

## WORKS DIARY

May—June 1961

### STAFF

M. F. A. Warner, returning to work after some months' absence, was appointed Technical Assistant to Mr Sweet.

J. Brackley retired after nearly 56 years' service with the Firm. His length of service is exceeded only by Mr Maurice Warner's.

Vale M. R. Cashmore (DMR)

B. V. Varney transferred from the reading office to join R. K. Turner on shift in the passing-on shop.

### PLANT

A portable furniture rack, a Dexion base for a dropping stone, a number of racks for the new tied page store, and two more tray trolleys were constructed. The Jacquard Hiler truck was delivered, and a torque indicator was bought to check pressures on the Clickite quoin keys.

Electrical bad lay detectors were fitted to the Condor to replace the original mechanical devices and a wheel base for the stacking trays was made.

The redecoration of the new London Office was completed, substantial progress was made on the new tied page store, production office and cloakroom areas; and work was started on the new ink store doorway.

### GENERAL

Mr Rolf Urwin attended a BIM conference on Financing Expansion and the B.F.M.P. Annual Congress at Brighton; Mr Philpott, a course on Pension Funds at the IWS; and other members of the staff, a series of evening meetings at Monotype House on Filmsetting. Visits were also made to two printing works: Mackays of Chatham and the Windmill Press.

## THE PRODUCTION COMMITTEE

Seventeenth meeting—Wednesday 14 June

**MINUTES REDUCED TO SECONDS**—Among the many points discussed at the seventeenth meeting of the Production Committee were: the need to note on the job bag whether impositions are to be 'mock'; draughts in the warehouse; having the time bells rung by the G.P.O.; the value of getting blocks mounted to column width; the need for apprentices to get experience of magazine make-up; HMSO make-up; assistants stopping late to wash-up machines; hot water in the composing room; assistants to remind readers about short revises; ink tin container not being fully used; merit assessment interviews; and the main impressions gained on the visit to Mackays of Chatham.

## MANAGEMENT COMMENTARY

**SHOP TALK**—For the fourth consecutive month the bonus figures rose again in May, to the highest ever at 6.65%. The total bonus was £656, £5 higher than the previous top figure—which was reached last May, as the graph above. When the first year of the Plan finished in March, the cumulative bonus stood at 2.97%. With the start of the second year in April, the cumulative total bonus had also to be started again from scratch, and after the first two months it now stands at 5.89% average for April and May.

**CLOCKING**—Until this month, the privilege of no clocking has been confined to all overseers and deputies, readers and office workers and all other staff with over 30 years' service. It has now been extended to include all staff with over 20 years' service and all those who had a perfect attendance record throughout the whole of last year, 1960. The 22 staff covered by this latest extension brings the total number of those who do not clock to 103. Thus, out of a total payroll of 242, over 40% do not clock. In addition, there is no clocking out on normal hours for anyone.

For the vast majority of workers in industry, clocking four times a day is a matter of the strictest routine, and the privilege of release from clocking is fairly rare. It is all the more gratifying, therefore, to know that our experiment in reducing clocking by stages has been so successful up till now. It is, however, obviously entirely dependent for its continuance—and for the future extensions which we hope will come—on the good faith of all concerned. We feel that everyone would regard it as a most serious disappointment if there were ever a case of abuse to bring discredit on the whole idea.

To clear up any misunderstanding, it is clearly not the intention that staff released from clocking are then free to come and go when they like. The privilege does mean, however, that occasional, reasonable cases of lateness will not be taken note of officially. It is obviously courteous for the individual concerned to let his overseer know that he has arrived; and if he is more than 15 minutes late he should then ask the overseer to dock the appropriate time. Beyond this, however, the latter will not take any special action or require any explanation—unless by any mischance he should feel that the privilege is in danger of abuse, in which case he would point this out to the individual.

Any member of the staff completing 20 years' service from now on will automatically come off clocking, but we would appreciate it if each man would double check by letting his manager or overseer know when he becomes eligible. The concession of release from clocking after a complete year of perfect attendance will be continued in future at the discretion of the Management. Only those over 21 and already in the Firm on 1 January will be eligible each year. Careful attendance records are kept from the time cards and these will be taken as the reference for qualification. Clearly, it will not be possible at the end of the year to enter into any arguments as to the reasons for, say, one or two isolated cases of lateness or absence during the year, which will run from 1 January to 31 December inclusive.

**OPEN MEETINGS**—The report on the recent Open Meetings and the copy of the 'lanelgraph' diagram promised for this issue of the Bulletin have unfortunately had to be held over till next month for reasons of space.

The Gresham Press

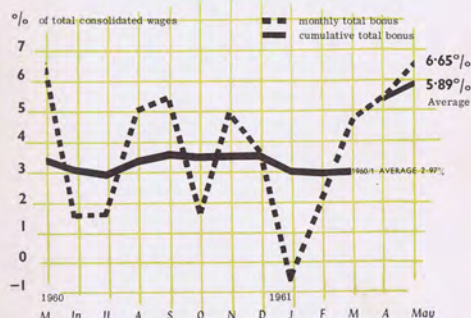
## 1961 June Bulletin

Volume 2 Number 6

### THE SHARE OF PRODUCTION PLAN

Results for May 1961

Year 2 Month 2 — 21 working days 4 pay days



#### The month's figures

|                   |       |                     |       |
|-------------------|-------|---------------------|-------|
| TOTAL BONUS       | £ 656 | Balance at 30 April | £ 128 |
| Payout percentage | 5.00% | Credit for May      | £ 164 |
| Cash payment      | £ 492 | Balance at 31 May   | £ 292 |

#### The Reserve account

**THE T.A. AND I.B.M.**—The Management had its third meeting with senior officials of the T.A. this month in order to try and work out a satisfactory formula for the introduction of I.B.M. typing to the Works. A joint aide-memoire on the proposals discussed has now been sent to T.A. Headquarters by the composing chapel committee and the Management. We shall publish the terms of the agreement as soon as we hear officially from the union.

**RETROSPECT**—This month Mr Redgrave contributes the first of what we hope will be a series of illustrated articles and anecdotes about some of the past history of the Firm. We already have a fascinating collection of old photographs, diaries and books, but we would be delighted to hear of other old records of any sort which anyone may still have.

### LOOKING AHEAD

**NATIONAL HEALTH INSURANCE**—Last April (as reported in the March Bulletin) NHI contributions were altered when the State Graduated Pension Scheme was introduced. They were increased for members of the Firm's scheme and for staff under 15, while men joining the State Scheme had their contributions reduced. On 3 July 1961 there is to be a further change. The National Insurance and National Health Service combined contributions (known as NHI for short) are to be increased for everyone by amounts ranging from 6d to 15d a week, and the employer's contributions are also to go up by 2d and 5d a week.

This month's Bulletin contains details of how these new contributions will affect you and the Firm, and next month we will be publishing an article explaining what benefits are provided and how to claim them.

**PRODUCTION OFFICE**—On Monday 3 July the production staff at present in the general office will be moving into the new production office, now being completed in the old jobbing machine room. For a trial period of three months the machine loading boards will also be moved into this office.

**Y.M.P. VISIT**—A party of Home Counties Young Master Printers will be visiting the Works to inspect the Empress and the Condor on Tuesday 27 June.

**EXCHANGE VISITS**—The exchange visits between staff from Mackays and ourselves seem to have been very successful and both parties learned much of value. We will try to arrange further exchanges with other printing firms from time to time along the lines already laid down with Mackays and Whitefriars.

**COL.**—The cost-of-living bonus is to be increased by two points from Friday 7 July, which means an increase of 2/0d for men over 21, and less pro rata for other grades. Details will be published in the July Bulletin, but last December's issue contains information on how the bonus calculations are made.

**NEW MACHINES**—The Firm has just ordered over £30,000-worth of new machines: a second Empress, for delivery in about two years' time; a second Condor, due at the end of this year; and a Stahl double royal high-speed folder, expected this autumn. We also hope to purchase an unseen ('perfect') binding machine, and perhaps the Cartoprint system from Denmark. We shall publish more details about the Stahl, unseen binding and Cartoprint in future Bulletins.

LOOKING AHEAD—continued

**HOURS AND WAGES NEGOTIATIONS**—The result will soon be known of the ballot being taken throughout the unions on the recommended new hours and wages agreement, but there seems little doubt that it will be ratified. The reduction in hours from 42 to 41 and the increase in wages will then come into effect on Monday 4 September, and there will be a further reduction in hours from 41 to 40 in September 1962. The printing industry will thus become the first major industry to achieve a 40-hour week. In return, the unions are to help meet the present acute labour shortage by agreeing to an intake of extra labour amounting to over 1 500 additional apprentices, including about 800 in the T.A.

**Wages**

The implications of the 5% increase in wages were discussed in the May Bulletin, when our main point was that the 5% basic rise was in fact likely to produce an overall increase of nearly double that in the total wage bill. One point, however, needs to be made quite clear—the increase is calculated on the basic rates before August 1959 and not on the present ones. You will remember that the wage claim made in 1959 was for a 10% increase—4% was in fact granted after the strike, and the remaining increase of 5%—on the same 1959 rates, therefore—is to be implemented in September.

**Hours**

One of the terms of the present recommendations is that details of the reduction from 42 to 41 hours should be arranged by mutual agreement at House level. In 1959, when the hours were reduced from 43½ to 42, the 90 minutes were all taken off the finishing time, which was then 5.15 p.m. It was agreed at the time that the next reduction in hours would be met by starting later in the morning. Since there seem to be no new factors which would affect this decision, the Firm suggests therefore that from Monday 4 September the starting time should be 7.45 a.m. each day. (Moving forward 15 minutes on each of the four mornings from Tuesday to Friday will make up the hour.) We suggest also that the further hour's reduction in September 1962 should be made by bringing the finishing time back to 4.45 p.m. each day, so that we shall then have five eight-hour days, 7.45 a.m. to 4.45 p.m.

In view of the agreement made in 1959, there should be no need to vote on this unless there is strong support for some alternative plan. If this is the case, those in favour of a different arrangement should let their committee or union representative know quickly; if not, the proposal given above will be ratified after the next Production Committee meeting.

**Tea breaks**

Paid tea breaks of 20 minutes a day were introduced as a concession by the Firm a good many years ago when the working week was 48 hours. From this September on, the working week will be only 41 hours, nearly 15% less. With this great reduction in hours, the Firm feels that the original purpose of these breaks no longer applies, and that the time has come to discontinue them.

We suggest that the afternoon break should be stopped this September and the morning one in September 1962. It will still be possible for staff to have drinks,

but they would be taken without stopping the work in hand. It is intended to stop selling canteen tea in the afternoons from September on, but plans are in hand to increase the number and types of vending machines.

The two breaks together represent some 20 000 hours of production time each year—and considering the odd minutes wasted on either side of the breaks, the total is probably nearer 30 000 hours' loss in production potential annually, which is equivalent to the output of about 15 men.

Stopping the afternoon break could therefore create from 10 000 to 15 000 hours' extra Production Value in a full year, but this of course depends very much on just how much of this time is really used to produce more work. If the time saved on the breaks is really used on production, this could go a fair way to counteracting the 10% rise in costs which the wage increase will bring.

Figures can, they say, be used to prove almost anything, but the hard fact remains that hours are made up of minutes and if enough people save enough minutes with enough enthusiasm, then the result could be quite a dramatic increase in the amount of printing we produce each day. Time is money, every little helps, you never get something for nothing—all these sayings, common as they are, are very relevant to the coming wage increase, which we have simply got to meet with a real boost in productivity.

**APPRENTICES**—The craft unions reiterated in the recent negotiations that they are still unanimously opposed to any permanent adjustment of apprentice quotas. They did, however, agree to the introduction of some 1 500 bonus apprentices into the industry in the next three years, with half of these to come into one union, the T.A. The number of bonus T.A. apprentices will actually be 746, plus the 45 bonus apprentices from the 1956 Agreement who have still not been introduced into the industry. The allocation will be automatic, as follows:

|             |                 |    |            |   |                   |
|-------------|-----------------|----|------------|---|-------------------|
| First year  | for each        | 13 | Journeymen | 1 | apprentice        |
| Second year | department with | 30 | and over:  | a | second apprentice |
| Third year  |                 | 50 |            | a | third apprentice  |

The qualification will be based on the number of journeymen employed in each department on 1 March 1961, but the three years in which the allocations operate will start on 1 July 1961. On 1 March we had 58 composing journeymen (including readers and keyboard operators) and 31 letterpress machine journeymen. We are therefore entitled to a bonus of three composing and two machine apprentices in the next three years, and there may also be the possibility of one additional bonus in two or three years' time.

Although this is certainly an increase, it is still scarcely adequate to our needs. In the first place, it will take years before this intake can have any measurable effect on our output; and secondly it is significant to note that in the last 18 months our craft force has lost a total of 24 T.A. journeymen (of whom 9 left the trade, retired or died). In the same period only 13 new craftsmen have joined us and only 3 boys have been apprenticed. We are therefore losing journeymen at a faster rate than we are gaining them, a situation which is common throughout the industry and not helped at all by competitive advertising.

**NEXT MONTH'S RESULTS**—Bonus results for June will be announced at the eighteenth meeting of the Production Committee on Wednesday 12 July.

RETROSPECT—I

The Gresham Press Brass Band

The nineteenth century was the epic period of brass bands and the Gresham Press, not to be outdone, had theirs, and a very good band it was. The uniform was navy blue with red and silver facings and cap with red band and gilt-edged peak.

The band was not only the pride of Unwins but also the pride of the village, and wherever it was playing a good audience was assured. Practice took place in the Mess Room and one can imagine the din of big drum and double bass in that confined space.

Besides playing for our own sports days and events the band was in demand for fetes and flower shows all round the area, and as at least four members were Typograph composing machine operators it left that department of eight machines undermanned on many Wednesday afternoons during the summer months. The outbreak of the 1914 war brought the band to its end.

Our top photograph shows the band two or three years before the first world war, and one of our directors and three of our present staff are on it. Can you find them? No prizes. The bottom photograph is believed to be of the band that won the marching and playing competition at Aldershot and were also Southern Area Champions in 1906, 55 years ago. HGR



NATIONAL INSURANCE

How the new rates will affect you

National Insurance contributions are to go up on Monday 3 July for nearly everyone. They are actually made up of three separate levies: National Insurance, National Health Service and Industrial Injury. Payments to the National Insurance and National Health Scheme are compulsory for nearly everyone, except married women, between school-leaving and pension age. Payment to the Industrial Injury Scheme is compulsory to everyone who is working, including married women. Comparison can be made between the present and new rates on the following tables, which show in the last column the extra contribution you will have to make each week after 3 July.

|  | Contribution made by | Present contribution | Contribution from 3 July | INCREASE from 3 July |
|--|----------------------|----------------------|--------------------------|----------------------|
| 1 Age under 18 and so unable to be contracted out of State Graduated Pension Scheme                | BOY                  | 6/3                  | 6/9                      | 0/6                  |
|  | Firm                 | 5/8                  | 5/10                     | 0/2                  |
|  | <b>TOTAL</b>         | <b>11/11</b>         | <b>12/7</b>              | <b>0/8</b>           |
| GIRL   | Firm                 | 3/1                  | 5/7                      | 0/6                  |
|  | Firm                 | 4/6                  | 4/8                      | 0/2                  |
|  | <b>TOTAL</b>         | <b>9/7</b>           | <b>10/3</b>              | <b>0/8</b>           |
| 2 Over 18 and NOT contracted out of State Graduated Pension Scheme                                 | MAN                  | 9/9                  | 10/7                     | 0/10                 |
|  | Firm                 | 8/5                  | 8/7                      | 0/2                  |
|  | <b>TOTAL</b>         | <b>18/2</b>          | <b>19/2</b>              | <b>1/-</b>           |
| WOMAN  | Firm                 | 8/-                  | 8/8                      | 0/8                  |
|  | Firm                 | 7/2                  | 7/4                      | 0/2                  |
|  | <b>TOTAL</b>         | <b>15/2</b>          | <b>16/-</b>              | <b>0/10</b>          |
| 3 Age over 18 and contracted out of State Graduated Pension Scheme (i.e. Members of Firm's Scheme) | MAN                  | 11/4                 | 12/2                     | 0/10                 |
|  | Firm                 | 9/8                  | 9/10                     | 0/2                  |
|  | <b>TOTAL</b>         | <b>21/-</b>          | <b>22/-</b>              | <b>1/-</b>           |
| WOMAN  | Firm                 | 8/10                 | 9/6                      | 0/8                  |
|  | Firm                 | 7/7                  | 7/9                      | 0/2                  |
|  | <b>TOTAL</b>         | <b>16/5</b>          | <b>17/3</b>              | <b>0/10</b>          |

HERITAGE BOOKS AND DOCUMENT