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CITY OF SALFORD

CULTURAL SERVICES DEPARTMENT

Archives catalogue

U149

Records of 6/295 Branch, Association of Clerical, Technical and Supervisory Staffs, 1972-80, n.d.

Deposited: M.S. Heneghan, Esq., Branch Secretary, 18 Nadine Street, Salford, M6 5WG, per Manchester Studies Unit, Manchester Polytechnic, November, 1980, and April, 1981 (indefinite loan).

Catalogued: A.N. Cross, February - April, 1981.

Location: Archives Centre, 658/662 Liverpool Road, Irlam, Manchester, M30 5AD.

There is an embargo of 20 years on the production of U149/B6 to the public without permission and of 10 years on the other records.

The Association of Clerical, Technical and Supervisory Staffs is a division of the Transport and General Workers' Union. 6/295 Branch was founded in 1972 for staff of Whitbread West Pennines Ltd. employed in Salford.

Most of the following records consist of photocopies, together with some covering letters (or memoranda) and duplicated copies. The dates given are those of original records.

ADMINISTRATION

Minutes

U149/AM1	Signed minutes of two Branch meetings (2 docs.)	1974, 1978
/AMZ1	Photocopy of unsigned minutes of a Branch meeting (1 doc.)	1978
<u>Official declarations and reports</u>		
/A01	Signed nomination for Branch office, 6/295 Branch, Whitbread West Pennines Ltd. (1 doc.)	1978
<u>Registration</u>		
/AR1	List of members of 6/295 Branch arranged in alphabetical order of surnames with attached card (2 docs.)	1978
<u>Administrative miscellanea and deposited papers</u>		
/AZ1	Copies of agreements and other occasional papers from 6/615 Branch, Whitbread Merseyside (4 docs.)	1978, 1980
/AZ2	Duplicated copies of "Information Bulletin", A.C.T.S.S., Whitbread Merseyside (2 docs.)	1979

UNOFFICIAL COLLECTIONS

ADMINISTRATION

Administrative miscellanea and deposited papers (contd.)

U149/AZ3	Copies of annual report and accompanying papers, 6/615 Branch (2 docs.)	1975
/AZ4	Photocopy of minutes of a departmental meeting held at Liverpool (1 doc.)	1976
COMMITTEES AND CONFERENCES		
/CO1	<u>Branch Committee</u>	
/CO1/AA1	Notices or agenda for meetings (4 docs.)	1976-77
/AM1	Minutes, mostly signed, of Committee meetings (11 docs.)	1973-75, 1977
/AMZ1	Photocopies of signed or unsigned minutes of meetings (7 docs.)	1974, 1976-78
/CO2	<u>Departmental meetings</u>	
/CO2A	<u>D.O.P.S. /Depot Ordering Process Systems/ Working Party</u>	
/CO2A/AA1	Agenda (1 doc.)	1977
/AMZ1	Photocopies of unsigned minutes (3 docs.)	1976-77
/CO2B/AMZ1	Photocopies of notes of a meeting of staff of Edit Section regarding the use of the D.O.P.S. system (2 docs.)	1977
/CO3	<u>Management/A.C.T.S.S. Executive meetings</u>	
/CO3/AMZ1	Photocopies of signed or unsigned minutes of meetings at Cook Street Brewery, Salford, several annotated, incomplete series (19 docs.)	1972-76
/AMZ2	Photocopy of notes of meeting between management and District and Branch Secretaries regarding matter as in U149/L1, stated from management's viewpoint (1 doc.)	1974
/AMZ3	Rough notes of three meetings with management (2 docs.)	1976, 1978
/CO4	<u>West Pennines Committee</u>	
/CO4/AA1	Notices and agenda with attached papers (8 docs.)	1978-79
/AB1	Photocopy of constitution of the West Pennines A.C.T.S.S. Committee and the Merseyside and Salford A.C.T.S.S. organisation (1 doc.)	1980
/AMZ1	Photocopies of unsigned minutes (5 docs.)	1977-79
/AMZ2	Photocopy of unsigned notes on a meeting of the West Pennines Committee with representatives of the Blackburn Staff Association (1 doc.)	1974
/C1	Copy of letter written on behalf of the Committee to the Branch Chairman, A.C.T.S.S., Salford (1 doc.)	1979
/C2	Copy of memorandum from the management, Whitbread West Pennines Ltd., to the Committee (1 doc.)	1978
/O1	Reports on matters in course of negotiation with management (2 docs.)	1974, 1976

UNOFFICIAL COLLECTIONS

COMMITTEES AND CONFERENCES

U149/C05 /C05/AA1	<u>West Pennines Joint Negotiating Committee</u> Notices or agenda with attached papers (6 docs.)	1975, 1979-80
/AMZ1	Photocopies or duplicated copies of unsigned minutes, incomplete series (57 docs.; 2 different texts for a meeting on 17 July, 1973)	1973-79
/C1	Photocopy of circular letter issued on behalf of the Committee (1 doc.)	1976
/C2	Photocopies of memoranda addressed to the Committee with accompanying paper (6 docs.)	1974-76, 1978-79
/C06	<u>West Pennines Delegate Conferences</u> These were attended by delegates from Salford, Samlesbury, Liverpool, Llandudno, Birkenhead and Blackburn and members of management were invited to attend.	
/C06/AA1	Conference programme, agenda and other meeting papers (17 docs.)	1975-76, 1978-79
/A01	Photocopies of conference reports (4 docs. and one sheet, apparently a photocopy of a photograph taken at one of the Conferences, with list of names added on back)	1975-76, 1978
/C07	<u>A.C.T.S.S. annual delegate conference (Whitbread and Co. Ltd.)</u> This was attended by representatives from Salford, Merseyside, Blackburn, Samlesbury, London, Sheffield, Castle Eden and Glasgow.	
/C07/AMZ1	Photocopy of unsigned minutes (1 doc.)	1977
/C08 /C08/AMZ1	<u>A.C.T.S.S. Central Negotiating Committee</u> Photocopy of unsigned minutes of meeting, with two attached docs., incl. photocopy of agreement signed on behalf of Whitbread London Ltd. and A.C.T.S.S. (3 docs.)	1975
/B1-2	BUSINESS Photocopies of formal notices to staff from Whitbread and Co. Ltd. and from Whitbread West Pennines Ltd. (2 docs.)	1980, n.d.
/B3	Photocopies of occasional papers apparently prepared by management containing information intended for staff (16 docs.)	1973, 1976, 1978-79, n.d.
/E4	Photocopies, 1975-78, of annual returns made by Whitbread West Pennines or Whitbread East Pennines, 1975-77 (6 docs.)	1975-78

UNOFFICIAL COLLECTIONS

	BUSINESS	
U149/B5	Photocopies or duplicated copies of papers relating to wages and salaries in Whitbread West Pennines or Whitbread Merseyside areas (22 docs.)	1975-80, n.d.
/B6	Photocopies of papers regarding job description, job evaluation and staff regrading, incl. some papers naming individuals at Salford (40 docs.)	1975-76, 1978, n.d.
/B7	Photocopies of papers concerning training at Salford (3 docs.)	n.d.
	CORRESPONDENCE	
/C1	Memoranda and letters (or copies) received from or distributed by the Branch Secretary, 6/615 Branch, with attached papers (15 docs. incl. some relating to the West Pennines Committee or the West Pennines J.N.C.)	1975-80
/C2	Copies of letters received from the District Secretary by the Branch Secretary with accompanying paper (3 docs.)	1973-74
/C3	Circular letter issued by the Divisional Officer, A.C.T.S.S., announcing the establishment of 6/820 Branch based on Blackburn and Shadsworth (1 doc.)	1976
/C4	Circular letter issued by the Regional Secretary, Region 8, Transport and General Workers' Union, regarding Propytex Ltd., Liverpool (1 doc.)	1974
/C5	Copy of letter written on behalf of 6/820 Branch, Blackburn (1 doc.)	1978
/C6	Memoranda (or copies) addressed by management to the Branch Secretary, 6/295 Branch (11 docs.)	1974-79
/C7	Copies of memoranda addressed by the Branch Secretary, 6/295 Branch, to management (2 docs.)	1976, 1978
/C8	Copies of interdepartmental memoranda of management, Whitbread West Pennines Ltd., received by the Branch Secretary, 6/295 Branch (5 docs.)	1976-77
/C9	Copies received by the Branch Secretary, 6/295 Branch, of "Brief" intended for circulation among management (2 docs.)	1973-74
/C10	Copy received by the Branch Secretary, 6/295 Branch, of letter from management (1 doc.)	1974
	LEGAL AND ARBITRATION	
/L1	Photocopies of papers prepared for arbitration by the Conciliation and Arbitration Service between Whitbread West Pennines Ltd. and A.C.T.S.S. over an appeal regarding relative position in a salary band (4 docs.; see also U149/C03/AMZ2)	1974

UNOFFICIAL COLLECTIONS

OFFICIAL DECLARATIONS AND REPORTS

U149/01	Signed declaration, issued on behalf of 6/295 Branch, supporting the Staff Trade Union National Co-ordinating Committee (Whitbread and Co. Ltd.) regarding trade union representation on the Pension Fund Management Committee (1 doc.)	1978
/02	Public notices (or copies) prepared for members of the Branch and related doc. (5 docs.)	1976-78, n.d.
/03	Photocopies of texts of papers apparently prepared in Branch 6/295, 6/615 or in West Pennines area for circulation to Branch members (18 docs.)	1976-80
/04	Photocopies or duplicated copies of "Information Bulletin", A.C.T.S.S., Whitbread West Pennines Ltd., incl. a draft copy (5 docs.)	1976-78
/05	Photocopy of "Information Bulletin", A.C.T.S.S., Whitbread Merseyside and Salford (1 doc.)	1979
/06	Photocopies of agreements between Whitbread West Pennines Ltd. and A.C.T.S.S. in respect of staff in Salford, Samlesbury, Merseyside and, during 1977-78, Llandudno (9 docs.)	1975-78
/07	Photocopy of unsigned copy of agreements as below (1 doc.)	1978
/08	Printed copy of signed agreements between Whitbread West Pennines Ltd. and A.C.T.S.S. comprising "Head Agreement: West Pennines" and "Location Agreement: Salford" (1 booklet)	1978
/09	Photocopy, check list on maternity rights, prepared by 6/615 Branch but marked "+Salford", 1979, with attached notice from 6/615 Branch (2 docs.)	1978-79
/010	Printed notice, "Holidays with Pay", issued by the Conciliation and Arbitration Service, Sunley Building, Piccadilly Plaza, Manchester, M60 7JS (1 doc.)	1974

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ADMINISTRATION

Administrative miscellanea and deposited papers

U149/AZ5 Copy of agenda for meeting with Merseyside Executive Management team, Branch 6/615 (1 doc.) 1981

COMMITTEES AND CONFERENCES

/CO1
/CO1/AMZ2 Branch Committee
Photocopy of unsigned minutes of joint meeting of representatives, Merseyside, Salford and Samlesbury, Branches 6/295 and 6/615 (1 doc.) 1973

/CO3
/CO3/AMZ4 Management/A.C.T.S.S. Executive meetings
Photocopy of unsigned minutes, joint management/A.C.T.S.S. meeting, held at Salford (1 doc.) 1973

/CO4
/CO4/AMZ1
(addnl.) West Pennines Committee
Photocopies of unsigned minutes, incomplete series (52 docs.) 1973-80

/CO5
/CO5/AMZ1
(addnl.) West Pennines Joint Negotiating Committee
Photocopies of unsigned minutes (25 docs.) 1978-81

/CO7
/CO7/AMZ1
(addnl.) A.C.T.S.S. annual delegate conference (Whitbread and Co. Ltd.)
Photocopy of unsigned minutes, second meeting (1 doc.) 1977

/CO9
/CO9/AMZ1 Staff Trade Union National Co-ordinating Committee, Whitbread and Co. Ltd.
Photocopies of unsigned minutes and covering letter, meetings on founding of Committee as above (3 docs.) 1977

/O1 Statement of aims by the same Committee (1 doc.) 1977

UNOFFICIAL COLLECTIONS

BUSINESS

U149/25, (addnl.)	Photocopies of papers relating to wages and salaries in Whitbread West Pennines or Whitbread Merseyside areas (10 docs.)	1972-74, n.d.
/B6 (addnl.)	Photocopies of papers regarding staff regrading (2 docs.)	1978, n.d.
CORRESPONDENCE		
/C1 (addnl.)	Memoranda and letters (or copies) received from or distributed by the Branch Secretary, 6/615 Branch (8 docs.)	1977-78, 1980
/C2 (addnl.)	Copy of letter, distributed by the District Secretary, A.C.T.S.S. (1 doc.)	1974
/C6 (addnl.)	Memoranda (or copies) addressed by management to the Branch Secretary, 6/295 Branch (4 docs.)	1978, 1980-81
/C7 (addnl.)	Copies of memoranda addressed by the Branch Secretary, 6/295 Branch, to management (2 docs.)	1981, n.d.
/C10	Copy received by the Branch Secretary, 6/295 Branch, of letter from management (1 doc.)	1980
/C11	Copy of letter distributed by National Secretary, A.C.T.S.S. (1 doc.)	1977
OFFICIAL DECLARATIONS AND REPORTS		
/02 (addnl.)	Copy of public notice prepared for members of the Branch (1 doc.)	1974
/03 (addnl.)	Photocopies of texts of papers apparently prepared in the West Pennines area, for circulation to Branch members (5 docs.)	1978, 1980-81
/06 (addnl.)	Photocopies of agreements between Whitbread West Pennines Ltd. and A.C.T.S.S. in respect of staff in Salford, Samlesbury and Merseyside (2 docs.)	1973-74
/07 (addnl.)	Photocopy of unsigned copy of agreement between Whitbread West Pennines Ltd. and A.C.T.S.S. comprising "Head Agreement" and "Location Agreement", text as in U149/08 but (as with other photocopy in U149/07) location agreement as for Samlesbury (1 doc.)	1978
/011	Photocopies of texts prepared for agreements between Whitbread West Pennines Ltd. and A.C.T.S.S., location not specified (3 docs.)	1975, n.d.
/012	Photocopies of texts prepared for agreements between Whitbread West Pennines Ltd. and A.C.T.S.S., location Salford (3 docs.)	1973, 1977, n.d.
/013	Initialled copy of contract of employment statement, Whitbread West Pennines Ltd. (1 doc.)	1972
/014	Photocopy of "action checklist" regarding statements of terms and conditions of employment (1 doc.)	n.d., 1975 or later
/015	Photocopy of statement on behalf of employees, Laurence Scott and Electromotors Ltd., Manchester (1 doc.)	1981