

Tel. Address: "Emarp, Sowest, London."

Tel. No.: VICTORIA 6826.

Any communication on the subject of this letter should be addressed to—

THE SECRETARY,  
MINISTRY OF HOME SECURITY.  
(A.R.P. DEPT.)  
HORSEFERRY HOUSE,  
THORNEY STREET,  
LONDON, S.W.1.



MINISTRY OF HOME SECURITY,  
AIR RAID PRECAUTIONS DEPT.,  
HORSEFERRY HOUSE,  
THORNEY STREET,  
LONDON, S.W.1.

and the following reference quoted—

H.S.C. 154/40.

J.1.

3rd July, 1940.

Sir,

Home Security Circular No. 154/1940.

F.B. Circular No. 96/1940.

Scottish Home Department Fire Brigades Division Circular No. L. 118/40.

Leave with pay for Civil Defence Volunteers in cases of Sickness or Injury.

I am directed by the Minister of Home Security, to refer to A.R.P. Department Circular No. 313/1939 and to F.B. Circular No. 92/1939 of the 25th November, 1939, to Circular L. 120/1939 of the 28th November, 1939, and to the accompanying Memorandum on the subject of leave with pay for Civil Defence Volunteers in cases of sickness or injury. After consultation with the Secretary of State for Scotland and the Minister of Health, the Minister thinks it desirable to issue the following guidance on certain points relating to the administration of the circular and memorandum.

1. Calculation of the Period of Qualifying Service. - Paragraph 1 of the memorandum.

Periods of leave without pay may not be reckoned towards the qualifying period of three months which is required by paragraph 1 of the memorandum. Where, however, a volunteer's whole-time service has been interrupted only by unpaid sick leave, the periods of whole-time service which he has actually given may be aggregated for the purpose of calculating the qualifying period. Apart from such cases, the qualifying period must ordinarily be a period of continuous whole-time service, but a simple transfer, with no break in time, from one civil defence service to another (whether or not within the same local authority area) need not be regarded as interrupting the continuity of the qualifying service.

2. Deduction of National Health Insurance Benefit. - Paragraph 1 (iii) of the memorandum.

The sum to be deducted is the amount of statutory benefit which the volunteer actually receives: that is to say, in making the deduction no account should be taken of either (a) any "additional" benefit, over and above, the statutory rate, to which the volunteer may be entitled, or (b) benefit to which the volunteer may have become disentitled, e.g. on account of arrears in contributions, etc. In the absence of satisfactory evidence to the contrary it should be assumed that the volunteer is entitled to the full statutory rate of benefit appropriate to his or her particular case (e.g. payments at a weekly rate of 15/- for an adult male, 12/- for a spinster or widow, 10/- for a married woman) and the sum deducted should be that amount. The volunteer should be informed that, on production of satisfactory evidence from his Approved Society that he has not received, and is not entitled to receive, this amount of benefit the appropriate adjustment will be made in his pay.

3. Payments in lieu of National Health Insurance Benefit. - Paragraph 2 of the memorandum.

A volunteer who has exhausted his paid sick leave should be informed that no further payments will be made to him by the authority unless and until he

The Clerk of the County Council,  
The County Clerk,  
The Town Clerk.



produces satisfactory evidence that he is not in receipt of the full rate of National Health Insurance benefit. On receipt of such evidence payments may be made, within the limits laid down in the memorandum, on the basis of the difference between the full statutory rate of benefit appropriate to the particular case (cf. paragraph 1 above) and the amount actually received.

4. Deduction of Injury Allowance. - Paragraphs 4 and 8 of the memorandum.

Since the qualifying conditions in both cases are in all material respects identical it is ordinarily to be assumed that volunteers to whom payments are made under paragraphs 3 or 7 of the memorandum in respect of a period of more than six consecutive days will also receive an injury allowance under the Personal Injuries (Civilians) Scheme, 1939, and it will therefore be proper that the amount of injury allowance should be deducted before such payments are made. A table showing the scales of injury allowances under the Scheme is given on the reverse of Appendix A. In doubtful cases the local authority may obtain a provisional notification of the rate of injury allowance which may be due to an injured volunteer if he is found eligible under the Scheme. For this purpose the form of inquiry, set out in Appendix A, has been prepared. Section A of the form should be completed by the local authority, and forwarded to the local office of the Assistance Board, who will return it to the local authority after completing Section B. Stocks of the form will not be provided: copies may be typed or duplicated locally to meet requirements.

5. Payments to Unpaid Volunteers to compensate for loss of earnings. - Paragraph 7 of the memorandum.

In the case of odd days of incapacity the basis of calculation of payments to unpaid volunteers to make good loss of earnings due to physical injury on duty should be that prescribed for payments under A.R.P. Department Circular No. 317/1939 in respect of loss of earnings resulting from attendance for duty in an emergency: that is to say, the allowance paid in respect of odd days should not exceed 10/- per day for men and 7/- per day for women and a certificate of loss of earnings should be obtained - vide paragraphs 4 and 5 of that circular. The overriding weekly maximum rates laid down in paragraph 7 (i) of the memorandum will continue to apply.

6. Payment of Insurance Contributions during Periods of Leave.

The position of whole-time volunteers in respect of health and pensions insurance and unemployment insurance during sick leave and annual leave is governed by the rules affecting insured persons generally and any doubtful points in this connection will most conveniently be clarified by consultation between the local authority and the local officers of the Health Departments or of the Ministry of Labour.

It will be understood that the provisions of this Circular apply to members of the Auxiliary Fire Service as well as to members of other Civil Defence services.

An additional copy of this circular is forwarded to each local authority for the information of the Chief Financial Officer.

I am, Sir,  
Your obedient Servant,

*H. C. Emerson*

Issued to all general and fire scheme-making authorities in England, Wales and Scotland. Copies sent for information to all other local authorities and to chief officers of police in England, Wales and Scotland; to chief officers of fire brigades in England and Wales and to fire masters in Scotland.



Appendix A.

PERSONAL INJURIES (EMERGENCY PROVISIONS) ACT, 1939.

From .....

.....  
(name of local authority and Department to  
which reply should be addressed).

To the Area Officer .....

.....  
(address of nearest Area Office of the Assistance Board)

Will you please complete Section B below and return this form  
to the above address as soon as possible.

(Signature) .....  
(Date) .....

SECTION A.

(To be completed by the Paying Officer of the Local Authority)

1. Name of Civil Defence Volunteer..... 2. Age.....  
3. Address.....  
4. Marital Status..... 5. Number of children under  
15 years of age .....  
6. Date of Injury ..... 7. Whether in hospital or not .....

SECTION B.

(To be completed at the Area Office)

Area  
Office  
Stamp

1. A claim for injury Allowance in this case  
has } been lodged,  
has not }  
2. Weekly rate of Injury Allowance to which the above-named would be entitled from  
the date of his injury, provided that his claim is admissible under the Personal  
Injuries (Civilians) Scheme .....d.

Date ..... Area Officer's Signature .....  
\* Delete as appropriate.

Scales of Payment of injury allowances under  
the Personal Injuries (Civilians) Scheme.

T A B L E

Class of Person	Weekly rate of payment			
	While an in- patient of a hospital		In any other case	
	s.	d.	s.	d.
Married Men	22	6	30	0
* Bachelors and widowers	8	0	18	0
* Women and girls	8	0	16	0

\* In the case of unmarried persons who have not attained the age of 21 years  
the scales of payment are half the above rates.

In addition there is an allowance of 3s. -d. a week for each dependant  
child under the age of 15 years.