

CHAPTER XI

STAFF MATTERS, ETC.

CHAPTER XISTAFF MATTERS, ETC.LIST OF TITLES, DISTINCTIONS ETC., CONFERRED UPON THE
GOVERNORS AND DIRECTORS AND MEMBERS OF THE STAFFGOVERNORS AND DIRECTORS

Mr. Walter Cunliffe	Created a Baron, 14/12/14: took the title "Lord Cunliffe of Headley". G.B.E. 25/8/17. 1st Class Order of St. Anne of Russia, 1915. Grand Cross, Order of the Crown of Italy, 1916. Commander, Legion of Honour (France), 1918. Grand Cordon, Rising Sun (Japan), 1919. Grand Cross, Order of Redeemer (Greece), 1919. Commander, Order of Leopold (Belgium), 1919.
Mr. Brien Cokayne	K.B.E. 25/8/17. Created a Baron, 21/4/20: took the title "Lord Cullen of Ashbourne".
Mr. Bonsor	Officer, Legion of Honour.
Mr. Hoare	C.B.E. 1/1/20.

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Lord Revelstoke	Order of the White Eagle (Russia), 1915.
Col Hanbury	C.M.G. 14/1/16. Mentioned in despatches.
Mr Tiarks	O.B.E. (Military) 13/2/19.
Mr Kindersley	K.B.E. 25/8/17. G.B.E. 1/1/20. Officer, Legion of Honour Commander, Order of Leopold
Sir Alan Anderson, K.B.E.	Commander, Order of the Crown of Italy, 1919. Officer, Legion of Honour.
Sir Charles Addis	K.C.M.G. 3/6/21.

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Sir J.G.Nairne	Created a Baronet, 4/6/17. Officer, Legion of Honour (France), 1918. Officer, Order of the Crown (Belgium), 1919. Commandership, Royal Order of the Saviour (Greece). Order of St.Stanislas - 2nd Class with Star (Russia).
Mr .E .M .Harvey	C.B.E. 25/8/17. K.B.E. 5/6/20. Chevalier, Legion of Honour (France), 1918. Chevalier, Order of Leopold, 1919.

V.C.

E.P.Bennett

C.M.G.

H.A.Erskine

C.B.E.

H.A.Erskine

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GOVERNORS AND DIRECTORS AND MEMBERS OF THE STAFFD.S.O.

F.G.Ager
C.J.Fisher
W.H.F.Maule
H.F.Stephens
P.C.Yonge

O.B.E.Military

C.J.Fisher
E.C.T.Landon
T.Martin
C.W.Wise

M.C.

R.E.H.Allport
E.P.Bennett
P.W.S.Bulman (with Bar)
C.N.Curtis
H.E.Davis
S.C.W.Disney
J.R.Dudin
B.P.Gallop
K.H.Hopkins
C.A.R.Kennedy
I.H.Linford
E.C.Luxon

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GOVERNORS AND DIRECTORS AND MEMBERS OF THE STAFFM.C. (contd.)

H. Marshall
 E.C.-Y. St. V. Nepean
 K.O. Peppiatt (with Bar)
 N. Redfern
 E.J. Reynolds
 H.F. Stephens
 L.B. Taylor
 C.W. Wise

A.F.C.

F.W.S. Bulman
 C.J. Truran

M.M.

W.M. Canny
 W. Haynes
 F.A. Lewis

M.S.M.

A.D. Mackenzie

Mentioned in Despatches, etc.

F.G. Ager (twice)
 W.D. Austin
 E.P. Bennett
 A.D. Bollen
 W.J.C. Brown

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GOVERNORS AND DIRECTORS AND MEMBERS OF THE STAFFMentioned in Despatches, etc. (contd.)

T.S.Clack
A.E.S.Curtis
H.A.Erskine (twice)
C.J.Fisher (twice)
A.R.Garton
B.E.Goulder
A.W.Hall
W.Haynes (three times)
K.H.Hopkins
C.S.Iron
D.Iron
C.B.Jarrett
J.W.Lack
W.C.A.Meade
R.F.A.Meldrum
V.H.Morshead
H.F.Stephens
K.O.Peppiatt
W.A.Stone
W.P.Tibbetts
H.E.van der Noot
C.W.Wise (twice)

O.B.E.(Civil)

J.H.Absale (a Pensioner)

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GOVERNORS AND DIRECTORS AND MEMBERS OF THE STAFFM.B.E. (Civil)

H.K.N.Thurston

Croix de Guerre

F.G.Ager

B.E.Goulder

C.W.Wise

Officer of the Order of Leopold

H.A.Erskine

Cavalier of the Order of the Crown of Italy4th Class of the Serbian Order of St.SavaSerbian Distinguished Service Medal

H.N.Page

CHAPTER XISTAFF MATTERS, ETC.CLERICAL STAFF AND WAR SERVICE

The early
days of
the War

On the outbreak of War those members of the Staff who were already serving in Territorial Units of the Army and in the R.N.R. and R.N.V.R. were called up for service and many of the remaining members of the Staff joined without delay one branch or other of the armed forces of the country. The Governor reported to the Court of the 10th August 1914 that "he had granted leave with full pay to as many Clerks as could possibly be spared to serve in the Defensive Forces of the Country". At that time 103 members of the Clerical Staff at the Head Office and Branches had joined but there were still many who were anxious to join at the earliest possible moment. Permission was granted from time to time to such of these men as could be spared, but in May 1915, owing to the great increase of the work in connection with War Loans, it was found necessary for the Court to issue a notice forbidding further enlistment, and Certificates, and at a later date badges, were obtained from the Ministry of Munitions and issued to the Staff indicating that the Staff of the Bank of military age were considered to be serving their country more usefully by remaining at their posts than by enlisting. So urgent was the need for the retention of a Staff of some experience to cope with the vast amount of work that it was found necessary, as a

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deterrent to others wishing to join, to remove from the list of Clerks the names of all who enlisted without permission.

Bank assumes
Bank Provident Society
liabilities
in respect
of serving
members

During August 1914 the Bank assumed all liability for the payment of the amount of the Life Assurances of members of the Bank Provident Society serving in the armed forces of the country and undertook to make good to the Society the amount of such Assurances, less their surrender value, in the event of the death of any member serving either at home or abroad. This liability was subsequently extended to include all those who were at any time during the War given permission to enlist.

Return of
Pensioners

Early in September 1914 the Court agreed that Pensioners able and willing to return to work should be allowed to do so. A large number of Pensioners accepted the invitation to return and rendered very valuable assistance at a time when help was badly needed. On their retirement they were granted supplementary Pensions as a mark of the Bank's appreciation of the work performed by them during the War period.

Employment of
Temporary
Male Clerks

The first Temporary Male Clerk entered the service of the Bank in May 1915 and recruiting for this Staff went on until February 1920. No one having any connection with the Stock Exchange was accepted for this Staff. The members were, however, drawn from almost every other walk

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of life and included artists, musicians, schoolmasters, solicitors, barristers, journalists, and many others who had no profession at all. The fact that a large number had emerged from retirement earned for all the name 'dug outs' and this name was generally current for some time. The largest number of Temporary Male Clerks on the books employed at any one time was 632 in August 1919. These men were employed in every Office in the Bank with the exception of the Treasury, the In-Tellers' and the Secretary's Office. A selection was made from amongst those members of the Temporary Staff remaining after the War and an Auxiliary Staff, with full Pension rights, was formed.

Attestation
under Lord
Derby's
Scheme

In December 1915 Lord Derby's Scheme was introduced whereby men of military age were allowed to join the Army Reserve and remain at work until required for Military Service. No definite instructions were given as to the course the Bank wished the Staff to adopt, but at a meeting of the Staff attestation was decided upon. A Committee was formed and upon being approached the War Office agreed to send a representative to the City to attest the Staff. A room for this purpose was engaged at the Cannon Street Hotel and the shilling received by each man on attestation was handed to the Committee to defray the expenses incurred. The balance remaining in the hands of the Committee went to swell the Christmas Fund of the Honourable Artillery Company.

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Practically all the men on the Staff of military age attested. They then attended in batches for examination by the City Medical Board and were subsequently classified in order of dispensability to the Bank. A Tribunal was set up in the City to deal with these cases and in response to an invitation to the Bank to nominate a representative Mr. A.C. Cole, one of the Directors, undertook to serve on the Tribunal.

Assistance
obtained
from out-
side Banks

In the meantime, in order to cope with the ever increasing volume of work, it had been found necessary to call upon other Banks in the City to lend members of their Staffs to assist during the evenings. Teams under the direction of Section Leaders were drawn from various Banks and later on similar assistance was provided by Insurance Companies and by certain firms of standing in the City. In addition to this, certain men from other Banks, etc., well versed in the peculiarities of securities required under the American Securities Scheme were, during the operation of the Scheme, seconded for service at the Bank during the day.* In March 1917, on the occasion of fresh demands for the release of additional numbers of men for Military Service, the Governor wrote to the Recruiting Committee of the Clearing Bankers asking them to endeavour to make such arrangements with the military authorities as might result in the continuance of the help given to the Bank. The evening workers, as they were called, commenced

*Passes to enter the Bank were issued in June 1916 to all employed at the Head Office and similar passes were issued from time to time to those who assisted during the evenings.

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working at the Bank on the 14th December 1914 and remained until the 30th November 1917, but it was found necessary from time to time to call upon the services of such men until the 6th May 1919. The greatest number of these men working at the Bank on any one evening was 1,714, the occasion being the 7th March 1917. Dinner was provided for all and accommodation was found for them at different times at the following Restaurants, etc. - Simpsons, The Talbot, The George & Vulture, Baker's Chop House, The White Hart, Armfield's Hotel, The Falstaff and the New City Club.

It became necessary as the Staff increased to find additional Offices and the following premises were taken - 5 & 6, Lombard Street, 60, London Wall, Innrie House, King William Street and 19, Tabernaole Street. Accommodation was also found at Moorgate Hall, 1, Bank Buildings, 3, Princes Street, Finsbury Court, 19, Old Jewry and 3 & 4, Lothbury. The Grocers' Company also kindly lent their Hall to the Bank, and as a mark of the Bank's appreciation a George I Oval Wine Cistern was presented to the Grocers' Company in June 1917. It is understood that this piece of plate is much treasured by the Grocers' Company and usually graces the board at the Company's dinners.

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Late Work

Late work started on the 27th July 1914 and was carried on without a break until July 1919. Night after night for many months work was continued until 11 p.m. on week-days and 10 p.m. on Saturdays. When possible, the work stopped at 9 p.m. on week-days and 6 p.m. on Saturdays but many members of the Staff often found it necessary to stay long after the hours fixed for the cessation of work. The largest Staff employed on any one evening was 2,929, on Monday, the 19th March 1917. On several occasions the Bank were reluctantly compelled to call upon the Staff to work even on Sundays, the hours worked on these occasions being from 10 a.m. to 6 p.m.

Smoking was allowed in all Offices during the late work. After several small outbreaks of fire directly traceable to smoking had occurred, the Governor issued a notice prohibiting the Staff from bringing any matches other than safety matches within the precincts of the Bank and enjoining extreme care in the disposal of the remains of matches, cigarettes, etc.: thereafter there were no fires.

Record of
War
Services

As the Temporary Staff gained in experience and increased in numbers it was found possible from time to time to release more men for service with His Majesty's Forces until finally there were, in addition to two of the Directors of the Bank, 325 members of the

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Clerical Staff serving out of a pre-War Staff of 729. Of these 55 were killed and 80 were wounded. All those able to do so, with the exception of 16, returned to work at the Bank on demobilisation.

The names of all those who served in the Great War were inscribed on marble panels which were erected by the Bank on the East wall of the Lobby to the North of the Pay Hall, i.e. on the outside of the Gold Weighing Room wall. This Record is destined to occupy a prominent position in the new building.

Vote of
thanks
by Court

On the 12th December 1918 the Court of Directors passed the following Resolution -

RESOLVED

"That the Court desire to express their sorrow
"that many Members of the Staff have lost their
"lives in their Country's service: their
"sympathy with the relatives of the fallen;
"their appreciation of the patriotism of all
"those members who have served in His Majesty's
"Forces: and their thanks to the entire Staff
"of the House - men and women of all ranks both
"permanent and temporary who have borne the
"strain imposed by the long and arduous hours
"of work during the past four years."

CHAPTER XISTAFF MATTERS, ETC.HOUSE PORTERS AND WAR SERVICE

House Porters were first released from the Bank in 1916 and the places of those who enlisted were taken by Pensioners who returned to work and by men who were either over military age or unfit for War Service. Owing to the strenuous nature of some of the work it became necessary to divide the Porters into two classes, those who were able to perform heavy work, such as loading and unloading of bullion, etc., and those only capable of light duties. When the age limit for Military Service was raised more men were released for Active Service and Women Porters to the number of 20 were engaged. They were provided with buff coloured liveries and three-cornered hats. At the end of 1921, in view of the call for employment of ex-Service men, the services of the Women Porters were dispensed with. In October 1920, to the great satisfaction of the whole Staff of Porters, a special Night Duty Staff was appointed, thus relieving House Porters of the necessity of serving throughout the night after being on duty during the day.

25 House Porters and Parlour Messengers served with the Armed Forces of the Country. Of these one was killed and one died on Active Service; the remainder, with one exception, returned to work at the Bank on demobilisation.

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The distinctions gained were -

Military Medal (1)

Mentioned in Despatches (1)

One man attained commissioned rank.

CHAPTER XISTAFF MATTERS, ETC.WAR MEMORIAL

On the 18th February 1919 a Meeting of the Staff was held in the Court Room, and it was resolved that a Memorial Scheme should be set on foot. A Committee was appointed and an appeal for funds was made. The success of the appeal was immediate, and, in accordance with the wishes of a majority of the subscribers, a portion of the funds subscribed was expended in the endowment of a Hospital Bed, the bed in question being No.27 in the Astley Cooper Ward of Guy's Hospital. It was decided that the funds remaining in the hands of the Committee should be expended on the erection of a Memorial within the precincts of the Bank. The Committee were assisted in their decision by the knowledge that the Court of Directors had generously agreed to have the Bank garden remodelled in order that it should form a suitable environment for such a Memorial. It was agreed that as part of the Bank stands on the site of the Church of St.Christopher-le-Stocks the Memorial should take the form of a statue of St.Christopher. The Committee were fortunate in securing the services of Mr Richard R.Goulden as sculptor. He had been all through the War himself and entered sympathetically into the wishes of the Committee. Armistice Day 1921

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was fixed upon as the date for the unveiling of the Memorial. On that day a large gathering of the Staff and of relatives and friends of the fallen assembled in the garden when the Governor (Mr. Norman) accompanied by several Directors performed the unveiling ceremony. The Memorial was then dedicated by the Archdeacon of London.

THE UNDERMENTIONED NAMES ARE THOSE INSCRIBED ON
THE MEMORIAL

Lionel Edward Allen	Cyril John Digby Clarke
Geoffrey Walter Henry Applin	Herbert Clement
Stanley Jerram Atkinson	William Clifton
Harry Edwin Benstead	Vernon Swann Crosier
William Rushbury Berrow	Robert Hammond Cunningham
Leonard Edwin Binder	John Darker
Arthur Birch	Harold Henry Dawes
Ernest Alexander Boyer	John Hastings Dinsmore
Archibald Charles Watson Buck	Thomas Mitchell Dow
Arthur Edward Adderley Buller	Arnold Inman Draper
Richard Francis Montague Buller	George Richard Eddie
James Roger Thomas Burrow	Robert Arthur Ellis
Frederick William Cheswick	Richard Guy Eric Galpin

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George Henry Molyneux Gameson	Herbert Manico Nash
Arthur Richmond Garton	Francis Methuen Noel
Joseph William Gevaux	Raphael Gordon O'Connor-Glynn
Donald Alfred Harnett	Barnard Chappell Psge
Frederick John Herbert	George Alexander Palfreyman
Thomas Charles William Hewett	Frank Philip Purdie
Robert Valentine Hodgson	Godfrey Lawrence Purton
Sydney Hodson	William Horace Stanley Roper
William Frederick Houlding	William Frederick Sawyer
Austin Patrick Hudson	Wilfrid Adolphus Slade
Meredith Charles Clifton James	Henry French Stephens, D.S.O., M.C.
Richard Jenkins	Herbert Gordon Stuart
Joseph John Claude Johnson	Douglas Clifton Taylor
Leonard Jones	John Marshall Trevarthen
John Westlake Lack	George Edward Truby
Ivor Hutchison Linford, M.C.	Gerald Vaughan-Jones
Oswald Leonard Edward Link	Henry Kenneth Weatherhead
Harold William Lovelock	Edgar Dorrington Webb
William James Marchment	Alfred Langton Wells
Edwin John Martin	Alfred Ernest Whitehouse
Reginald Harcourt Proctor Maunsell	Arthur Denton Whittle
Hugh Greir Mertens	Joseph William Wiskar
Arthur Charles Michell	

CHAPTER XISTAFF MATTERS, ETC.SCHEMES AFFECTING SALARIES, PENSIONS, ETC. DURING THE
WAR PERIOD

In January 1915 the Directors' Fund for providing Allowances for the Widows of former Clerks &c. was abolished and the securities belonging to the Fund were taken over by the Bank. From that date the Allowances due to Widows &c. were debited to Pensions and Allowances.

In August 1916, owing to the increase in the cost of living and to the fact that men at the Country Branches had no opportunity of earning overtime, an increase of Salary within certain limits was granted for the period of the War to Clerks at these Branches to date from the 1st January 1916.

In September 1917 it was agreed that, in view of the continued increase in the price of commodities, financial assistance be granted for the period of the War to the Permanent Clerical Staff of Head Office and Branches including Agents and Sub-Agents and to certain Pensioners. The assistance took the form of gratuities based on Salaries and Pensions, except as regards Agents who were dealt with separately.

In February 1918, in view of the Allowances made by the Bank to the Bank of England Club towards meeting the cost of meals supplied to the Clerical Staff at the Head Office, an Allowance of £4 per quarter was

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WAR PERIOD

granted to the Staff at the Branches, the grant to run concurrently with the gratuities granted in September 1917.

In June 1918 a scheme to supersede all previous schemes (except as regards Pensions) was introduced, whereby a Bonus of a sum equal to 25% of Salaries below £1,000 - maximum payment £100 per annum, minimum payment £55 per annum - was paid quarterly as from the 1st April of that year.

In September 1918 the previous scheme was cancelled and a new scheme whereby a Bonus of a sum equal to 50% of Salaries below £1,000 - maximum payment £200 per annum, minimum £75 per annum - was granted. These Bonuses were not pensionable, nor were they payable to those on Active Service.

On the 29th May 1919 Supplementary Salaries were instituted, to take effect as from the 1st April of that year.

For Salaries not exceeding £430 per annum the Supplementary Salary was equal to 50% of the ordinary or first column Salary. The Bonus on these Salaries was raised to an amount equal to the Supplementary Salary.

For Salaries over £430 and not exceeding £1,500 a year the amount of the Supplementary Salary was equal to 25% of the Salary attaching to the position (with a minimum of £125 and a maximum of £250) and in cases where

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the Supplementary Salary was less than £250 a Bonus, sufficient to make with the Supplementary Salary a total of £250, was added.

Supplementary Salaries were pensionable.

On the 13th November 1919 it was agreed that the Bonus be paid on the 15th of the month instead of quarterly.

On the 15th January 1920 it was ordered that a Special Gift be made to all members of the Clerical Staff - maximum payment £50, minimum £20.

On the 10th June 1920 on the recommendation of the Advisory Council of Directors and Staff it was ordered that a further or Special Bonus (free of Income Tax) calculated on all ordinary, class, adjustment and personal Salaries be paid quarterly in advance and based on the cost of living (all items) figure as published in the Labour Gazette, according to an agreed scale, the Bonus to be payable as from the 1st June 1920. In addition a gift of £2:10: - for each £50 or part of £50 of ordinary, class, adjustment and personal Salary - maximum payment for men £50, minimum £20, and £10 women - was made to the Staff. The percentage payable as Bonus under this arrangement was calculated each quarter according to the scale.

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WAR PERIOD

A scheme for gifts to certain Pensioners was instituted on the 9th November 1920. The scheme was applicable to men of 60 or over, pensioned between the 11th November 1918 and the 29th February 1924, to men pensioned prior to the 11th November 1918 and to certain others pensioned between that date and the 1st December 1920 not included in the scheme under any other heading. All Widows, Children and Relatives of former Clerks, etc. in receipt of Allowances at the inception of the gift also participated. The scheme was subsequently extended with certain modifications to include those pensioned up to the 28th February 1926.

CHAPTER XISTAFF MATTERS, ETC.EMPLOYMENT OF WOMEN CLERKS (HEAD OFFICE) DURING THE WARAdministration

Prior to the War, the detailed administration of all Women Clerks was in the hands of the Superintendent of Women Clerks. Towards the end of 1916, an informal Committee consisting of the Chief Accountant, Chief Cashier, Principal of the Loans Office, Superintendent of Women Clerks and the Assistant in charge of the Stock Office Temporary Clerks, was formed to deal with reports on the Temporary Staff and their half-yearly increases of pay.

Committee on Women Clerks

On the 11th July 1918 the Court, on the recommendation of the Staff Committee, abolished this informal Committee and placed the control of the Women Clerks, Permanent and Temporary, under a permanent Committee consisting of -

The then Principal of the Branch Banks Office, Mr. Clegg,
as Chairman,

The Superintendent of Women Clerks,

The Assistant Chief Cashier, as representing the Chief
Cashier,

The Assistant Chief Accountant, as representing the
Chief Accountant,

The Staff Superintendent,

with the Assistant Secretary to act as Secretary.

The function of this Committee was to consider and make recommendations to the Deputy Governor (or

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Comptroller) on all questions relating to the engagement, employment, promotion and discipline of Women Clerks in the London Offices of the Bank.

The Superintendent of Women Clerks retained the general supervision and organisation of the whole Staff of Women Clerks in London.

On the 6th March 1919 Mr. Clegg, the Principal of the Branch Banks Office, was appointed Chief Accountant, and Mr. Stark, the Assistant Secretary, was appointed Chairman of the Committee on Women Clerks in his place.

Organisation

The executive Staff of the Superintendent of Women Clerks consisted during the greater part of the War of a Deputy Superintendent and four Assistants. In March 1918 four more Assistants were added, and in August and September 1919 a further five Assistants and twenty eight Senior Clerks were appointed.

Maximum Number

The maximum number of Women Clerks, Permanent and Temporary, employed at the Head Office, excluding Moorgate Hall, was reached in the early Summer of 1919, when the total just exceeded 1,300. Of these about 300 were Permanent Clerks. At this time some 1,150 Clerks were employed at Moorgate Hall.

CHAPTER XISTAFF MATTERS, ETC.EMPLOYMENT OF WOMEN CLERKS (HEAD OFFICE) DURING THE WARHours of Work

In the early days of the War the hours worked by Women Clerks were from 9 a.m. to 9 p.m.; certain Shorthand Typists, however, were called upon to work to a much later hour. Some Sunday work was performed by all Women Clerks. As time went on and overtime became regularised, the hours were from 9 a.m. to 8.30 p.m. Overtime was calculated from 5 p.m. and was paid for at the rate of $\frac{1}{6}$ an hour for Clerks earning less than 30/- per week and $\frac{1}{8}$ for those earning 30- and over.

Health and Conduct

The health, conduct and discipline of the Women Clerks were remarkably good, and these satisfactory conditions were no doubt attributable in a large measure to -

- (1) The careful selection of Candidates,
- (2) The constant personal supervision exercised by the Superintendent of Women Clerks and her Staff, and
- (3) The provision, free of charge, of a substantial midday meal within the Bank Building.

Domestic Arrangements

Luncheons were provided by the Bank for the whole of the Head Office Staff of Women. In the early

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days of the War this meal was served in the Women Clerks' Dining Room, but as the Staff expanded additional accommodation had to be found, and finally the Men's Luncheon Club was given up as a whole to the Women Clerks, fresh premises for the Men's Club being provided in Tokenhouse Yard.

Teas were supplied to Women Clerks if they were kept until 5 o'clock or later, and Dinners if they were kept after 8 o'clock.

Nature of Work

Throughout the period of the War, Women Clerks were freely substituted for Men in almost every branch of clerical work, much of which was of a responsible character. In addition to this they typed an unprecedented quantity of correspondence, besides maintaining their usual services of confidential shorthand-writing and typing, and counting and sorting Bank Notes and Currency Notes. The Counter Clerks of the Drawing Offices were not replaced by Women, but in the Chief Accountant's, Chief Cashier's and Secretary's Offices, Women Clerks worked at the Counter, receiving and dealing with enquiries, etc., from the public.

Early in 1921 the Deputy Governor decided that the employment of Women Clerks should, as far as possible, be

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restricted to the following work:-

- Shorthand and typewriting,
 - Currency and Bank Note work,
 - Machining and sorting Dividend Warrants,
 - Coupon work.
 - Writing, sorting and filing away Cards.
-

As a whole, the Women Clerks shewed themselves quite equal to the demands made upon them, the special circumstances of their engagement no doubt inspiring them with a keen sense of duty.

CHAPTER XISTAFF MATTERS, ETC.TEMPORARY WOMEN CLERKS REMUNERATED ACCORDING
TO THE "MOORGATE HALL" SCALE

In January 1917 it was found necessary to increase the day Staff considerably in order to cope with the inscription of 5% War Stock. The Women's Service League was asked to recommend suitable candidates and under its auspices some three thousand Women in all entered the service of the Bank. There was no limit to the age of applicants and almost every grade of Society furnished a quota; many who had not been used to manual labour preferring to enter the service of the Bank rather than to go on the Land, for which a special appeal was being made at that time. The terms of engagement were $\frac{8}{s}$ 25/- or $\frac{8}{s}$ 30/- per week according to experience, the engagement to be terminated by 5 days' notice on either side. When the inscription of the War Loan had been completed the Staff was engaged in checking the Dividend Warrants, Card Indexing and the writing of Transfers, &c. Additions were made to this Staff from time to time until during "Summer Time" 1919 it was found possible to work double shifts, the times being 8 a.m. to 3 p.m. and 3 p.m. to 10 p.m. The maximum number engaged in each shift was 575 and the arrangement was found to be in every way satisfactory. When the system of working in double shifts was abandoned a portion of this Staff found employment at Imrie House in connection with the registration

CHAPTER XISTAFF MATTERS, ETC.TEMPORARY WOMEN CLERKS REMUNERATED ACCORDING
TO THE "MOORGATE HALL" SCALE

of Victory Bonds, but the whole of the Staff of Temporary Women Clerks was subsequently concentrated at Tabernacle Street being employed there on dividend preparation work. Those most suitable for the service of the Bank formed the nucleus of the Staff of Auxiliary Women Clerks on the formation of that body, any who failed to obtain appointment being required to leave the service.

CHAPTER XISTAFF MATTERS, ETC.WOMEN CLERKS DURING THE WAR - CHRONOLOGYOrder of Court &c.

(4th August 1914)

At the beginning of August 1914, the Staff of Women Clerks numbered 66. They were employed on shorthand-writing and typing, sorting cancelled Bank Notes in the Bank Note Sorting Office, and in counting Notes &c. in the Cashier's Store Office.

29th October 1914

After the outbreak of War, the mobilisation and enlistment of many junior Male Clerks, together with the rapid increase of the work of various departments, led the Court of Directors to authorise the enlargement of the Permanent Staff of Women Clerks by 20, specifically to deal with the coupon work of the Securities Office.

12th November 1914

In November a further increase of 20 was authorised, in this instance to deal with the recently issued Currency Notes.

18th December 1914

Temporary Women Clerks were first engaged in December 1914 to work in the Loans Department, and by January 1915 62 were so employed.

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31st December 1914 The Court authorised the appointment of 20 more Permanent Women Clerks.

22nd April 1915 In April 1915, when it had been decided to employ Women Clerks on Transfer Office work, a further increase of 40 in the Permanent Staff was authorised.

May 1915 Additional Temporary Women Clerks were engaged in May 1915 and from that time onwards the numbers were steadily increased, frequently by weekly additions, until in June 1919 the total number of Women Clerks reached the maximum of 2,463, made up as under -

Permanent Clerks	294
Temporary Clerks on the Head Office Scale	1,011
Temporary Clerks on the Moorgate Hall Scale	<u>1,158</u>
	<u>2,463</u>

8th September 1915 Temporary Clerks were first employed on Stock Office work in September 1915.

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29th December 1916

Meanwhile vacancies occasionally occurred in the established Permanent Staff, which had been recruited hitherto solely from the nominees of Directors, and in December 1916 the Chief Accountant, at a meeting of the Women Clerks Committee, suggested that the existing vacancies should be filled by Clerks selected from the Temporary Staff. It was, however, then agreed to postpone the matter until after the War. The Deputy Governor approved this decision.

5th February 1917

In February 1917 Moorgate Hall was acquired by the Bank and a large Staff of Temporary Women Clerks, not necessarily unmarried, were engaged on special terms of short notice. These Clerks were employed on clerical work of various kinds.

10th April 1918

In April 1918 a special scale of pay for Moorgate Hall Clerks was drawn up and put into use.

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1st May 1918

The employment of Girl Clerks, (i.e. girls under 18 years of age) was authorised under special regulations, but after August 1919 the engagement of such Clerks was discontinued on medical grounds. Girls of 17 felt the strain too greatly and were frequently absent.

31st October 1918

The question of recruiting the Permanent Staff from other sources besides Directors' nominees having been brought up again, the Court ordered that Permanent Clerkships should be made open to approved Temporary Clerks of two years' or more service. The salaries of the existing Permanent Clerks were adjusted to a new scale, and 131 Temporary Clerks were appointed to the Permanent Staff as from the 1st December. Thereafter appointments to the Permanent Staff steadily continued as suitable Temporary Clerks completed two years' service, until 1921, when a Permanent (Head Office) Staff of 500 had been built up.

(Armistice)
(11th November 1918)

CHAPTER XISTAFF MATTERS, ETC.WOMEN CLERKS DURING THE WAR - CHRONOLOGYOrder of Court &c.

Candidates for Permanent Clerkships were selected from Temporary Clerks between the ages of 20 and 25 years. Applications from Clerks who, though not within these age limits, had completed two or more years' good service, were specially considered but appointment in such cases was infrequent.

13th January 1921

The engagement of Temporary Clerks was completely discontinued in the Autumn of 1920, and on the 13th January 1921 it was decided to limit the Head Office Permanent Staff to 500.

11th August 1921

In order, however, to make provision for those Temporary Clerks who had not yet become eligible for Permanent Clerkships, the Court of Directors authorised the appointment of additional Permanent Clerks, Supernumerary to the established Staff of 500, to a number not exceeding 125.

CHAPTER XISTAFF MATTERS, ETC.WOMEN CLERKS DURING THE WAR - CHRONOLOGYOrder of Court &c.

31st August 1921

Resignations, principally on account of marriage, soon began to reduce the number of Women Clerks, and by the 31st August 1921 the total number of Women Clerks at the Head Office, Permanent and Temporary, had fallen to 904, while those on the Moorgate Scale numbered 800.

CHAPTER XISTAFF MATTERS, ETC.ADVISORY COUNCIL OF DIRECTORS AND STAFF

In March 1919 the members of the Clerical Staff submitted to the Governors and Directors a Memorandum drawing attention to certain matters which seemed to call for special notice. After consideration of this Memorandum the Court of Directors appointed a Special Committee "to enquire into certain complaints on behalf of the Staff and kindred matters".

On the recommendation of the Special Committee the Court of Directors in July 1919 approved a Provisional Scheme for the formation of an "Advisory Council of Directors and Staff" - consisting of 11 members, 6 of whom - including the Chairman - were to be appointed by the Court of Directors and the other 5 elected by the members of the Permanent Clerical Staff.

In the Provisional Rules (which were still in force on the 31st August 1921) it was laid down that the Council was established for the purpose of friendly discussion and consultation and should have no executive powers; also that the proceedings of the Council should be confidential and that regular Minutes be kept and furnished to the Court of Directors.

Questions which in the opinion of the Chairman affect Finance, Policy, Discipline and individual appointments were to be excluded from discussion; any member of

CHAPTER XISTAFF MATTERS, ETC.ADVISORY COUNCIL OF DIRECTORS AND STAFF

the Council might bring forward any other subject for discussion provided, in the opinion of the Chairman, it related to (1) the corporate interests of the Bank, (2) the welfare of the Permanent Staff, or (3) co-operation between the Directors and Staff. Any recommendations of the Council were to be arrived at by general agreement and reported to the Court.

The regulations governing the election of the 5 members to represent the Staff were as follows -

The election to take place annually in May by secret ballot, one member being elected to represent each of the following sections of the Staff, viz:-

- (1) Principals, Deputy Principals, Agents, Sub-Agents, Superintendents and those ranking as such.
- (2) Senior Clerks and 1st and 2nd Class Clerks.
- (3) 3rd and 4th Class Clerks and Assistants.
- (4) Classed Staff at the Branches.
- (5) Permanent Women Clerks.

No person connected with any outside organisation of clerks to be eligible for election.

To render an election in any section valid, votes must be cast by at least three-fourths of those eligible to vote in that section. This condition applied equally to contested and uncontested elections.

CHAPTER XISTAFF MATTERS, ETC.ADVISORY COUNCIL OF DIRECTORS AND STAFF

The result of the annual election was reported in due course to the Court of Directors who thereupon appointed their 6 representatives for the ensuing year.

In September 1919 it was agreed that the Council be set up as soon as possible and the first election was held in October 1919 for the period October 1919 to May 1920.

In accordance with the rules the Council must meet at least once a quarter, but additional meetings were to be held whenever, in the opinion of the Chairman, any subject of general interest was ripe for discussion.

CHAPTER XISTAFF MATTERS, ETC."WELFARE" MEMORANDA

With the view of co-ordinating all the Clubs and Societies recreative and other established under the auspices of the Bank and of bringing them more prominently before the Staff, a General Welfare Organizer was appointed. The first appointment was made in April 1921, the person chosen being the then Secretary of the Bank Sports' Club.

Among the most important of these Societies established subsequent to 1914 was the Bank of England Operatic and Dramatic Society, which was founded in September 1920.

In March 1921 a Bank Magazine "The Old Lady of Threadneedle Street" made its appearance, the printing being done at St. Luke's Printing Works. The idea was first formulated at a meeting held in the Court Room on the 29th November 1920, the Governor being in the Chair.

CHAPTER XISTAFF MATTERS, ETC.WAR SAVINGS (BANK OF ENGLAND) ASSOCIATION

In the early part of the year 1916 the first series of War Savings Certificates were issued by the Treasury. This attractive form of Government security purchasable at any Bank or Post Office in the United Kingdom at $15\frac{s}{6}$ per Certificate (which if held by the investor for five years would attain the value of £1, and if still held for a further period of five years would realise £1: $6\frac{s}{-}$) at once became popular.

The National War Savings Council, which had as its President Sir Robert Kindersley, set on foot a movement to form War Savings Associations in all the cities, towns and villages of Great Britain, to promote the sale of War Savings Certificates and to spread propaganda in connection therewith.

The Bank of England, in common with all other Banks, Insurance Offices and other great commercial undertakings in the City, were invited to form an Association. The suggestion was immediately adopted by the Authorities and the first meeting of the War Savings (Bank of England) Association was held on the 27th November 1916. The Governor and Company agreed to purchase in advance as many Certificates as the Staff applied for, and to allow payment to be made by instalments. The first issue was an immediate success and the interest taken by

CHAPTER XISTAFF MATTERS, ETC.WAR SAVINGS (BANK OF ENGLAND) ASSOCIATION

the Staff in subsequent issues was well maintained as the following figures show:-

<u>Date</u>	<u>No. of Certs.</u>	<u>Cost Price</u>
8 December 1916	20,000	£15,500: -: -
28 July 1917	11,800	9,145: -: -
22 February 1918	15,250	11,818:15: -
1 October 1918	15,400	11,935: -: -
3 May 1919	13,100	10,152:10: -
9 September 1919	13,300	10,307:10: -
14 July 1920	15,100	11,702:10: -
12 February 1921	<u>16,900</u>	<u>13,097:10: -</u>
	<u>120,850</u>	<u>£93,658:15: -</u>

On the 16th February 1917 by a system of monthly payments an amount of £16,250 £5% War Stock 1929/47, costing £15,031: 5: -, was taken up by the Staff, and on the 19th February 1918 £4,550 Nominative £5% War Bonds were subscribed for by the Staff by a similar method of monthly payments. Other activities of the Association during this period were the special collections made during "Gun Week" and "Tank Week", which resulted in the sale of over £3,000 worth of Nominative £5% National War Bonds and War Savings Certificates, additional to those summarised above.

CHAPTER XISTAFF MATTERS, ETC.AIR RAIDS

(Vide also Appendices)

In view of the possibility of Air Raids on London the following precautions were taken during the Autumn of 1914 for the safety of the Bank.

All external windows and skylights were covered with expanded metal and, in order to protect members of the Staff from falling glass, wire netting was also stretched across the inside of all roof lights, etc.

Bags filled with sand were laid about on the roof with the idea of soaking up inflammable liquid from incendiary bombs and thus preventing the spread of fire.

Hoses were kept continually attached to all the roof connections to the fire mains.

Buckets filled with sand and others filled with water were placed in all the offices and passages throughout the building.

All domes and roof lights were stippled with dark paint.

Six Firemen were on duty night and day, two of whom were always on the roof.

Two splinter proof shelters fitted with telephones to the Firemen's Kitchen were erected on the roof for the use of the Firemen.

The first Raid on the City took place about 11 p.m. on Wednesday, the 8th September 1915, and a second Raid five weeks later at about 9.30 p.m.

CHAPTER XISTAFF MATTERS, ETC .AIR RAIDS

In September 1915 arrangements were made to instal a high pressure injector system with a ring main round the Bank.

Early in 1916 stringent regulations were issued by the Police Authorities in regard to the covering of all windows and skylights, and all the windows in the Bank were covered with black blinds or curtains. Frequent inspections were made by the Police and by our own officials to see that all windows, etc., were properly covered and that no light was visible. All the passage lights and external lamps were shaded and external steps were outlined in white paint to prevent accidents to persons moving about the Bank at night.

When the Raids first began attempts were made by the Bank to obtain from the Authorities information of impending attack in order that they might take steps to protect the Staff, but, although such information was occasionally forthcoming, the Authorities would not at that time undertake to give regular warning in advance.

In June 1917 came the first Raid during ordinary business hours; and in view of the probability of their frequent recurrence regular places of shelter were allotted for all members of the Staff, and

CHAPTER XISTAFF MATTERS, ETC.AIR RAIDS

strict instructions were given for everyone to take shelter immediately warning of a Raid was received. The warning was given by Messengers going through the main passages ringing bells, and the "All Clear" signal was given by bugle. In this month the Governor ordered all gas to be out off from the Bank.

In July 1917 the Banks made arrangements for altered hours of closing in the event of a Raid occurring during business hours.

In this month also, on the recommendation of the Bank Medical Officer, a number of members of the Staff who had practical experience of "First Aid" work were formed into four parties; these persons, on receipt of an Air Raid warning, proceeded to certain allotted stations and held themselves in readiness in case of need: the Directors' Library was the central Casualty Station.

During the greater part of the War a "First Aid" man of the Printing Staff slept each night at the Bank.

In September 1917, again on the recommendation of the Bank Medical Officer, Gas Masks were issued to all members of the Staff with instructions that all persons must keep their Gas Masks always ready for use while they were at the Bank.

CHAPTER XISTAFF MATTERS, ETC.AIR RAIDS

The following was the procedure adopted when a Raid occurred after the Nightly Watch was set:-

The Guard were turned out and all sentries were doubled.

Firemen's rounds were suspended.

The Front Gate (Centre) and the Lothbury Gate were unlocked in readiness to admit Fire Engines in case of need. A Fireman and certain members of the Night Watch Staff were stationed at each of these gates.

Two Firemen remained in the Watchmen's Kitchen.

The Firemen on duty on the roof remained there until they heard guns or bombs: they then came down and proceeded to the Front Lodge.

All other persons on duty remained in the Front Lodge.

On several occasions, when members of the Staff were working late and Air Raids took place during the evening, the "All Clear" was received so late that some of them were unable to reach their homes. To meet this emergency a certain number of mattresses were provided and male members of the Staff used the Offices and the Porters' Dormitory, while the female Staff were given accommodation in the Court Room, Committee Room and Directors' Library.

CHAPTER XISTAFF MATTERS, ETC.AIR RAIDS

No member of the Staff received any injury from bombs while on duty at the Bank nor was the Bank struck by any bomb.

In the Raid of the 13th July 1917 some damage was done to the Porters' Lodge and to a portion of the roof by shrapnel, probably from one of our own shells, and on that day portions of a 100 Kg. bomb, including the tail, were found in three separate places on the roof. From the positions in which the pieces were found it may perhaps be assumed that the bomb would have hit the Bank, but that it either exploded prematurely or was struck in mid-air by a shell.

CHAPTER XISTAFF MATTERS, ETC.AIR RAIDSSundry Memoranda

In January 1917 it was agreed that the premises belonging to or rented by the Bank - unless the conditions under which the premises were held rendered such a course necessary - be no longer insured against loss or damage by fire; and a fund was formed to which were added each half-year sums equal approximately to the ordinary premiums payable for the insurance of such properties.

The Governor ordered that in the event of a fire or an explosion occurring at the Bank and the Fire Brigade or the Salvage Corps being called in, their representatives should be refused permission to enter any of the vaults or strong-rooms under dual control.

The privilege extended to the Officer of the Guard at the Bank of inviting a friend to dinner was withdrawn as from the 1st November 1915 but was restored in July 1919.

CHAPTER XISTAFF MATTERS, ETC.VISIT OF THEIR MAJESTIES, THE KING AND QUEEN,
TO THE BANK.

On Tuesday, the 18th December 1917, the King and Queen, accompanied by Princess Mary and attended by Colonel Clive Wigram and Major Reginald Seymour, paid a visit to the Bank.

It had been known for some time beforehand that Their Majesties were desirous of honouring the Bank with a private visit and seeing for themselves the work carried on by the Staff under War conditions. Accordingly arrangements were made for their comfort and convenience both outside and inside the Bank.

The Royal Party arrived by motor car at half past ten in the morning at the Lothbury Entrance and were received in the Bullion Yard by Lord Cunliffe, Governor, Sir Brien Cokayne, Deputy Governor, Mr. Mcntagu Norman and Lord Revelstoke, Directors, Sir Gordon Nairne, Chief Cashier, and Mr. Tilden, Secretary.

After various presentations had been made Their Majesties, accompanied by the Governors, Directors and Officials, and followed by detectives and a photographer, proceeded to make a tour of the Offices of the Bank.

The party first visited the Bullion Office and Vaults and then proceeded to the Treasury and Gold Weighing Room and through the Rotunda to the Stock Offices where many Transfers of Stock were then being made: on their way across the Lothbury Court Yard Mr. Charlie Clarke, of

CHAPTER XISTAFF MATTERS, ETC.VISIT OF THEIR MAJESTIES, THE KING AND QUEEN,
TO THE BANK.

the Stock Exchange, intercepted the party and invited Their Majesties to visit the Stock Exchange after they had left the Bank.

The party then proceeded to the Printing Department where His Majesty set in motion the machine which was ready to begin the printing of Nominative War Bonds and the first Bond printed for £5 was presented to the King by the Governor. On his way through the Department the King chatted with one of the employees, who took part in the Battle of Jutland and was a comrade of Jack Cornwell who gained the V.C. in that action.

A visit was then paid to the Public Drawing Office, the Branch Banks Office, and to the Private Drawing and Bill Offices, after which the party proceeded to the Court Room.

The Governor conducted the Royal visitors into his own room and from there to the Directors' Library, where they rested and received some light refreshment. At the request of the King the ledger containing the names of the original subscribers to the Capital Stock of the Bank of England was shewn him and he expressed surprise that King William and Queen Mary had only subscribed a small amount to the Loan.

CHAPTER XISTAFF MATTERS, ETC.VISIT OF THEIR MAJESTIES, THE KING AND QUEEN,
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Accompanied by the Governor, Deputy Governor and Lord Revelstoke Their Majesties then visited the Stock Exchange, passing out of the Bank through the Bartholomew Lane Gate and crossing the road to the Capel Court Entrance to the Stock Exchange, where they received a very enthusiastic welcome.

On their return to the Bank Their Majesties took leave of the Governors, Directors and Officials on the steps of the Lothbury Court Yard, where a great gathering of the Staff had assembled, and many cheers were raised as Their Majesties drove away just before 1 o'clock to Moorgate Hall, which was entirely staffed by Women Clerks engaged in the preparation of Dividends on the War Stooks. There they also had a very cordial reception.

N.B. It may be mentioned here that the custody of the Regalia was entrusted to the care of the Bank of England from the 11th February 1920 to the 14th April 1920 while the Jewel House at the Tower of London was being repaired.