to be the only one feasible at present on account of the divergence of interest and the very different stage of development in organization of men and women.

(b) *Social Union.*

Some organization for looking after recreation is in existence in many works, and if not, there is much to be said for the institution of such a body as the social union here described.

Although the purpose which calls together the members of a works community is, of course, not the fostering of social life and amenities, there is no doubt that members of such communities do attain a fuller life and more satisfaction from their association together, when common recreation is added to common work. It may, of course, be urged, against such a development of community life in industry, that it is better for people to get away from their work and to meet quite another set in their leisure times. This is no doubt true enough, but the number of people who take advantage of it is probably very much less than would be affected by social activities connected with the works. The development of such activities will, in consequence, almost certainly have more effect in spreading opportunities for fuller life than it will have in restricting them. Moreover, if the works is a large one, the differences in outlook between the various sections are perhaps quite as great as can be met with outside. For this reason, the cardinal principle for such organizations is to mix up the different sections and grades, especially the works and the office departments.

The sphere of the social union includes all activities other than those affecting the work for which the firm is organized. This sphere being outside the work of the firm, the organization should be entirely voluntary and in the hands of the workers, though the management may well provide facilities such as rooms and playing fields.

Two main schemes of organization are usual. In the first a general council is elected by the members, or, if possible, by all the employees, irrespective of department or grade. This council is responsible for the general policy of the social union, holds the funds, and undertakes the starting and supervising of smaller organizations for specific purposes. Thus, for each activity a club

or society would be formed under the auspices of the council. The clubs would manage their own affairs and make their own detail arrangements.

It is most desirable that the social union should be self-supporting as far as running expenses go, and should not be subsidized by the management, as is sometimes done. A small subscription should be paid weekly by every member, such subscription admitting them to any or all clubs. The funds should be held by the council, and spent according to the needs of the various clubs, not according to the subscriptions traceable to the membership of each. This is very much better than making the finances of each club self-supporting, since it emphasizes the "community" feeling, is very simple, and enables some forms of recreation to be carried on which could not possibly be made to pay for themselves.

The second general type of social union organization involves making the clubs themselves the basis. Each levies its own subscriptions and pays its own expenses, and the secretaries of the clubs form a council for general management. This is a less desirable arrangement because each member of the council is apt to regard himself as there only to look after the interests of his club, rather than the whole. The starting of new activities is also less easy than under the first scheme.

(c) *Welfare Committee.*

The two organizations suggested so far, viz., shop stewards committee and social union, do not cover the whole range of functions outlined in Section I. In considering how much of that field still remains to be covered, it is simplest first to mark off, mentally, the sphere of the social union, viz., social activities outside working hours. This leaves clear the real problem, viz., all the questions affecting the work and the conditions of work of the firm. These are then conceived as falling into two groups. First there are those questions in which the interests of the workers may be opposed to those of the employer. These are concerned with such matters as wage and piece rates, penalties for spoiled work, etc. With regard to these, discussion is bound to be of the nature of bargaining, and these are the field for the shop stewards committee, negotiating by means of the periodical joint meetings with the management.

There remains, however, a second class of question, in which there is no clash of interest between employer and employed. These are concerned mainly with regulating the "community life" of the works, and include all questions of general shop conditions and

amenities, and the more purely educational matters. For dealing with this group a composite committee of management and workers, here called the Welfare Committee, is suggested.

This would consist of two parts:—

1. Representatives elected by workers.
2. Nominees of the management.

The elected side might well represent the offices, both technical and clerical, as well as the works, and members would be elected by departments, no account being taken of the various grades. Where women are employed, it would probably be desirable for them to elect separate representatives. If they are in departments by themselves, this would naturally happen. If the departments are mixed, the men and women of such departments would each send representatives.

The trade union or unions most concerned with the work of the firm should be represented in some fairly direct way. This might be done in either of two ways:

1. If a shop stewards committee exists, it might be asked to send one or more representatives.
2. Or each of the main trade unions represented in the works might elect one or more representatives to represent their members as trade unionists.

The management section should contain, in general, the highest members of the management who concern themselves with the running of the works; it would be no use to have here men in subordinate positions, as much of the discussion would deal with matters beyond their jurisdiction. Moreover, the opportunity for the higher management to get into touch with the workers would be too important to miss. It is doubtful whether there is any need for the workers' section of the welfare committee to meet separately, though there is no objection to this if thought desirable. In any case a good many questions can be handed over by the joint meeting to sub-committees for working out, and such sub-committees can, where desirable, consist entirely of workers.

It may be urged that the welfare committee is an unnecessary complication, and, either that its work could be carried out by the shop stewards committee or that the work of both could be handled by a single composite shop committee of management and workers. In practice, however, a committee of the workers sitting separately to consider those interests that are, or appear to be, opposed, with regular deputations to the management, and a composite committee of workers and management sitting together to discuss identical interests would seem the best solution of a difficult problem.

Everything considered, therefore, there seems, in many works at least, to be a good case for the institution of both organizations, that of the shop stewards and that of the welfare committee. The conditions making the latter desirable and possible would seem to be:—

1. A management sufficiently methodical and constitutional to make previous discussion of developments feasible.
2. The conditions of employment fairly stable.
3. The trades and grades included in the shop so varied and inter-mixed as to make representation by a committee of trade union shop stewards incomplete.

### SECTION III

#### SUMMARY AND CONCLUSIONS OF SECTIONS I AND II

Gathering together the views and suggestions made in the foregoing pages; it is felt that three separate organizations within the works are necessary to represent the workers in the highly developed and elaborate organisms which modern factories tend to become.

It is not sufficient criticism of such a proposal to say that it is too complicated. Modern industry is complicated and the attempt to introduce democratic ideas into its governance will necessarily make it more so. As already pointed out, the scheme need not be accepted in its entirety. For any trade or firm fortunate enough to operate under simpler conditions than those here assumed, only such of the suggestions need be accepted as suit its case.

The scope of the three committees is shown by the following summary:—

#### (a) *Shop Stewards Committee.*

*Sphere.* Controversial questions where interests of employer and worker are apparently opposed.

*Constitution.* Consists of trade unionist workers elected by works departments.

Sits by itself, but has regular meetings with the management.

*Examples of questions dealt with:*

Wage and piece rates.

The carrying out of trade union agreements.

Negotiations *re* application of legislation to the workers represented, *e.g.*, dilution, exemption from recruiting.

The carrying out of national agreements *re* restoration of trade union conditions, demobilization of war industries, etc.

Introduction of new processes.

Ventilation of grievances *re* any of above.  
Etc., etc.

(b) *Welfare Committee.*

*Sphere.* "Community" questions where there is no clash between interests of employer and worker.

*Constitution.* Composite committee of management and workers, with some direct representation of trade unions.

Sits as one body, with some questions relegated to sub-committees, consisting either wholly of workers or of workers and management, according to the nature of the case.

*Examples of Questions dealt with:*

Shop rules.

Such working conditions as starting and stopping times, meal hours, night shift arrangements, etc.

Accident and sickness arrangements.

Shop comfort and hygiene.

Benevolent work such as collections for charities, hard cases of illness or accident among the workers.

Education schemes:

Trade technique.

New works developments.

Statistics of works activity.

• Business outlook.

Promotions—explanation and, if possible, consultation.

Ventilation of grievances *re* any of above.

(c) *Social Union.*

*Sphere.* Social amenities, mainly outside working hours.

*Constitution.* Includes any or all grades of management and workers.

Governing body elected by members irrespective of trade, grade, or sex.

*Examples of Activities.*

Institution of clubs for sports—cricket, football, swimming, etc.

Recreative societies—orchestral, choral, debating, etc.

Arranging social events—picnics, dances, etc.

Provision of games, library, etc., for use in meal hours.

Administration of club rooms.

## SECTION IV

## COMMENTS ON WORKING

An attempt to institute a scheme of shop committees on the general lines of those here described, revealed certain difficulties, of which the following are instances.

*1. Relations with Shop Foremen*

If a works committee is to deal with the actual conditions under which work is carried on, and if its work is to be real, there is every possibility of friction arising, due to the committee infringing the sphere of authority of the shop foremen. Not only will specific complaints and objections regarding actions or decisions of foremen be brought up, but more general questions of shop management will be discussed, on which the foremen would naturally expect to be consulted, previously to their men. Some of these difficulties would be lessened if the foremen were members of the works committees, but this seems hardly possible, except in very small works.

It must never be forgotten that the foremen have definite management functions to perform which cannot be discharged if their authority is continually called in question, or if they are continually harassed by complaints behind their backs. Nor can they have any prestige if arrangements or rules affecting their control or method of management are made without them having their full share in the discussion of them. The difficulty arises, therefore, how on the one hand, to maintain the foremen's position as a real link in the chain of executive authority, and on the other hand to promote direct discussion between the workers and the higher management. The solving of this difficulty depends to some extent at least on the devising of suitable procedure and machinery for keeping all grades of management in touch with each other, and for confining the activities of the works committees to fairly definite and known spheres.

The exact nature of this machinery would depend on the organization of each particular firm. It will, in general, be advisable to lay down that previous notice shall be given of all subjects to be brought up at a works committee meeting, so that a full agenda may be prepared. This agenda should then be circulated freely among the shop foremen, and other grades of management, so that they may know what is going forward. Full minutes of the proceedings of all meetings should be kept, and these again should be circulated to all grades of management.

To facilitate such arrangements it may be advisable for the

management to provide a secretary whose duties would be twofold; the preparation of the agenda, and the writing out and following up of the minutes. In making out the agenda the secretary should make full inquiries with regard to all subjects brought forward by workers, and should prepare a short statement of each case to issue with the agenda. The secretary in circulating the agenda would then be able to learn, from the foremen and others, to what extent each was interested or concerned in any particular item. Those specially concerned might then be invited to attend the meeting to take part in the discussion. If a foreman intimated that he had decided views on some subject and wished them to be taken into account, discussion at the meeting should be of preliminary nature only and limited to eliciting the full case as seen by the workers. Further discussion with the committee would be reserved until the management had had time to consult the foremen or others concerned.

The certainty, on the part of all grades of management, that no subject would be discussed of which they had not had notice; the privilege of having final discussion of any subject postponed, pending the statement of their views; and finally the circulation of all minutes, showing what took place at the meetings, should go a long way to making the works committees run smoothly.

## 2. *Provision of facilities for committee work*

For any recognized works committees, the management should see that they have such facilities put at their disposal as will enable them to carry out their work, and will give them standing and authority in the works community. In the case of committees dealing with social work outside the direct work of the shop, all meetings and work can be expected to take place outside working hours. This should also apply in a general way to meetings of shop stewards or of the welfare committee, but it may happen, as for instance where a night-shift is being worked, that it is almost impossible for the members to get together except at some time during working hours. In such cases permission should be given for meetings at regular stated times, say once a fortnight, or once a month, and the attendance at these meetings would be considered part of the ordinary work of the members, and they would be paid accordingly. Where possible, however, it is very much better for meetings to be arranged entirely outside working hours, in which case no payment should be offered, the work being looked on as in the nature of voluntary public work.

A committee room should be provided, and in the case of the



welfare committee, the secretary might also be provided by the management. For firms suitably placed it is most desirable that a playing field should be provided, suitably laid out for various games. Rent can be asked for it by the management if thought desirable and can be paid by a social union such as that described here. In the case of all kinds of recognized works committees the thing to aim at is to make their work an integral part of the organization of the works community, providing whatever facilities are needed to make it effective. On the other hand anything like subsidizing of works committees by the management must be avoided.

### THE LABOR PARTY CONSTITUTION

*(Adopted at the London Conference, February, 28th, 1918)*

# APPENDIX M

## LABOR PARTY CONSTITUTION

---

### 1.—NAME

The Labor Party.

### 2.—MEMBERSHIP

The Labor Party shall consist of all its affiliated organizations,<sup>1</sup> together with those men and women who are individual members of a Local Labor Party and who subscribe to the Constitution and Program of the Party.

### 3.—PARTY OBJECTS

#### NATIONAL

(a) To organize and maintain in Parliament and in the country a Political Labor Party, and to ensure the establishment of a Local Labor Party in every County Constituency and every Parliamentary Borough, with suitable divisional organization in the separate constituencies of Divided Boroughs;

(b) To cooperate with the Parliamentary Committee of the Trades Union Congress, or other Kindred Organizations, in joint political or other action in harmony with the Party Constitution and Standing Orders;

(c) To give effect as far as may be practicable to the principles from time to time approved by the Party Conference;

(d) To secure for the producers by hand or by brain the full fruits of their industry, and the most equitable distribution thereof that may be possible, upon the basis of the common ownership of the means of production and the best obtainable system of popular administration and control of each industry or service;

(e) Generally to promote the Political, Social, and Economic Emancipation of the People, and more particularly of those who depend directly upon their own exertions by hand or by brain for the means of life.

#### INTER-DOMINION

(f) To cooperate with the Labor and Socialist organizations in the Dominions and Dependencies with a view to promoting the pur-

<sup>1</sup> Trade Unions, Socialist Societies, Coöperative Societies, Trades Councils, and Local Labor Parties.

poses of the Party and to take common action for the promotion of a higher standard of social and economic life for the working population of the respective countries.

#### INTERNATIONAL

(g) To cooperate with the Labor and Socialist organizations in other countries, and to assist in organizing a Federation of Nations for the maintenance of Freedom and Peace, for the establishment of suitable machinery for the adjustment and settlement of International Disputes by Conciliation or Judicial Arbitration, and for such International Legislation as may be practicable.

#### 4.—PARTY PROGRAM

(a) It shall be the duty of the Party Conference to decide, from time to time, what specific proposals of legislative, financial, or administrative reform shall receive the general support of the Party, and be promoted, as occasion may present itself, by the National Executive and the Parliamentary Labor Party: provided that no such proposal shall be made definitely part of the General Program of the Party unless it has been adopted by the Conference by a majority of not less than two-thirds of the votes recorded on a card vote.

(b) It shall be the duty of the National Executive and the Parliamentary Labor Party, prior to every General Election, to define the principal issues for that Election which in their judgment should be made the Special Party Program for that particular Election Campaign, which shall be issued as a manifesto by the Executive to all constituencies where a Labor candidate is standing.

(c) It shall be the duty of every Parliamentary representative of the Party to be guided by the decision of the meetings of such Parliamentary representatives, with a view to giving effect to the decisions of the Party Conference as to the General Program of the Party.

#### 5.—THE PARTY CONFERENCE

1. The work of the Party shall be under the direction and control of the Party Conference, which shall itself be subject to the Constitution and Standing Orders of the Party. The Party Conference shall meet regularly once in each year, and also at such other times as it may be convened by the National Executive.

2. The Party Conference shall be constituted as follows:—

(a) Trade Unions and other societies affiliated to the Party may send one delegate for each thousand members on which fees are paid.

(b) Local Labor Party delegates may be either men or women

resident or having a place of business in the constituency they represent, and shall be appointed as follows:—

In Borough and County Constituencies returning one Member to Parliament, the Local Labor Party may appoint one delegate.

In undivided Boroughs returning two Members, two delegates may be appointed.

In divided Boroughs one delegate may be appointed for each separate constituency within the area. The Local Labor Party within the constituency shall nominate and the Central Labor Party of the Divided Borough shall appoint the delegates. In addition to such delegates, the Central Labor Party in each Divided Borough may appoint one delegate.

An additional woman delegate may be appointed for each constituency in which the number of affiliated and individual women members exceeds 500.

(c) Trades Councils under Section 8, clause c, shall be entitled to one delegate.

(d) The members of the National Executive, including the Treasurer, the members of the Parliamentary Labor Party, and the duly-sanctioned Parliamentary Candidates shall be *ex-officio* members of the Party Conference, but shall, unless delegates, have no right to vote.

#### 6.—THE NATIONAL EXECUTIVE

(a) There shall be a National Executive of the Party consisting of twenty-three members (including the Treasurer) elected by the Party Conference at its regular Annual Meeting, in such proportion and under such conditions as may be set out in the Standing Orders for the time being in force, and this National Executive shall, subject to the control and directions of the Party Conference, be the Administrative Authority of the Party.

(b) The National Executive shall be responsible for the conduct of the general work of the Party. The National Executive shall take steps to ensure that the Party is represented by a properly constituted organization in each constituency in which this is found practicable; it shall give effect to the decisions of the Party Conference; and it shall interpret the Constitution and Standing Orders and Rules of the Party in all cases of dispute subject to an appeal to the next regular Annual Meeting of the Party Conference by the organization or person concerned.

(c) The National Executive shall confer with the Parliamentary Labor Party at the opening of each Parliamentary Session, and also at any other time when the National Executive or the Parliamentary Party may desire such conference, on any matters relating to the

work and progress of the Party, or to the efforts necessary to give effect to the General Program of the Party.

#### 7.—PARLIAMENTARY CANDIDATURES

(a) The National Executive shall coöperate with the Local Labor Party in any constituency with a view to nominating a Labor Candidate at any Parliamentary General or Bye-Election. Before any Parliamentary Candidate can be regarded as finally adopted for a constituency as a Candidate of the Labor Party, his candidature must be sanctioned by the National Executive.

(b) Candidates approved by the National Executive shall appear before their constituencies under the designation of "Labor Candidate" only. At any General Election they shall include in their Election Addresses and give prominence in their campaigns to the issues for that Election as defined by the National Executive from the General Party Program. If they are elected they shall act in harmony with the Constitution and Standing Orders of the Party in seeking to discharge the responsibilities established by Parliamentary practice.

(c) Party Candidates shall receive financial assistance for election expenditure from the Party funds on the following basis:—

Borough Constituencies, £1 per 1,000 electors.

County Divisions, £1 15s. per 1,000 electors.

#### 8.—AFFILIATION FEES

1. Trade Unions, Socialist Societies, Coöperative Societies, and other organizations directly affiliated to the Party (but not being affiliated Local Labor Parties or Trades Councils) shall pay 2d. per member per annum to the Central Party Funds with a minimum of 30s.

The membership of a Trade Union for the purpose of this clause shall be those members contributing to the political fund of the Union established under the Trade Union Act, 1913.

2. The affiliation of Trades Councils will be subject to the following conditions:—

(a) Where Local Labor Parties and Trades Councils at present exist in the same area every effort must be made to amalgamate these bodies, retaining in one organization the industrial and political functions, and incorporating the constitution and rules for Local Labor Parties in the rules of the amalgamated body.

(b) Where no Local Labor Party is in existence and the Trades Council is discharging the political functions, such Trades Council shall be eligible for affiliation as a Local Labor Party, providing

that its rules and title be extended so as to include Local Labor Party functions.

(c) Where a Local Labor Party and a Trades Council exist in the same area, the Trades Council shall be eligible to be affiliated to the Local Labor Party, but not to the National Party, except in such cases where the Trades Council was affiliated to the National Party prior to November 1st, 1917. In these cases the Executive Committee shall have power to continue national affiliation on such conditions as may be deemed necessary.

(d) Trades Councils included under Section (c) shall pay an annual affiliation fee of 30s.

Local Labor Parties must charge individually enrolled members, male a minimum of 1s. per annum, female 6d. per annum; and 2d. per member so collected must be remitted to the Central Office with a minimum of 30s., as the affiliation fee of such Local Labor Party.

In addition to these payments, a delegation fee of 5s. to the Party Conference or any Special Conference may be charged.

## STANDING ORDERS

### I.—ANNUAL CONFERENCE

1. The National Executive shall convene the Annual Party Conference for the month of June (but not at Whitsuntide) in each year, subject to the Constitution and the Standing Orders, and shall convene other Sessions of the Party Conference from time to time as may be required.

2. In the event of it being necessary to convene the Party Conference upon short notice, in order to deal with some sudden emergency, the Secretaries of the affiliated organizations and Local Labor Parties shall, on receiving the summons, instantly take such action as may be necessary to enable the Society or Constituency to be represented, in accordance with the rules.

3. Any Session of the Party Conference summoned with less than ten days' notice shall confine its business strictly to that relating to the emergency, which cannot without detriment to the Party be postponed.

4. Persons eligible as delegates must be paying *bona fide* members, or paid permanent officials of the organization sending them.

5. No delegate to the Conference shall represent more than one Society.

6. Members of affiliated organizations claiming exemption from political contributions under the Trade Union Act, 1913, shall not be entitled to act as delegates.

**2.—AGENDA**

1. Notice of Resolutions for the Annual Conference shall be sent to the Secretary at the Office of the Party not later than April 1st, for inclusion in the first Agenda, which shall be forthwith issued to the affiliated organizations.

2. Notice of Amendments to the Resolutions in the first Agenda, and Nominations for the Executive, Treasurer, Auditors (2), Annual Conference Arrangements Committee (5), shall be forwarded to the Secretary not later than May 16th, for inclusion in the final Agenda of the Annual Conference.

3. No business which does not arise out of the Resolutions on the Agenda shall be considered by the Party Conference, unless recommended by the Executive or the Conference Arrangements Committee.

4. When the Annual Conference has, by resolution, made a declaration of a general policy or principle, no motion having for its object the reaffirmation of such policy or principle shall appear on the Agenda for a period of three years from the time such declaration was made, except such resolutions as are, in the opinion of the Executive, of immediate importance.

**3.—VOTING**

Voting at the Party Conference shall be by Cards issued as follows:—

Trade Unions and other affiliated Societies shall receive one Voting Card for each 1,000 members or fraction thereof paid for.

Trades Councils affiliated under Section 8, clause c, shall receive one voting card.

Every Local Labor Party shall receive one Voting Card for each delegate sent in respect of each Parliamentary Constituency within its area.

Central Labor Parties in Divided Boroughs shall receive one voting card.

**4.—NATIONAL EXECUTIVE**

1. The National Executive shall be elected by the Annual Conference as a whole, and shall consist, apart from the Treasurer, of (a) 13 representatives of the affiliated organizations; (b) five representatives of the Local Labor Parties; and (c) four women. The Executive shall be elected by ballot vote on the card basis from three lists of nominations.

2. Each affiliated national organization shall be entitled to nom-

inate one candidate for List A; and two candidates if the membership exceeds 500,000. Each candidate must be a *bona-fide* member of the organization by which he or she is nominated.

3. Each Parliamentary Constituency organization, through its Local Labor Party or Trades Council, may nominate one candidate for List B, and the candidate so nominated must be resident or have his or her place of business within the area of the nominating Local Labor Party.

4. Each affiliated organization shall be entitled to nominate one woman candidate for List C, and two candidates if the membership exceeds 500,000; whether such nominees are or are not members of the nominating organization.

5. The National Executive shall elect its own Chairman and Vice-Chairman at its first meeting each year, and shall see that all its officers and members conform to the Constitution and Standing Orders of the Party. The National Executive shall present to the Annual Conference a Report covering the work and progress of the Party during its year of office, together with the Financial Statement and Accounts duly audited.

6. No member of the Parliamentary Committee of the Trades Union Congress is eligible for nomination to the National Executive.

#### • 5.—TREASURER

The Treasurer shall be elected separately by the Annual Conference. Each affiliated organization may nominate a candidate for the Treasurership independent of any other nomination it makes for the National Executive.

#### 6.—SECRETARY

The Secretary shall be elected by the Annual Party Conference, and be *ex officio* a member of the Conference; he shall devote his whole time to the work of the Party, but this shall not prevent him being a Candidate for or a Member of Parliament. He shall remain in office so long as his work gives satisfaction to the National Executive and Party Conference. Should a vacancy in the office occur between two Annual Conferences, the Executive shall have full power to fill the vacancy, subject to the approval of the Annual Conference next following.

Nominations for the office shall be on the same conditions as for the Treasurership.



## APPENDIX M

### 7.—ANNUAL CONFERENCE ARRANGEMENTS COMMITTEE

1. The duties of the Conference Arrangements Committee shall be:—

(a) To attend at the place of Conference two days before its opening, for the purpose of arranging the Conference Agenda;

(b) To appoint Scrutineers and Tellers for the Conference from among the delegates whose names have been received at the Head Office prior to May 31st, such appointments to be subject to the approval of the Conference;

(c) To act as Standing Orders Committee during the Conference.

2. Should any of the five members of the Conference Arrangements Committee be unable to fulfil his or her duties, the person who received the highest number of votes amongst those not elected shall be called upon, but should the voting list be exhausted, it shall lie with the Society the member represents to nominate a substitute.

3. Remuneration of the Conference Arrangements Committee, Scrutineers, and Tellers shall be at the rate of 15s. per day.

## THE LABOR PARTY

### CONSTITUTION AND RULES

FOR

### LOCAL LABOR PARTIES

IN

### SINGLE AND UNDIVIDED BOROUGHES

#### MEMORANDA

The attention of Local Labor Parties and Trades Councils is specially called to sub-sections 2 and 3 of Section 8 (Affiliation Fees) of the Constitution of the Labor Party. As a condition of affiliation (unless local conditions necessitate a departure from such constitution and rules, in which case the constitution and rules adopted shall be decided upon *after consultation with the National Executive Committee*) the following provisions must be observed by Local Labor Parties and Trades Councils.

1. Subject to alterations approved by the National Executive Committee, Local Labor Parties must adopt the constitution and rules applicable to their area as a condition of affiliation. Local Labor Parties in single and undivided Borough Constituencies, in single-Member County Divisions, and in Divided Boroughs, affiliate to the National Party. Local Labor Parties in municipal boroughs and urban district areas within County Divisions affiliate to the Divisional Labor Party.

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**MANAGEMENT AND MEN**

2. Trades Councils, affiliated under Section 8, clause b, of the Party Constitution, must incorporate the rules applicable to their area in the local Constitution.

3. Complete copies of the rules of Trades Councils and Local Labor Parties must accompany the application for affiliation, and all alterations of rules must be notified to the Head Office with the next payment of affiliation fees.

4. In the London area, Local Labor Parties shall be formed for Parliamentary constituencies with the Metropolitan Borough as the basis for each Local Labor Party. Such Local Labor Parties may adopt the rules for Divided Boroughs or single-member constituencies as local conditions may render necessary, and subject to the approval of the National Executive Committee. A Central Labor Party for the whole London area shall be established upon such basis as may be agreed upon with the approval of National Executive Committee.

5. Trades Councils and Local Labor Parties may adopt additional rules to cover special local purposes, peculiar local conditions, and industrial objects not included in the scope of these rules, provided always that such local rules shall not be inconsistent with the constitution of the Labor Party nor be contrary to the provisions contained in these rules.

6. Where Local Labor Parties and Trades Councils are amalgamated, or where no Trades Council exists, and the Local Labor Party decides to include industrial objects, the following additional rules are recommended, but the adoption of such rules is optional.

**OBJECTS**

Industrial.—To provide the workers with a means of education upon Labor questions, and to keep an oversight on all matters affecting the interests of Labor, and to discharge the functions of a Trades Council.

**MANAGEMENT**

The Industrial objects shall be carried out by an Industrial Committee acting as the Trades Council. The Industrial Committee shall consist of the delegates from the affiliated Trades Union branches, and shall meet monthly or as required. Only Trade Union branches shall be entitled to representation on the Industrial Committee, and all purely industrial and Trade Union matters shall be dealt with by this Committee. Where political action is necessary in connection with such industrial matters, the Industrial Committee shall make, through the representatives of the Trades Union Section

to the Executive Committee and the delegates to the General Committee, recommendations with regard to the political action necessary.

## THE.....LABOR PARTY

### RULES AND CONSTITUTION

*(For single and undivided Borough Constituencies. Trades Councils in such Boroughs affiliated under Section 8, clause b, of the Constitution must incorporate these rules in the local Constitution.)*

#### MEMBERSHIP

1. The Party shall consist of affiliated Trade Union branches, the Trade Council, Socialist Societies, Coöperative Societies having members within its area; also individuals (men and women) willing to work for the objects and subscribe to the Constitution and Program of the Labor Party.

#### OBJECTS

2. To unite the forces of Labor within the constituency, and to secure the return of Labor representatives to Parliament and upon Local Government bodies.

#### MANAGEMENT

3. The management of the Party shall be in the hands of a General Committee which shall consist of six sections, viz.:—

- (a) Representatives of branches of Trade Unions.
- (b) Representatives of Coöperative Societies.
- (c) Representatives of branches of other societies eligible for affiliation.
- (d) Representatives of the Trades Council.
- (e) Individual men, and
- (f) Individual women, all of whom must be willing to abide by the Rules of the Labor Party.

4. The basis of representation to the General Committee shall be:—

(a) Branches of Trade Unions, one representative for every 100 members, or part thereof, with a maximum of five representatives from any one branch.

(b) Coöperative Societies shall be entitled to representation on the same basis as Trade Unions, i.e., one for each 100 members, or part thereof, with a maximum of five representatives from any one Society. Where such membership exceeds 5,000 the basis of repre-

sentation shall be arranged subject to the approval of the National Executive.

(c) Branches of other societies on the same basis as clause a.

(d) Trades Council, not exceeding five in number.

(e) Individual men, such number not exceeding ten, as may be elected by the Section. If the Section comprises more than 1,000 members, then not exceeding one per 100 such members.

(f) Individual women, ditto.

The Ward Secretaries shall be *ex officio* members of Sections (e) or (f).

For the purpose of electing the representatives for (e) and (f) the Executive Committee shall each year convene a meeting of the members of these sections seven days prior to the Annual Meeting of the Labor Party. The sections shall also be empowered to hold separate meetings as occasion may require.

#### CONTRIBUTIONS

5. Contributions, to be payable on the last day in June and December, shall be:—

(a) Trade Union branches and Coöperative Societies shall contribute at the minimum rate of 2d. per member per annum, by yearly or half-yearly payments.

(b) Socialist societies and Trades Council an annual sum of not less than 10s.

(c) Individual male members shall contribute a *minimum sum of 1s. per annum*, and female members a minimum sum of 6d. per annum.

#### OFFICERS

6. The Officers, the Executive Committee, and two Auditors shall be elected at the Annual Meeting of the General Committee.

(a) The Officers shall be the President, two Vice-Presidents, Treasurer, Financial Secretary, and Secretary.

(b) The Executive Committee shall consist of the officers and sixteen members who shall be elected at the Annual Meeting of the General Committee upon such proportionate basis of the sections a, b, c, d, e, and f, as the Local Party may decide, subject to the approval of the National Executive Committee.

(c) The Chairman shall preside at all general and E.C. meetings, and sign all minutes after confirmation. In his absence his place shall be taken by one of the Vice-Presidents in order of seniority.

(d) The Secretary shall be present at and record minutes of all general and E.C. meetings. He shall conduct all correspondence and

prepare an Annual Report. He shall receive such remuneration that may be decided upon by the E.C.

(e) The Treasurer shall keep an account of all moneys received from the Financial Secretary and prepare an Annual Balance Sheet. All money shall be deposited in the bank. Cheques to be signed by the Chairman and the Treasurer.

(f) The Financial Secretary shall collect and keep a correct record of all contributions of affiliated societies and individual members, and shall pay over to the Treasurer, at least monthly, all moneys received by him. He shall endeavor to obtain a complete record of the members of all affiliated branches (together with full addresses) in addition to those of the Individual Members. The list should be compiled for ward purposes, and each Ward Secretary should be supplied with a complete list of Members resident in his Ward.

#### WARD COMMITTEES

7. Ward Committees shall be established in each Ward of the Borough, and include all members of the affiliated branches and individual members resident, or having a place of business, within the Ward. Each Ward Committee shall appoint its own Ward Secretary and any other officials. Ward Committees shall undertake the work of maintaining the necessary machinery for carrying on any election within the area of the Ward, and, with the approval of the Executive Committee of the Party, shall arrange for propaganda work.

#### ANNUAL MEETING

8. The Annual Meeting of the General Committee shall be held in April, of which 28 days' notice shall be given, stating as far as possible the nature of the business to be transacted. Special Meetings may be called at the discretion of the E.C., or by the written request to the Secretary of at least three affiliated branches or societies, or ten individual members. Seven days' notice of special meetings to be given to the delegates.

#### CANDIDATURES

9. Candidates of the Party for local elections are to be nominated to the Executive Committee by affiliated societies, or by the individual sections, and shall before standing receive the endorsement of the General Committee. The Committee shall have the power to refuse endorsement if it thinks fit, and may itself nominate a candidate when no other nomination has been made. A list of the candidates so nominated shall be submitted to the Ward Committee where

the General Committee have approved a contest, and the candidate or candidates shall be selected at a joint conference of the Ward Committee and the General Committee.

The Executive Committee of the Party shall have the final decision in case of dispute.

10. The normal procedure with regard to a Parliamentary Candidature will, when there is no special urgency, be as under:—

(a) The desirability of contesting the constituency should first be considered by the Executive Committee, in consultation with the National Executive and the Party Officers.

(b) If it is thought expedient to contest the constituency, the matter should be, unless time does not permit, brought before the General Committee, with a view to nominations being invited.

(c) The representative of any affiliated organization, or the individual Sections, and also the Executive Committee itself, may nominate any person for consideration as Parliamentary Candidate subject (i.) to having obtained such person's consent; (ii.) in the case of nomination on behalf of any organization, to having obtained the sanction of the Executive Committee thereof.

(d) The nominations so made shall be laid before a specially summoned meeting of the General Committee to determine which person, if any, shall be recommended to the National Executive for approval as the Labor Candidate.

(e) Where no nominations are made, or where time does not permit of formal procedure, the National Executive may take steps, in consultation with, and with the approval of, the Local Executive, to secure the nomination of a Parliamentary Candidate where this is deemed advisable.

11. Every Parliamentary Candidate must undertake to stand as "Labor Candidate" independent of all other political parties, and, if elected, join the Parliamentary Labor Party.

#### MISCELLANEOUS

12. The general provisions of the National Labor Party as stated in the Constitution and the Standing Orders shall apply to this organization. This shall include the payment of affiliation fees, election of delegates to the Party Conferences, nominations for the Executive Committee, etc., and resolutions or amendments for the Conference Agenda.

13. Members of affiliated organizations claiming exemption from political contributions under the Trade Union Act, 1913, shall not be entitled to act as delegates.

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