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FOR CIRCULATION
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DATE
 31 AUGUST 1922

FOR CIRCULATION ---
 Mr.
 Mr.
 Mr.
 Mr. Grindle
 Mr H. Lambert
 Mr H. Road
 Mr J. Masters-Smith
 Mr Wood
 Mr Churchill

SUBJECT
 REORGANISATION OF GOV'S OFFICE AT GOVT HOUSE
 AND SECRETARIAT

Submits proposals which it is hoped will
 result in savings of £2,117.

Requests rel. reply

Previous Paper

MINUTES

Coming up when Sir R. Coryndon
 reports assumption of Govt.

Subd 26 items 7 Apr 22

Mr Patterson

As the proposed distribution
 of staff in 43131/22 in some
 measure depends upon what
 is settled here, I have not
 printed that paper for the
 present.

As this personally concerns
 the Governor, it is essential
 that we should obtain
 Sir R. Coryndon's view in
 the first instance, and I
 submit

Subsequent Paper

46000

submit

MINUTES

MINUTES NOT TO BE WRITTEN
ON THIS SIDE.

submit a draft for
cons.

(J.J. 7.9.22

(Dr. S. Northey's ^{generous} ~~generous~~

intention of forgiving local
alms. shd. be noted)

13/12

7.11.22



43483

GOVERNMENT HOUSE,
NAIROBI,
KENYA.

9th August, 1922.

31 AUG 22

Sir,

I have the honour to inform you that the organization of my Office both at Government House and at the Secretariat has recently been the subject of my careful attention and the result of exhaustive investigation. The following proposals were submitted for your approval:—
(I) The appointment of one European Clerk to the Government House

273

- (II) 1 Assistant Secy.
- (III) 1 European Clerk.
- (IV) 1 Non-European Clerk.

(C) The establishment of a new post of Establishment Officer on a scale of salary £500 by £25 to £505.

2. With regard to (A) the present procedure for the appointment of a European Clerk to the East Africa Protectorate for duty in the High Commissioner's Office when the High Commissioner is absent from East Africa the appointment lapses. The original intention was that on such occasions the clerk (who entered into an agreement to this effect) should perform duty and be borne on the strength of the East Africa Protectorate. It is proposed to provide for effect to be given to that intention. Monetary provision will only be necessary to cover periods of the

Governor's

THE RIGHT HONOURABLE
WINSTON CHURCHILL, P.C., M.P.,
SECRETARY OF STATE FOR THE COLONIES,
DOWNING STREET, LONDON, S.W.

Governor's absence from East Africa and it is not anticipated that this will be required in the forthcoming year.

B.(I) Clerk of Councils. It is considered that this post can be abolished. As you are aware in former years the duties were performed by one of the Assistant Secretaries who was granted a Duty Allowance. The work of reporting the proceedings of the Legislative Council is performed by the Chief Clerk in my office and I propose to grant a Duty Allowance of £30 per annum. I consider that the remainder of the duties attached to this post can be efficiently carried out by my Private Secretary to whom I propose to grant a Duty Allowance of £25 per annum. The duties of Editor of the Official Gazette hitherto attached to this Officer will be transferred to a member of the Secretariat. The abolition of the post of Clerk of Councils has already been sanctioned by you vide your telegram of the 20th June, 1933.

B.(II) and (III) 1 Junior Assistant Secretary and 1 European Clerk. The reasons for the abolition of these posts are explained under (C).

B.(IV) 1 Non-European Clerk. Economy in this direction has been effected by internal reorganization and in particular the creation of the post of Establishment Officer vide (C) infra and by an increase in office hours. Considerable assistance has also been afforded by your having met my request for Colonial Office despatches and enclosures to be transmitted in triplicate. This has resulted in a decrease in copying work.

C. Establishment Officer. The creation of an Establishment Officer has become essential. The Officer-in-Charge

be Staff, be responsible for the Staff Registers, preparation of Estimates and Pay Sheets of the Secretariat and Administration, Returns and work of the Registrar of Births, Deaths and Marriages, Stationery and Stores, Blue Books, Statistical Returns, and many other miscellaneous matters. These duties which have gradually grown up have hitherto been performed by various sections of the Secretariat. For instance the Secretary dealing with a Group of Departments has dealt with the establishment matters of those departments and similarly the Secretary dealing with the many questions of the Non-European Clerical Staff have been dealt with by the Office Superintendent as well as an European Clerk in connection with the Colonial Secretary. This has resulted in a lack of cohesion, overlapping and confusion. The time has arrived when the work should be co-ordinated under one person, especially so having regard to the increasing amount of work of the Secretariat. I point out that the Staff of Senior Officers in the Secretariat is the same as 10 years ago. The number compares favourably with that of the other African Dependencies and it is only by working overtime that it is possible to keep abreast of the work. The creation of this Establishment Section will, I am convinced afford some relief. Furthermore the Office Superintendent will be relieved of the work in connection with the Non-European Clerical Staff of the Service. This is a very considerable item owing to the many questions which arise in connection therewith. Hitherto the Office Superintendent had insufficient time for the

proper supervision of the Office and Staff. It is here appropriate that I should mention that the Chief Native Commissioner and his Headquarter Staff have recently been transferred to the Secretariat. They have until lately been housed in a rented building in town. I consider it desirable that the Chief Native Commissioner should have his Office under the same roof as the Colonial Secretary especially as the step promises economy not only in housing costs but also in Staff. Additions to the Secretariat building at a very small cost were necessary

but an appreciable amount annually will be saved in rent.

The change has also resulted in a considerable saving in the cost of Staff as by the amalgamation the work of

the Native Commissioner's Office has been taken over by the

Chief Native Commissioner's Office.

The Chief Native Commissioner's Office has been possible

by the transfer of a considerable portion of his work as

mentioned above to the newly established Establishment

Section. A further reduction in the Clerical Staff of

the Native Affairs Department has also been possible.

3. The net result of these changes as shown on the accompanying Schedules will be a saving roughly of £2,117.

4. These proposals have been considered by the Economic and Financial Committee and in Executive Council and their adoption recommended as soon as the necessary arrangements can be made.

5. I have no hesitation in submitting them for your sanction and in anticipation of your approval I have directed that they should be brought into operation forthwith and the posts of Establishment Officer and

Office

Office Superintendent are being filled, from the existing staff, in an acting capacity. I shall be glad to receive your concurrence by telegram when I will submit my recommendations as to personnel.

6. In conclusion I would add that savings in other directions are being made and these will be effected in the Estimates for 1923.

S. P. S. I have the honour to be,

Sir,

Your humble, obedient servant,

Edward J. Watkey

G O V E R N O R .

SCHEDULE A.

GOVERNOR'S OFFICE.

SCHEDULE A.

Personnel 1923 under existing arrangements.

Post.	Scale of Salary.	Salary		
		£	-Sh.	-d.
THE GOVERNOR	£4,000	4,000	0	0
Allowance		1,000	0	0
Secretary	£400 £20 to £540	400	0	0
Private Secretary	£400 by £20 to £300	400	0	0
Clerk	£250 by £15 to £400	325	0	0
Allowance		80	0	0
Allowance (B & C)		80	0	0
		£ 6,285	0	0

Personnel 1923 under proposed arrangements.

Post.	Scale of Salary.	Salary.		
		£	-Sh.	-d.
1. H.E. the Governor		4,000	0	0
2. City Allowance		1,000	0	0
3. Secretary (1,400 by £20 to £500)		400	0	0
4. Private Secretary (400 by £20 to £300)		400	0	0
5. Allowance for Clerk		80	0	0
6. Clerk	£250 by £15 to £400	325	0	0
7. City Allowance		80	0	0
8. European Clerk	£250 by £15 to £400	325	0	0
9. Local Allowance (B & C)		80	0	0
		£ 6,285	0	0

- (a) Post of Clerk of the Council, reduced to £200.
- (b) See paragraph (c) of Despatch.
- (c) Local Allowance surrendered by His Excellency the Governor, Private Secretary and Aide-de-Camp.

Personnel 1923 under existing arrangements

Personnel 1923 under proposed arrangements.

Post.	Scale of Salary	Salary.		
		£.	Sh.	d.
Colonial Secretary	£1,800	1,800	0	0
Asst. Colonial Secretary	£800 by £50 to £1,000	884	0	0
3 Senior Asst. Secretaries	£200 to £700	1,969	0	0
Establishment Officer	£400 to £500	480	0	0
Office Superintendent	£400 to £500	440	0	0
3 European Clerks	£350 by £15 to £400	1,195	0	0
20 Non-European Clerks		4,124	0	0
		11,452	0	0
	Local Allowance	1,718	0	0
	Total	£13,170	0	0

Post.	Scale of Salary	Salary		
		£.	Sh.	d.
Colonial Secretary		1,800	0	0
Asst. Colonial Secretary	£800 by £50 to £1,000	884	0	0
3 Senior Asst. Secretaries	£200 by £25 to £700	1,969	0	0
Establishment Officer	£500 to £600	510	0	0
Office Superintendent	£400 to £500	400	0	0
3 European Clerks	£250 by £15 to £400	1,195	0	0
20 Non-European Clerks		3,705	0	0
		10,168	0	0
	Local Allowance	1,612	0	0
	Total	£11,765	0	0

13,170 - 0 - 0
11,765 - 0 - 0
<u>1,405 - 0 - 0</u>
Plus £50 allowance to Private Secretary Government House for duties as Clerk to Councils
<u>50 - 0 - 0</u>
1,355 - 0 - 0
Less Pay of Office Superintendent Native Affairs Department plus Local Allowance.
<u>112 - 10 - 0</u>
Total Saving
£2,117 - 10 - 0

Personnel 1923 under existing arrangements

Post.	Scale of Salary	Salary.		
		£.	Sh.	d.
Secretary	£1,700	1,800	0	0
Asst. Secretary	£500 to £1,000	884	0	0
Asst. Secretaries	£200 to £700	1,969	0	0
Establishment Officers	£400 to £600	480	0	0
Superintendent		440	0	0
European Clerks	£250 by £15 to £400	195	0	0
Non-European Clerks		4,124	0	0
Local Allowance		11,459	0	0
Local Allowance		1,718	0	0
Total		£18,170	0	0

Personnel 1923 under proposed arrangements.

Post.	Scale of Salary	Salary		
		£.	Sh.	d.
Colonial Secretary		1,800	0	0
Asst. Colonial Secretary	£500 by £50 to £1,000	884	0	0
3 Senior Asst. Secretaries	£500 by £25 to £700	1,969	0	0
Establishment Officer	£500 to £600	510	0	0
Superintendent	£400 to £500	440	0	0
2 European Clerks	£250 by £15 to £400	270	0	0
Non-European Clerks		3,705	0	0
Local Allowance		10,153	0	0
Local Allowance		1,612	0	0
Total		£11,765	0	0

Existing arrangements	£	Sh.	d.
18,170 - 0 - 0	18,170	0	0
Proposed	11,765 - 0 - 0	11,765	0
	1,405 - 0 - 0	1,405	0
Plus £50 allowance to Private Secretary Government House for duties as Clerk to Councils	50 - 0 - 0	50	0
	1,355 - 0 - 0	1,355	0
Less Pay of Office Superintendent Native Affairs Department plus Local Allowance.	450 - 0 - 0	450	0
	112 - 10 - 0	112	10
Total Saving	£2,117 - 10 - 0	2,117	10

Go/#3483/21

Amount 46030
2nd

~~Kenya~~

SAGOSUP
9th Sept.

11.10 am
M.H.A.

515

DRAFT Tel. code

overseas
Nairobi

UNCOFFINED

your dep. 9th Aug.

To 1091 OVERSHIRE
organisation

MINUTE

9th Governors Office

- Mr. Jeffrey
- Mr. B. B. B.
- Mr.
- Mr. Davis
- Sir G. Orindle
- Sir H. Road
- Sir J. Masterton Smith
- Mr. Wood
- Mr. Churchill

Salvador

KOO B. B.

should be

COMBATANT

know whether you
COMBATANTO
concur in proposals

Roughies

for comment


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SAGOSUP

9th Sept.

AND

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overseas

Nairobi

MINUTE.

Mr. Jeffrey

Mr. Barber

Mr.

Mr. Davis

Sir G. Orville

Sir H. Reed

Sir J. Masterton Smith

Mr. Wood

Mr. Churchill

for country

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UNCOFFINED

Your des. of 2nd Aug.

no. 1091 OVERSHINE
organization

G. Governors Office

KBO D. O.

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FOR QUARTERS

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concern in proposals

Roughies