

NOTE FOR THE CABINETAgreement with the
Malta Government Clerical Union

The attached draft agreement incorporating the main points agreed with the Malta Government Clerical Union following the ending of the work to rule directive has been prepared and is submitted for the consideration of Ministers. The draft covers in detail the points already agreed with the Union. On the question of scholarships, however, mention has been made that Government accepts the principle that scholarships should be provided for members in the clerical grades but leaves the matter open for further study so that details can be worked out jointly with the Union.

L-ARKIVI NAZZJONALI TA' MALTA

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8 MAY 1970

Agreement between the Administrative Secretary and
the Malta Government Clerical Union

The Administrative Secretary, on behalf of the Government of Malta, and the Malta Government Clerical Union have agreed and hereby agree as follows on the structure and grading of the clerical grades in the Malta Civil Service.

2. With effect from 1st January, 1970, Higher Clerical Officers will be eligible to be appointed Senior Clerical Officers on a pensionable salary of £910 x 30 - £1000, on completion of 8 years service, whether in a permanent or temporary capacity, in the H.C.O. grade. Such Senior Clerical Officers who are eventually appointed Executive Officers after sitting the internal examination for the grade, shall be allowed to remain on the Senior Clerical Officer's salary scale on a personal basis.

3. There shall be a grade of Personal Secretary I on a pensionable salary of £690 x 20 - £750 x 30 - £860 and a grade of Personal Secretary II on a pensionable salary of £520 x 20 - £640 x 30 - £700. The number of posts in each of these grades shall be determined in accordance with departmental requirements on the basis of an examination to be carried out by the Working Party referred to in paragraph 4 below. The Working Party shall keep in mind that Personal Secretaries I are to be attached to Ministers and Secretaries to Ministries and Personal Secretaries II are to be attached to Heads of Department. First appointments to these two grades will be made from a concurrent date in the future, on the basis of qualifications, merit, experience and seniority from among serving shorthand typists, who shall retain the option to accept appointment instead to the Clerical Officer grade. Further study will be given to the question of future recruitment to these posts, including arrangements for Shorthand Typists in post to receive secretarial training as Personal Secretaries so as to be better qualified to fill vacancies in these two grades.

4. A regrading exercise will be carried out in respect of Clerical Officers, Shorthand Typists and Clerk Typists on the basis of the definition of duties set out in Estacode. The exercise will be undertaken by a working party of three public officers. The chairman shall be acceptable both to the Government and the Malta Government Clerical Union, one member shall be nominated by the Government and one member shall be nominated by the Union.

5. The terms of reference of the working party shall be to examine all posts of Clerk Typists, Shorthand Typists and Clerical Officers in the public service and to make recommendations as to the regrading necessary to ensure that officers are all doing work appropriate to their grade as defined in Estacode. The attached annexe gives the agreed interpretation of the definition of duties in Estacode. Any additional posts of H.C.O. and C.O. which may result from the regrading exercise shall be created with effect from 1st January, 1970.

6. In anticipation of the results of this regrading exercise, the Government has decided to create, with effect from 1st January, 1970, 125 pensionable H.C.O. posts and 150 additional pensionable C.O. posts. Furthermore, it has also decided that

all posts of Temporary Clerical Officer should be converted into pensionable posts with effect from 1st January, 1970. Any Clerical Officers appointed as such after the 1st January, 1970, and before the appointments to be made as a result of these additional posts shall be allowed to retain their existing seniority.

7. The additional posts of Clerical Officer created from 1st January, 1970, and those that might be created following the completion of the regrading exercise will be reserved for serving Shorthand Typists and Clerk Typists following the approved methods of internal recruitment. Any additional posts created in the Estimates 1970/71 or later for reasons outside the regrading exercise shall be filled in the approved ratio of 50% after external examination and 50% from internal sources on the basis of the approved promotion arrangements.

8. The two sides are agreed that any female officer eligible for pensionable appointment may opt to be appointed on a temporary basis so as not to lose the right to a gratuity provided for in the Pensions Ordinance in the event of her getting married, provided it is clearly understood that no other officer be appointed to fill a pensionable office in her place.

9. In consideration of the fact that appointments to the Clerical Officer grade are partially made by promotion from Clerk Typists, and that promotions to the higher grades of Higher Clerical Officers and Senior Clerical Officers are made on the basis of qualifications, experience and merit from officers in the immediately lower grade, the M.G.C.U. acknowledges that all members of the clerical establishment aspiring for promotion to the next higher grade must be prepared at all times to perform duties above those of their grade. This obligation not only arises out of the express condition in letters of appointment that officers may be required to carry out other duties besides the duties of the office to which they are appointed but also stems from the fact that efficient performance of higher duties is an important consideration for promotion.

10. The Government agrees in principle to the provision of scholarships for members of the clerical grades in possession of university entry requirements to read for the B.A. degree in economics or for such other degrees as may be determined. The Government will also consider the question of affording facilities to qualified officers from the clerical grades to read for the D.P.A. evening course at the Royal University of Malta or for similar part time courses at the Malta College of Arts, Science and Technology. These questions, as well as the possibility of officers qualified as above being exempted from certain examinations, will be the subject of future study.

11. The Malta Government Clerical Union declares that the arrangements now worked out meet its claims for a reorganisation of the clerical establishment and binds itself not to take any industrial or other action in connection with the structure and grading of the clerical grades for a period of two years from 1st May, 1970.

E. Cuschieri
Administrative Secretary

S. Spiteri
President, M.G.C.U.