

FOR OFFICIAL USE ONLY

*Not to be communicated to anyone outside H.M. Service*

**ADMIRALTY FLEET ORDER**  
**VOLUNTEERS FOR HARVESTING—NON-INDUSTRIAL**  
**STAFF**

ADMIRALTY, S.W.1.  
15th April, 1943.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action.

By Command of their Lordships,

*H. V. Markham*

**Distribution Limited**

To Commanders-in-Chief (not C.-in-C., H.F.), Flag Officers, Senior Naval Officers Ashore, Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned. } Home only.

NOTE:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.

Head of "P" Branch

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 1774.—Volunteers for Harvesting—Non-Industrial Staff

(C.E. 4640/43.—15.4.1943.)

The Minister of Agriculture and Fisheries and the Secretary of State for Scotland have appealed to the public to spend part of their summer holidays in helping to bring in the harvest. This appeal has the full support of Their Lordships and it is hoped that as many as possible of the Admiralty staff will respond to it.

2. Heads of departments and establishments are accordingly requested, where possible and subject to the needs of Admiralty business, to allow volunteers to arrange their annual leave so as to enable them to assist in this work. It is hoped that, so far as may be practicable, preference in the selection of leave periods will be given to such volunteers.

3. Details of the arrangements for enabling Civil Service volunteers to help with the harvest are set out in the subjoined appendix and heads of departments and establishments are requested to bring these at once to the notice of the staff. *Attention is drawn to the need for early application.*

4. *Additional Leave for Emergency Harvesting.*—Apart from the arrangements referred to above, it is expected that volunteers will be required at short notice to help with emergency harvesting. This is particularly likely in September and October. This is dealt with in paragraphs 9–16 of the Appendix. Attention is drawn to the special arrangements which apply in Scotland (paragraphs 14–16).

5. Those who are called out for such emergency harvesting will receive up to one week's special paid leave. In no other circumstances, however, can leave in addition to the ordinary annual leave be granted for harvesting purposes.

6. For the purpose of paragraph 10 of the Appendix, heads of departments and establishments, or their nominated representatives, are to function as the "local establishment officer"; and to avoid delay staff who are permitted to volunteer for emergency harvesting should, when enrolling, inform the organising officer concerned of the name of the "local establishment officer" to whom application for their temporary release should be made when the need for their services arises.

## APPENDIX

1. As explained above, the Minister of Agriculture and Fisheries and the Secretary of State for Scotland are exceedingly anxious to get as many volunteers as possible to help with the harvest. The National Staff Side have told the Treasury that they think that many Civil Servants would be glad to help and would welcome information about arrangements.

2. Before explaining these arrangements something must be said about the conditions of the work, so that volunteers can clearly understand what is involved. In the first place accommodation will not, as a rule, be on a farm. The farmer's wife already has as much as she can do. Normally, it will be in camps, sometimes under canvas, sometimes in existing buildings. The work will be hard, and only the physically fit should volunteer. In England and Wales help will be wanted during the summer months for such work as fruit-picking, pea-picking, corn harvesting, hay harvesting and potato lifting; and in September and October chiefly for potato and sugar-beet lifting. In Scotland help is wanted mainly for the grain harvest. Women are needed as well as men, but no volunteer of either sex under 16 can be accepted.

## ENGLAND AND WALES

3. Volunteers are needed (1) to help while on annual leave, and (2) to be prepared to help, if called upon, for a short period (not more than a week) of "emergency harvesting" in September or October, for which special leave with pay will be granted.

4. The ordinary rates for non-skilled labour will be paid for hours actually worked.

*Harvesting during Annual Leave*

5. A number of County War Agricultural Executive Committees will be running special harvest camps for holiday makers, and particulars, so far as available, are given in List A attached. In general, board and lodging will be provided at the cost price of about 25s. to 30s. a week. Normally, there will be a minimum period of attendance, generally about a week and not likely to be less than four

days. Most camps will be for men and women, but not for children, as all accommodation is required for workers. Cheap railway tickets will be obtainable by persons attending the camps. Unless the volunteer travels a long distance to work or the weather is bad, he should cover his expenses and may be in pocket. Camps will be open to members of the general public, and there is likely to be a large demand for places during the holiday months.

6. Several War Agricultural Committees will be prepared to run additional camps for Civil Servants only, if the demand is sufficient to keep them going for several weeks between the end of July and the end of September or later. These camps will be run on the same lines as those described above. Preliminary arrangements in connection with them will be made by the area organisers whose names and addresses are given in List B.

7. Where a Civil Servant in England or Wales is prepared to give part of his annual leave (say, not more than a week) to harvesting, and wishes accommodation to be found for him, he should communicate as early as possible, and not later than the end of April, with either

(a) one of the camp organisers shown in List A, or

(b) the Civil Service Area Organiser shown in List B for the area in which he wishes to help.

He should state his name, age, address, and the period during which he is prepared to help. Volunteers writing to an area organiser who have a strong preference for a particular county within the area should name the county. If an officer would like to make up a small party of relatives or friends he should give the name, age and address of each person, making it clear that the application is to be dealt with as a party and not as an individual application. Officers need not submit their names through their department, but they should of course ensure that it will be prepared (subject to unforeseen emergencies) to release them during the period required. To avoid additional strain on the railways, officers are asked to volunteer for work reasonably close to the districts where their offices are. For example, staff in the south should not volunteer for Yorkshire, or staff in the north for Devon. Exceptions may occur, e.g., where an evacuated officer volunteers to help in the neighbourhood of his home; such an officer should make the position clear at the time of volunteering since otherwise it may not be possible to accept his offer.

8. It should be emphasised that harvesting under the foregoing arrangements will be done during annual leave and will not attract any special leave privileges.

*Emergency Harvesting*

9. In addition, however, the Ministry of Agriculture and Fisheries would like to be able to call upon Civil Servants at very short notice to help with emergency harvesting, chiefly of potatoes and sugar beet, for a few days or a week at most. The need is expected to arise in September and October, with variations from district to district, and will in general be later in the north than in the south. The numbers required, and the periods, will depend largely on local conditions, especially the weather, and it may be impossible to give more than three or four days' notice of the need for volunteers. The work will be in the locality where officers are serving, and they will not be expected to sleep away from home. Wherever possible, transport will be provided.

10. Officers who assist with this emergency harvesting will be allowed to count the period as special leave with pay. Since the final arrangements will have to be made at very short notice, departments should nominate in advance, in each locality or area in which they have staff, an officer (referred to below as the local establishment officer) who will be responsible in that locality for granting the necessary special leave when a request for volunteers is received. All practicable steps should be taken beforehand to ensure that as many volunteers as possible can be released.

11. Volunteers should give their names to the local establishment officer, who should prepare a rota of officers who could in response to an emergency call be released at short notice in any particular week in September or October, or outside those months where he has been notified that special local conditions exist. The Civil Service Area Organiser for the area in which the office is situated should be informed of the number who could be released, subject to any unforeseen emergencies, in each week within the period.

12. When a need for volunteers arises the area organiser will be informed through the local War Agricultural Executive Committee of the exact dates when help will be needed and the number of volunteers wanted. He will then get in touch with the local establishment officer who will notify the dates and place of work to the staff who are to be released.

13. Part-time staff may be paid for their normal hours of attendance in respect of any days spent harvesting under these arrangements.

## SCOTLAND

14. The arrangements in Scotland are on rather different lines from those in England and Wales. Volunteers are wanted between the end of August and mid-October, and must be prepared to work for two consecutive weeks. Any Civil Servant in an office in Scotland who is so prepared, and can arrange to have his holiday during the period mentioned, should apply to the Labour Division, Department of Agriculture for Scotland, Room 369, 15, Grosvenor Street, Edinburgh 12 (telephone Edinburgh 34661, Ext. 29) for a form of enrolment and leaflet giving full particulars of the scheme. Of the two consecutive weeks spent in harvesting the second will count as special leave with pay, and only the first as annual leave. Volunteers will, therefore, have a separate week's leave available for their own purposes. They should ensure that their department will allow them to be absent during the fortnight for which they volunteer. Weekly wages are guaranteed at not less than the minimum rates prescribed for temporary workers in agriculture in Scotland. Accommodation will normally be in hostels run on a camping basis. Rail or bus fares within Scotland will be paid.

15. Intending volunteers are urged to submit their completed forms of enrolment to the Department of Agriculture for Scotland before the end of April. If any particular area is preferred it should be stated, but the operation of the scheme will be facilitated if the department is given a free hand in allocating volunteers to areas of need.

16. Part-time staff may be given a week's special leave if they spend a minimum period of two weeks in harvesting.

## GENERAL

17. Departments are asked to bring the foregoing arrangements to the notice of every member of their staff at an early date. Every effort should be made from the outset to avoid the possibility of last-minute alterations affecting volunteers under any part of the scheme. Officers having once volunteered are asked to do their utmost to fulfil the terms of their offer. Where for special reasons it becomes necessary to alter the leave arrangements originally made in an office, it is hoped that the department will do its best to see that volunteers for harvesting are not asked to alter their annual leave arrangements unless this is absolutely unavoidable.

## List A

Arrangements made by various County War Agricultural Executive Committees to form Camps for Holiday Workers

| County<br>(1) | Name of Organiser<br>(2)   | Number of Camps,<br>etc.<br>(3)      | Period<br>(4)          |
|---------------|--|--------------------------------------|------------------------|
| Home Counties | The Principal Organiser,<br>Volunteer Agricultural Camps<br>(Home Counties),<br>Cannon Croft, Eastcote Road,<br>Pinner, Middlesex. | 14 camps, approx.                    | 17th April-<br>October |
| Bedfordshire  | The Labour Officer,<br>Bedfordshire War Agricultural<br>Executive Committee,<br>Phoenix Chambers,<br>High Street, Bedford.         | 2 camps, for 300/<br>350 volunteers. | April-October.         |

## List A—contd.

| County<br>(1)             | Name of Organiser<br>(2)  | Number of Camps,<br>etc.<br>(3)  | Period<br>(4)  |
|---------------------------|---|--|--|
| Cheshire                  | The Labour Officer,<br>Cheshire War Agricultural<br>Executive Committee,<br>1, South Street, Crewe.                                       | Not stated   | Not stated.  |
| Cumberland                | Miss D. N. Murray,<br>"Scaurbank", Longtown.  | 1 camp   | Not stated.  |
| Dorset                    | The Labour Officer,<br>Dorset War Agricultural<br>Executive Committee,<br>Shire Hall, Colliton Park,<br>Dorchester.                       | 1 camp   | From end of<br>September<br>onwards.                   |
| Gloucestershire           | The Labour Officer,<br>Gloucestershire War Agricultural<br>Executive Committee,<br>The Palace, Gloucester.                                | 4 camps  | May-Septem-<br>ber or later.                           |
| Herefordshire             | The Labour Officer,<br>Herefordshire War Agricultural<br>Executive Committee,<br>4, St. John Street, Hereford.                            | 1 camp   | July-<br>September.                                    |
| Huntingdonshire           | The Labour Officer,<br>Huntingdonshire War Agricultural<br>Executive Committee,<br>The Old Grammar School,<br>Huntingdon.                 | 1 camp, for 150/<br>200 men and<br>women.  | August-<br>October.                                    |
| Leicestershire            | The Labour Officer,<br>Leicestershire War Agricultural<br>Executive Committee,<br>7, Friar Lane, Leicester.                               | 2 camps, mainly<br>for people from<br>Leicestershire.                            | Mid-August-<br>September.                              |
| Lincolnshire<br>(Holland) | The Secretary,<br>Lincs. (Holland) War Agricultural<br>Executive Committee,<br>15, Market Place, Boston.                                  | 1 camp for 30 vol-<br>unteers per week.  | June-<br>September.                                    |
| Norfolk                   | The Labour Officer,<br>Norfolk War Agricultural<br>Executive Committee,<br>26, The Close, Norwich.  | 2 camps, each for<br>100 volunteers<br>mainly from<br>Norfolk.                   | July-<br>September.                                    |
| Northumberland            | The Labour Officer,<br>Northumberland War Agricultural<br>Executive Committee,<br>4, Northumberland Street,<br>Alnwick.                   | Hostels and camps<br>(No. not stated)<br>mainly for<br>Northumberland<br>people. | June-October.  |
| Pembrokeshire             | Miss N. Nesta Griffiths,<br>Assistant Labour Officer,<br>Pembroke War Agricultural<br>Executive Committee,<br>Barn Street, Haverfordwest. | Not stated   | June-Septem-<br>ber at least<br>(probably<br>October). |
| Rutland                   | The Labour Officer,<br>Rutland War Agricultural<br>Executive Committee,<br>Catmose, Oakham.   | 1 or more camps  | Mid-August-<br>September.                              |
| Warwick                   | <i>Camp for Women</i><br>Lady Stapledon,<br>Mayflower Hall, Clopton Road,<br>Stratford-on-Avon.   | 1 camp for 80/100<br>women.  | June-July.   |

## List A—contd.

| County<br>(1)                 | Name of Organiser<br>(2)   | Number of Camps,<br>etc.<br>(3)   | Period<br>(4)   |
|-------------------------------|--|---|---|
| Warwick—<br><i>contd.</i>     | <i>Camp for Men</i><br>The Labour Officer,<br>Warwickshire War Agricultural<br>Executive Committee,<br>12, Guy's Cliffe Avenue,<br>Leamington Spa. | 1 small camp for<br>men.<br>Camps are for War-<br>wickshire people<br>only. |   |
| Wiltshire                     | The Labour Officer,<br>Wiltshire War Agricultural<br>Executive Committee,<br>The County Hall,<br>Trowbridge.                                       | 2 camps, for 500/<br>600 volunteers<br>(60 per week).                       | 8 weeks com-<br>mencing<br>August 1st.                          |
| Worcestershire                | Mrs. G. Cosnett,<br>Worcestershire War Agricultural<br>Executive Committee,<br>The Deanery, Worcester.   | 4 camps, each for<br>50/80.   | June—<br>September.   |
| Yorkshire<br>(East Riding)    | The Assistant Labour Officer,<br>Yorks. (East Riding)<br>War Agricultural Executive<br>Committee,<br>St. Mary's Manor, Beverley.                   | Tents or hostels<br>for 50 volunteers<br>weekly.                            | August—<br>September.   |
| Yorkshire -<br>(North Riding) | The Labour Officer,<br>Yorks (North Riding) War<br>Agricultural Executive<br>Committee,<br>County Hall, Northallerton.                             | 2 camps   | August—Sep-<br>tember at<br>least (prob-<br>ably Octo-<br>ber). |

## List B

## Civil Service Area Organisers

| Area  | Name and Address of Organiser   |
|---|---|
| <i>Northern</i><br>Cheshire, Cumberland, Durham, Lancs,<br>Northumberland, Westmorland and York-<br>shire.  | Douglas Clark, Esq.,<br>Ministry of Pensions,<br>Room 201,<br>Norcross, Blackpool, Lancs.   |
| <i>Midlands</i><br>Derbyshire, Herefordshire, Leicestershire,<br>Lincs., Northamptonshire, Notts, Rut-<br>land, Shropshire, Staffs, Warwickshire and<br>Worcestershire. | Miss A. G. Jones,<br>Wages and Inspection Section,<br>Regional Office of the Ministry of Labour<br>and National Service,<br>231-9 Corporation Street,<br>Birmingham, 4. |
| <i>Wales</i><br>(All counties in Wales and Monmouthshire)   | W. V. T. Price, Esq.,<br>Ministry of Food,<br>Colwyn Bay Hotel,<br>Colwyn Bay.  |
| <i>East Anglia</i><br>Beds, Cambridgeshire, Essex, Herts, Hunts,<br>Norfolk and Suffolk.  | T. J. Perry, Esq.,<br>Assistance Board,<br>Castlebray, Chesterton Lane,<br>Cambridge.   |
| <i>Southern</i><br>London, Berks, Bucks, Dorset, Hants, Kent,<br>Middlesex, Oxfordshire, Surrey and<br>Sussex.  | V. A. Savage, Esq.,<br>London Telecommunication Region,<br>G.P.O., Waterloo Bridge House,<br>London, S.E.1.   |
| <i>Western</i><br>Cornwall, Devonshire, Gloucestershire,<br>Somerset and Wiltshire.   | J. G. Burton, Esq.,<br>Ministry of Home Security,<br>19, Woodland Road, Bristol, 8.   |