

EAST AFR. PROT.

C O  
43434N<sup>o</sup>. 43434REC<sup>d</sup>  
DEC 8 DEC 05

1905

No. 622

previous Paper.

Page 2

(Subject.)

Secretariat - Salaries and Housing of

Reports further re proposals for improv<sup>t</sup> of  
Gve. details of housing accom<sup>o</sup> required

(Minutes.)

Mr. Hunt Antrobus.

Provision is made on  
the Estimates for the increased  
salaries & better housing  
accommodation of the existing  
staff of the Secretariat, and for  
the salary £300 to £400 of  
the proposed new Assistant  
Secretary.

A good case is here made out  
for the additional exp<sup>e</sup>.

Some details of Mr. Kenyon  
Plancy are given on p. 6 of  
this report. But they are insuff.  
for a full report we should have details

subsequent Paper.

of age, education & previous experience  
before confirming him: & I should  
like also to ask how he has been  
conducted during the eighteen  
months & during which he has  
been serving in the N. I.

~~11/11~~ 27/12

H. J. R. 29/12

W. S. G.  
at once

C. O.  
43434

Commissioner's Office

8 DEC 1905

Mombasa,

November 10th 1905.

AFRICA PROTECTORATE

No. 622.

Sir,

*Done*  
*3965*

With reference to your telegram of the 8th instant and previous correspondence respecting the position, duties, salaries and housing of the Secretariat of this Protectorate I have the honour to state that the work of that Department is sub-divided as follows:-

The Secretary to the Administration is the channel of communication by means of which the business of the Protectorate reaches the Commissioner and Deputy Commissioner and the motive power which enables the wishes of the latter as

regards

Majesty's Principal Secretary of State

for the Colonies,

DOWNING STREET,

LONDON. S.W.

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regards its transaction to be executed.

He

submits the various documents received, after they have been brought into a proper state for consideration by the addition of such previous correspondence or additional information as may be necessary for their elucidation, receives instructions as to the action to be taken in respect to them and superintends the carrying out of such instructions.

He is also responsible for the whole internal economy of the office, the engagement and dismissal of the clerical and menial staff, the systematic disposal of correspondence and arrangement of archives, in fact the entire machinery by which the Department is maintained in a state of efficiency.

It may be worthy of mention that this machinery is entirely the creation of the present staff, as the whole of the Protectorate correspondence was dealt with in the Zanzibar Agency prior to the year 1901, when the Secretariat was formed, though not gazetted till 1902 or paid as such till 1903, and it is perhaps partly due to

this

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this fact that the office and house accommodation, to which I shall have to allude later, is so inadequate. The Secretary has further to deal with the various applicants for official interviews with His Majesty's Commissioner and Deputy Commissioner and to reply to a host of interrogatories from travellers, sportsmen, missionaries and settlers.

In addition to this he is mainly responsible for the preparation of the Blue Book and the Annual report and with the assistance of the First Assistant Secretary, drafts practically the whole of the correspondence which emanates from my office. He is moreover Principal Registrar of Births, Deaths and Marriages, and for the last five years has acted as one of the two examiners in Swahili.

It will I trust be readily understood that the concurrent performance of the duties enumerated above is beyond the unassisted powers of one man, however able. As a matter of fact the First and Second Assistant Secretaries must be capable of undertaking all or any of them, if required, as for instance, when he is on leave.

Under

Under normal conditions the former does a large part of the drafting, edits the Official Gazette and looks after the Printing Office, the work of which has recently been considerably augmented, while the latter's time is almost entirely taken up with the registration and filing of inward and outward correspondence.

Mr Bell, who, though he holds the post of Second, has been during most of the past year acting as First Assistant Secretary, is also Editor of the Official Handbook, a most successful publication, the preparation of which demands the expenditure of considerable time and trouble.

Other duties, more or less unallocated, which are however by no means light and take up a considerable amount of time, are performed by the Member of the Staff whose particular functions at the moment allow him time to attend to them. Such duties are the copying of confidential documents, the cyphering and decyphering, coding and decoding of telegrams, the translation of French, German and Italian letters, verification of references, disinterment of previous correspondence when required, the editing of the various provincial and departmental

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departmental reports, which frequently contain much irrelevant and redundant matter, previous to their submission to the Secretary of State, and the supervision of the work done by the clerical staff, some of whom are foreigners and therefore more particularly liable to make mistakes.

Furthermore on ceremonial occasions the Members of the Secretariat Staff have to perform the duties of extra Aides-de-Camp, and at all times a large proportion of the work which would naturally be performed by a Private Secretary falls on their shoulders.

The reason why I have ventured to advocate the addition of a Fourth Secretary is that even under normal conditions the work is almost too much for three men and in the case of the absence or illness of any one of them it would be quite impossible for the remaining two to cope with it. In the natural course of events each Secretary will take six months leave every two and a half years, so that with three in the office, the whole number would only be available for one year out of the two and a half, while if the proposed extra man

were

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were added, he would really only exist as a supernumerary during six months of each tour of service, as he would himself be on leave for six months, and would be acting for one of his colleagues for eighteen months out of the remaining two years. Moreover during the period of the Commissioner's residence in Nairobi, which has latterly extended to six months or more in each year, one Secretary has to remain in Mombasa to edit the Gazette, manage the Printing office and look after and if necessary search for papers in the less recent archives, an arrangement which makes the work of his two colleagues in Nairobi very hard.

During the last eighteen months Messrs Hall, Hollis and Monson have successively been on leave, and Mr Kenyon-Blane, has acted as Second Assistant Secretary during the whole of that time with conspicuous success. He is a careful and conscientious worker and a good linguist and I am strongly of opinion that the advantages to be derived from his permanent retention in the office, which in view of the confidential nature of much of the work is peculiarly ill-adapted for frequent changes would distinctly out-weigh any loss which might

might



might accrue from the withdrawal of an officer from administrative duties for six months in two and a half years. During the remaining eighteen months, he, or some other officer of the Administration would have to be employed in any case, since, as I have indicated above, the work of the Secretariat Department could not possibly be carried on by two men.

In this connection I may perhaps be permitted to revert to the question of the volume of the correspondence dealt with as opposed to the allocation of the various items amongst the Secretaries.

Sir Charles Eliot in his despatch to Lord Lansdowne No. 218 of May 18th 1903 stated that, in his opinion, the mass of documents dealt with in his office was more than equal to that which passed through the Chancery of His Majesty's Embassy at Constantinople. He estimated that the equivalent of at least 15,000 letters was received and despatched in the course of the year. He was, we may suppose, referring to the period immediately antecedent to the date at which he was writing. Since that time the amount of business transacted

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has considerably increased. Not only is the volume of correspondence vastly greater but the questions involved have become much more difficult and complicated owing to the influx of white settlers during the last few years. The conundrums propounded by the potential and actual immigrant are numerous and by no means easy to answer, while the problems in connection with the native and labour questions which the presence of a considerable European population in the country involves have added verily largely to the responsibilities of the Commissioner and Deputy Commissioner and as a natural consequence to those of the Government Secretaries also. I think it may fairly be said that the work of the Department has changed absolutely not only in extent but in degree since the beginning of 1903 when the present staff and salaries were fixed. Since then no increase of establishment or increment of pay has been sanctioned in spite of the fact that the rates of salary were very much lower than those recommended by Sir Charles Eliot in his despatch No. 442 of November 9th 1902. The disparity between

between the amount of work done in the East Africa and Uganda Secretariat Offices, even then strongly insisted upon in the despatch referred to, has undoubtedly largely increased since and it seems scarcely fair that the officers of this Protectorate should do more work and draw less pay than those holding corresponding positions in Uganda, besides apparently forfeiting any claim to promotion in the Administrative Branch, a disability which seemingly does not apply to their confreres in the Sister Protectorate.

Copy  
28052

The Secretaries have also, as I intimated in my despatch No. 535 of the 4th ultimo, suffered very much from lack of proper office and house accommodation. The former is miserably insufficient even at Mombasa and at Nairobi practically non-existent so that the work of the Department, which perhaps more than any other requires substantial and commodious buildings in order to ensure the safe-keeping of valuable documents and to facilitate access and reference thereto, is greatly handicapped. As regards houses none of the Protectorate officials are worse off than the

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Secretaries and it is distinctly galling to the latter to see their juniors both in position and length of service so much better treated in this respect. The heads of all the other departments and the majority of the Assistants, many of whom have arrived quite recently, are provided with houses to themselves while Mr Hollis and Mr Monson, with nine and six and a half years seniority respectively, are restricted to the use of one or two rooms or, at Nairobi a tent. It is true that a house was last year purchased for the Secretaries but it was found necessary to utilize it for the Deputy Commissioner who is unprovided with a residence at Mombasa.

I enclose herewith for your most favourable consideration details furnished by the Director of Public Works regarding the proposed buildings as requested in your telegram under reply.

I would venture in conclusion to express an earnest hope that you may be able to see your way to making some improvement in the salaries and position of the Secretaries, who have, I think justifiably, felt somewhat aggrieved at the

persistent

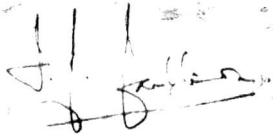
10 330  
persistent way in which their claims have been  
ignored and their aspirations thwarted in the past  
in spite of the strongest and most flattering  
recommendation from their immediate chief, who was  
in the best position to form a correct estimate of  
their capabilities.

I have the Honour to be,

Sir,

Your most obedient,

humble servant,



Monday, 16th November,

MR T. J. JACKSON.

No. 622.

Reference. G.O. Telegram of  
8th instant.

Inclosure. One.

Forwards volume  
and name and office  
of communication  
to name of

331 C. O.  
43434  
Recd  
8 DEC 05

NEW SECRETARIAT BUILDINGS

1906-7.

COMMISSIONER'S OFFICES.

- Commissioner's room
- Deputy Commissioner's room } with a lavatory off.
- Room for First Secretary.
- " " Second Secretary
- " " Third & Fourth Secretaries.
- " " Clerks
- " " Clerks
- " " Files and stationery.
- " " Archives
- Waiting room for callers.

The above will be provided both at Mombasa and Nairobi, the difference being that the former building will be of stone and the latter of corrugated iron with the exception of the room for archives.

In the grounds of each building there will be lavatory accommodation both for the official and clerical staff.

In addition to the above there will be at Mombasa only

- An entrance hall and staircase
- A room for three printing presses
- A room for compositors
- A room for bookbinding and parcel despatch
- A store for stationery with racks, lockers
- A store for inks, oils etc.



A type scullery

and

A large water tank

Cost of Office at Mombasa £ 2,500

" " Nairobi £ 1,000

Two ~~Secretariat~~ bungalows at Mombasa and two at

Nairobi. Each house will contain dining room, sitting room, bedroom, spare room, store, pantry and bathrooms.

Outside there will be kitchen, boys' quarters and lavatory accommodation both for the occupants and their servants.

Cost of bungalows at Mombasa £ 700 each

" " " Nairobi £ 750 "

Sd/- W. M. Ross.

1908 of ... 1908.

Enclosure

1908 of ... 1908.